

**BY ORDER OF THE COMMANDER
HQ 71ST FLYING TRAINING WING**

**DEPARTMENT OF DEFENSE MANUAL
4525.8**



**AIR FORCE MANUAL 33-306
Supplement**

**VANCE AFB
Supplement**

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DOD OFFICIAL MAIL MANUAL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of DOD 4525.8_AFMAN 33-306, AF Supplement, dated 12 Oct 06. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) AF Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the Vance AFB Publications and Forms Manager. (AF Form 847 is prescribed in AFI 11-215, USAF Flight Manuals Program [FMP]. Refer to that publication for guidance on filling out the form.)

SUMMARY OF CHANGES

Change all Base Information Transfer Center references to Official Mail Center (OMC).

CHAPTER 1

C1.5.9.1. (Added)(VANCEAFB) Consolidated mail service is used for official mail sent to Randolph AFB TX.

C1.5.9.2. (Added)(VANCEAFB) Forward mail for activities on Randolph AFB to contractor, Base OMC in an appropriate container (envelope, box, Optional Form 65-B/C, *U.S. Government Messenger Envelope*) addressed to the appropriate unit and functional address, i.e., HQ AETC/SCMC. Except for Optional Forms 65-B/C, containers will show the sender's and addressee's complete mailing address.

C1.10.8.3.1. (Added)(VANCEAFB) Items requiring overnight service through Federal Express must be hand carried to Freight Department, Bldg 200, by 1400. A letter of authorization must accompany all items. All items requiring overnight services through the U.S. Postal Service (USPS) must be hand carried to OMC (Official Mail), Bldg 430, by 1430, for postal pickup. If overnight services are needed after the USPS pickup time, the OPR will hand carry the item to the U.S. Post Office downtown. The USPS will not accept overnight packages after 1700. The USPS does not guarantee overnight services to all areas.

C1.6.1a. Freight Department is the authorized shipping point for commercial small package carriers.

Chapter DLI Definitions

DLI.1.64. Agencies authorized to deal directly with the Vance Branch (USPS) for mail receipt and delivery are contractor Logistics and Army/Air Force Exchange Service.

CHAPTER 8 (Added) (VANCEAFB)

C8.8.1. (Added)(VANCEAFB) Receipt for accountable mail (registered, certified, and insured) by signing a DD Form 2825, *Internal Receipt*, with black ink pen. Type, stamp, or print name the way the person signs it. When accountable mail is delivered without the DD Form 2825, the activity distribution office will return it immediately to contractor OMC for accountability control.

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, Management of Records

AFI11-213, USAF Flight Manuals Program

Prescribed Forms

No forms are prescribed by this publication

Adopted Forms

Optional Form 65-B/C, *U.S. Government Messenger Envelope*,

DD Form 2825, *Internal Receipt*,

AF Form 847, *Recommendation for Change of Publication*.

Abbreviations and Acronyms

AF— Air Force

AFB— Air Force Base

AFI— Air Force Instruction

AFMAN— Air Force Manual

AFRIMS— Air Force Records Information Management System

DOD— Department of Defense

FMP— Flight Manuals Program

OMC— Official Mail Center

OPR— Office of Primary Responsibility

RDS— Records Disposition Schedule

TX— Texas

USPS— United States Postal Service

VAFB—Vance Air Force Base