

**BY ORDER OF THE COMMANDER
LOS ANGELES AIR FORCE BASE**



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LOS ANGELES AIR FORCE BASE

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Communications and Information

OFFICIAL MAIL MANUAL

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This supplement extends the guidance of DOD 4525.8-M/ AFMAN 33-306, dated 12 Oct 2006, DoD Official Mail Manual. The supplement describes SMC's procedures for use in conjunction with the basic AFMAN. This supplement applies to all Los Angeles AFB and tenant units. Refer recommended changes and questions about this publications to the Office of Primary Responsibility (OPR) using the AF IMT 847, **Recommendation of Change of Publication**; route AF IMT 847s from the field through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFM 33-363, **Management of Records**, and disposed of in accordance with the Air Force Records Disposition (RDS) located at <https://www.my.af.mil/afirms/afirms-afirms/rims.cmf>.

SUMMARY OF CHANGES

This supplement limits the amount of boxes in an accession that can be shipped by the Official Mail Center (OMC) to the Federal Records Center due to cost. It gives OMC personnel the authority to return mail received with no known recipient the next business day. Requires packages to be picked up within 15 workday or they will be returned to vendor. Customers must obtain tracking number from vendors in order for OMC personnel to locate their package.

Chapter 1

C1.5.1. The Official Mail Center will accept accessions up to 7 boxes for shipment to the Federal Records Center. Accessions of 8 boxes or more must be shipped through Logistic Squadron.

C1.5.3. Organizations requiring Business Reply Mail will submit request to 61 CS/SCOKE.

C1.10.2. The use of United States Postal Service (USPS) Express Mail is extremely limited. The Official Mail Manager (OMM) or designated representative approves the use of USPS Express Mail when its use is determined to be the most cost effective way to meet a program requirement within time and security constraints. Agencies must provide a justification memorandum signed by their flight commander when requesting the use of USPS Express Mail.

C1.10.2.1. (Added) USPS Express mail must arrive at the OMC not later than 1330 for next day delivery. Organizations will not use USPS Express Mail service on Friday or the day prior to a holiday.

C1.10.5. All incoming accountable mail will be handled, safeguarded and delivered as accountable (classified) mail until determined otherwise. These items must be stored in a GSA-approved container or an approved secure room. OMC personnel prepare a DD Form 2825, Internal Receipt, for each Accountable Mail package. Only individuals designated by the unit to receipt for accountable/classified mail may receipt for the package.

C1.10.8.3.1. (Added) FedEx next day delivery may be used for transmission of Secret and Confidential material only within the Continental United States (CONUS).

C1.10.8.3.2. (Added) Use only on Monday through Thursday. It cannot be used on days before weekends (Friday) or holidays unless the sender has verified someone will be available to accept it during the weekend or holiday.

C1.10.8.3.3. (Added) Secret and Confidential material must meet FedEx standard size and weight limitations. Restrictions for accountable mail are as follows: packages/parcels must not weigh more than 70 lbs. They cannot be more than 17" across, 33" long or 44" high. The OMC will not accept computer equipment and/or components. All computer equipment and/or components must be delivered to the computer warehouse.

C1.16.1.1. Organizations having a requirement for permit mailing will contact the OMC for guidance and verification. Permit mailings require a minimum of 200 pieces. Organizations making a permit mailing will submit a request letter to 61 CS/SCOKE.

C1.19.1.1. Envelopes or flats containing mail not properly prepared for dispatch (i.e., improper markings, over-sized envelopes, problems regarding local container numbers, office symbols, improper mailing address, no return address, DD Form 2825, wrapping, etc.) cannot be accepted for pick up and will be left with the dispatching office or returned.

C1.20. Units must update authorization memorandums annually or as changes occur. Each authorization memorandum must contain each individual's name, duty phone number, level of security clearance, and the following indorsement by the unit security manager:

“I verified the security clearances of the individuals identified herein using the Joint Personnel Adjudication System (JPAS). Each individual has been briefed on proper procedures for handling, transmitting, and safeguarding accountable mail/classified material in accordance with DODM5200.01 Vol 1-4 DoD Information Security Program and AFI 31-401, Information Security Program Management.”

C1.20.1. (Added) Notice will be sent to all individuals listed on the accountable mail list for the organization same day of receipt. If the item is not picked up, a second notice is sent to same addressees. Materials not picked up by close of business on the fourth day will be returned to sender. (This includes Registered, Certified, Insured, and Express Mail).

Chapter 2

C2.3.1.1. (Added) Mail received in the OMC with no known recipient will be returned the next business day.

C2.3.1.2. (Added) Parcel received from small delivery companies that are not picked up within 15 workdays from receipt will be returned to vendor.

C2.3.1.3. (Added) The complete mailing address must be provided to vendor to include office symbol and name of point of contact.

C2.3.1.4. (Added) In order for the OMC personnel to track a package they must be provided the tracking number provided by the vendor, the vendor's name and shipping company.

C2.3.5.1. Hours of operation for the OMC are Monday through Friday, 0700-1600. The cutoff time for outgoing accountable mail is 1330, Monday through Friday.

C2.3.5.2.1. Los Angeles AFB provides "pouch" service to the locations maintained in the Official Mail Center.

C2.10.6.2. When the volume of mail justifies the cost, consolidated mail is sent via USPS 3-Day Priority Mail.

C2.10.6.2.1. (Added) Pouch mail service is provided three times per week or depending on volume of mail.

C2.17.1. Do not place outgoing personal mail (greeting cards, bill payments, mortgage payments, etc.) with postage already applied, into the official outgoing mail. Place this mail in USPS mail receptacles. If OMC receives this mail, they will return it to the sender.

C2.17.2.1. (Added) The OMC will not distribute UNOFFICIAL flyers advertising/announcing the following:

C2.17.2.1.1. (Added) Fund raising activities (i.e., car washes bake sales, bowl-a-thons, pie-in-the-face contests, etc.).

C2.17.2.1.2. (Added) Retirement luncheons or banquets, except when indicted as part of the official retirement ceremony.

C2.17.2.1.3. (Added) PCS, PCA, going away luncheons, dinners, or parties (NOTE: Advertise these events in the base bulletin, base newspaper, base television channel, etc.).

C2.17.2.1.4. (Added) Events sponsored by private organizations, i.e., Boy Scouts, American Cancer Society, American Red Cross, Unit Associations (Booster Clubs, Wives Clubs, Top-3, Top-4), Air Force Association, Air Force Sergeants, Association. EXCEPTION: Flyers advertising federally recognized events (e.g., Black or Hispanic Heritage Months, Federal

Women's Week, etc.) are authorized to be distributed by OMC for the duration of the event as long as it does not produce revenue.

C2.17.2.1.5. (Added) Revenue producing items or events sponsored by military or military affiliated organizations, (e.g., Non-Appropriated Fund Instrumentalities or Morale, Welfare, and Recreation activities, etc.).

C2.17.2.1.6. (Added) Other Unofficial events.

Chapter 3

C3.6.5.1.1. Outgoing mail will be required to meet the DoD preferred format with the exception of consolidated mail, which can be typed or handwritten. This preference states all outgoing official mail addresses have straight, left margins and are in a non-italicized font. Addresses must be typed in either 10 or 12 pitch fonts of the customer's choice. Refer to the following example:

61 CS/SCOKE
ATTN: OFFICIAL MAIL MANAGER (OR POC NAME)
483 NORTH AVIATION BLVD
EL SEGUNDO CA 90245-2808
OFFICIAL BUSINESS (use on return address only)

Chapter 8

C8.1.1.1. Appointment of the ADO personnel must be made in writing to the OMM,

61 CS/SCOKE.

C8.1.1.1.1. (Added) Person designated as ADO personnel must accept all items for the ADO's area of responsibility at the time of visit to OMC.

ELLEN M. PAWLIKOWSKI, Lt Gen, USAF
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