

**BY ORDER OF THE COMMANDER  
WRIGHT-PATTERSON AIR FORCE BASE**



**DODI4525.8 AIR FORCE SUPPLEMENT  
WRIGHT-PATTERSON AIR FORCE BASE  
Supplement  
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Information**

**DOD OFFICIAL MAIL MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**DODI4525.8\_AFSUP1, 20 March 2006, is supplemented as follows:**

This supplement establishes the WPAFB Official Mail Program policies as implemented in DODI 4525.8-M, *DOD Official Mail Management*. As such, it describes procedures for timely and economical delivery of official mail and promotes efficient management of the Official Mail Program (OMP) at Wright-Patterson AFB OH. The OMC is defined as the Base Information Transfer Center (BITC) (88 CG/SCCMU), Document Security Section (88 CG/SCQIAC), and the United States Postal Service (USPS) Branch Office; however, all official mail is processed through either the BITC or the Document Security Section. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

**2. APPLICABILITY AND SCOPE**

This supplement applies to all organizations serviced by the Wright-Patterson AFB Base Information Transfer System (BITS).

**5. RESPONSIBILITIES**

5.4.1. (Added) Organizations can contact the Official Mail Manager (OMM) between the hours of 0800 – 1700 at 522-3093. The OMM is located in Area A, Building 1455, second floor. Mail is addressed: 88 CG/SCCM.

**8. EFFECTIVE DATE**

This supplement is effective immediately.

**E2. ENCLOSURE 2**

(ADDED) USPS publications and information can be obtained by accessing Business Mail 101 online at <http://www.usps.com/businessmail101/welcome.htm> OR <http://www.usps.gov> or [usps.com](http://usps.com). Select Certified Cur

“About USPS & News” tab, “Forms & Publications” under the Organization Information section, “Postal Periodicals and Publications”, then “Publications”.

E2.1.6 USPS Publication 25, Designing Letter and Reply Mail (current edition). Recommend each Activity Distribution Office (ADO) maintain a copy of this publication. The publication outlines specific design requirements which qualify letter-size mail-pieces for postal discounts. Proper design allows letter-size mail to be USPS automation-compatible for improved service and postage savings. Large volume mailings must be in compliance with these requirements. All Business Reply Mail (BRM), i.e., cards, envelopes, and labels, must be prepared in accordance with (IAW) the specific requirements outlined in this publication.

E2.1.7 USPS Notice 67 (current edition) Recommend ADOs maintain a copy of this template, which is to be used in conjunction with USPS Pub 25. This template can be obtained by contacting the District Business Mail Entry office in Cincinnati, Oh at 513-684-5588 or by calling the Official Mail Manager (OMM).

E2.1.8 USPS Publication 28, Postal Addressing Standards (current edition). Recommend ADOs maintain a copy of this publication. This publication describes both standardized address formats and content. As such, it outlines specific type fonts required for preparing address data, provides standardized USPS abbreviations, and shows the arrangement of information on the mail piece. Standardized address information enhances the processing and delivery of mail, and reduces undeliverable-as-addressed mail, both of which allow cost reduction through improved efficiency.

E2.1.15 (ADDED) USPS Publication 178, Recommendations for Designing Flat Mail (current edition). Recommend each ADO maintain a copy of this publication. This publication outlines specific design requirements which qualify flat-size mail pieces for postal discounts. Proper design allows flat-size mail to be USPS automation-compatible for improved service and postage savings. All single mailings greater than 100 pieces must be in compliance with these requirements.

#### E4. ENCLOSURE 4

##### WRIGHT-PATTERSON AFB OFFICIAL MAIL PROGRAM (OMP)

E4.2.1.1. (Added)(AF) All organizations not directly subordinate to Aeronautical Systems Center (ASC) shall reimburse for all postal expenses exceeding \$500.00 annually. Organizations will submit a certified Military Interdepartmental Purchase Request (MIPR) or Miscellaneous Obligating Reimbursement Document (MORD), as appropriate, to 88 CG/SCF as soon as funds are made available for expenditure. Contact 88 CG/SCF, (937) 904-8290, or DSN: 674-8290 for further information.

E4.2.1.1.1. (Added) All Wright-Patterson AFB organizations using any type of next day mail services through the Official Mail Center (OMC) must provide a funding document to 88 CG/SCF before requesting use of these services.

E4.2.1.2. (Added)(AF) The Official Mail Manager (OMM) maintains a monthly log of all postal reimbursement expenses. Questions regarding monthly expenses may be directed to the OMM at 522-3093 or to 88 CG/SCF at 904-8290.

E4.2.1.3.2 (Added)(AF) Organizations serviced through the Wright-Patterson Official Mail Program (WP-OMP) shall not purchase USPS stamps or next day mail services via any funding vehicle to include the Government Purchase Card (GPC). Contact the OMM for further information.

E4.2.4. Monthly reconciliation on all WP-OMP USPS accounts shall be complete not-later-than the 7<sup>th</sup> working day of each month for the preceding months expenses.

E4.2.8. USPS APCs and letter trays for outgoing mail are obtained from the USPS Branch office in Building 258.

E4.2.8. (Added)(AF) All maintenance issues related to government owned postal metering equipment shall be documented and referred to the Quality Assurance Personnel (QAP) or OMM immediately upon discovery.

E4.2.12.2. The OMC will deliver mail to offices for a full year after a reorganization/change of office symbol occurs. After one year from the date of change, all mail will be returned to sender as undeliverable.

E4.2.17. Contact the WP OMM electronically at [88CG.sccm.OMM@wpafb.af.mil](mailto:88CG.sccm.OMM@wpafb.af.mil)

E4.3.1.1. Send a memorandum to HQ AFMC/A6O within five days of a new WP OMM appointment. Include name, grade, phone number, fax number, organization email account, and official mailing address.

E4.3.1.1.1. (Added)(AF) See DOD 4525.8-M/AFMAN 33-143, C7.3.1.4. for information regarding policy for appointing Activity Distribution Office personnel.

E4.3.2.1. (Added)(AF) Official Mail training covering mail preparation and processing procedures is provided on-line at the following link: <https://wwwmil.wpafb.af.mil/imsupport/base%20mail%20services/base%20mail%20services.htm> If you are unable to connect, contact Document Security at 937-257-7208.

E4.3.3.2.5.2. Use 88 CG/SCCM Form 16, Mail Discrepancy Notice, to notify ADOs of discrepancies in mail received and provide solutions for properly addressing official mail.

E4.3.3.2.5.2.1. (Added) Mailers can verify the accuracy of forwarding addresses via the USPS Zip + 4 Code Lookup page on-line via the [www.usps.gov](http://www.usps.gov) web link. Following the data entry blocks, enter as much information from the address as you have, minimum of street address plus city/state OR street address and five-digit zip code. Make changes or additional entries to your permanent data base accordingly. The data returned to you is a USPS deliverable address and is more correct than the address you have. USPS Pub 25 explains OCR-readable type styles/fonts to be used when preparing addresses, what is acceptable for automation and what is not.

E4.3.3.2.6. Spoiled meter postage shall be reported immediately or within two hours of discovery to QAP; spoiled meter tapes shall be provided to QAP before close-of- business same day.

E4.3.3.2.13.1. (Added) Those organizations processing large volume mailings are required to ensure their mailing lists comply with USPS address requirements, i.e., are current and correct, before printing will be authorized.

E4.3.3.2.14. Business Reply Mail (BRM) must be coordinated through the OMM before printing is requested. The Zip + 4 Codes for WPAFB BRM, Permit Number 1006 are as follows: postcards, 45433-9004; letter material and self-mailers, 45433-9005; self-adhesive labels, 45433-9006. Barcodes shown on the BRM mail piece correspond with the appropriate Zip + 4 Code assigned by the US Post Office to WP-OMP accounts. **NOTE:** Information shown on the BRM mail piece must not be changed or deleted after coordination and approval is obtained through the OMM.

E4.3.3.2.15. Organizations serviced by the WP-OMP shall not coordinate directly with USPS officials; contact the OMM immediately if you need to conduct business with the USPS branch offices located on or servicing Wright-Patterson AFB.

E4.3.5. Base Information Transfer Center (BITC) conducts semi-annual time transit surveys to the pouch/consolidated mailing activities. Results of these surveys may be requested by calling 88 CG/SCCM, QAP at 257-4753, or 904-0251.

E4.3.6. (Added)(AF) The WPAFB official mail expenditure report is due for inclusion to the Air Force Automated Prepaid Postage Report System not-later-than the tenth workday of October and April each year.

E4.5.1.4.1. (Added) The OMP maintains the following private carrier accounts established for the movement of non-USPS matter: United Parcel Service (UPS), FedEx Ground, and Federal Express (FedEx). Private Carriers provide mail processing systems to the OMP for the processing and automated tracking of small parcel shipments through the OMP. Daily manifests are provided to each carrier IAW each private carrier's requirements.

E4.5.1.4.1.1. (Added) WPAFB organizations are not authorized to call the carrier directly, or provide a FedEx or UPS account number, to anyone without prior approval of the OMM. WP organizations fund for Next Day mail, sometimes known as Third Party billing, through the OMP therefore, a formatted memo is provided on-line when requesting Third Party mail services. If the item cannot be processed through the OMC during regular duty hours, contact the OMM at 522-3093, BITC at 257-6402, QAP at 257-4753 or 904-0241, or Document Security Section at 257-7208, for instructions.

E4.5.1.4.2. (Added) Items for outgoing UPS Next Day/2-Day and FedEx shall be picked up during scheduled mail runs; afterwards, deliver all material to the OMC, Building 258, for same day processing.

E4.5.1.4.3. (Added) Organizations located in Area B may use the FedEx office in Building 20 if a requirement exists after regularly scheduled mail pickup/delivery.

E4.5.1.4.4. (Added) At WPAFB, the OMP also uses UPS and FedEx for outbound overnight delivery of US classified material up to SECRET. These means are used in urgent cases and when the delivery is between DoD components and their cleared contractor facilities within the United States and its territories see AFI 31-401, chapter 6, for additional information when transmitting classified material.

E4.5.4.4.1. (Added) All requirements established for the transmission for classified/accountable material at WPAFB apply when submitting classified material for dispatch through UPS and FedEx. (NOT TO BE CONFUSED WITH FEDEX GROUND) All documentation will be enclosed in the container with the item/document being shipped, not taped to the outside.

## E5. FORMS PRESCRIBED

E5.1. 88 CG/SCCM Form 16, *Mail Discrepancy Notice*. This form does not require retention IAW AF RDS.

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88th Communications Group