



DOD 4525.8M/AF Supplement, 18 April 1994, is supplemented as follows: It applies to Air Force Reserve units.

SUMMARY OF CHANGES

This supplement updates information to align with the new basic publication.

CHAPTER 2:

C.1.b.(Added)(AF). The Chief of Information Management normally performs duties as the Official Mail Manager (OMM) even when he or she does not meet the grade requirements in the basic publication.

C.1.b.(3).(Added)(AF). Outgoing mail from this headquarters is consolidated for locations listed in attachment 1 of this supplement. A complete mailing address of these units is published in the AFRES Mailing Address Directory (AFRES DIR 37-106.)

C.6.(Added)(AF). AFRES bases and recruiting units that meter mail or purchase postage stamps directly from the post office send these consolidated reports to HQ AFRES/IMA no later than 15 days after the end of each reporting period.

CHAPTER 3:

G. Use the domestic mail manual (DMM) to notify activity distribution offices (ADO) the type of documents required to be sent by United States Postal Service (USPS) first class mail.

H.1.(Added)(AF). Assume mail without a mail classification endorsement, except for letter size, does not contain first class matter.

I.1.(Added)(AF)(HQ AFRES only). Coordinate draft publications that require special mail services, such as USPS, next day air, registered, certified, etc, with HQ AFRES/IMA prior to finalization.

K.2. Host base chiefs of information management (IM) may accept a verbal justification for express mail requests. The decision to use either written or verbal justification is made locally. IMs approve only those requests that would result in mission degradation.

K.3. AFRES tenant IMs follow procedures established by the host base IM.

K.6.(Added)(AF). IMs decide upon internal controls for express mail and next day mail, including use of AF Form 12, Accountable Container Receipt, or an informal log, since USPS express mail may contain classified information processed on AF Form 12.

CHAPTER 5:

C.8.2.(Added)(AF). Report excess postal equipment and coordinate purchases of new postal metering equipment with HQ AFRES/IMA.

CHAPTER 10(Added)(AF):

C.8.b.(2). The Armed Forces Benefit Association (AFBA) has the only Air Force waiver for mass mailings. Mass mailings from AFBA are processed, if deliverable, as addressed. Return incorrectly addressed envelopes to sender as undeliverable. Before returning any mass mailings to sender, contact HQ AFRES/IMA if you believe the mass mailing could be from a quasi-official organization.

I. Base Information Transfer Center (BITC) and activity distribution offices must have adequate safeguards, consisting of physical security (lockboxes, closed environment, etc), constant personal monitoring, or a combination of both. Unescorted or unobserved individuals are not permitted access to mail facilities at anytime.

CHAPTER 11(Added)(AF):

H. Process outgoing communication with the complete zip + 4 address typed or mechanically printed (except mail going to pouch locations listed in attachment 1). Pouch mail requires only the unit, FAS, and location. Do not use staples on outgoing packages or letters.

CHAPTER 12(Added)(AF):

A. Use AF Forms 3535, Facsimile Electro Mail Transmittal, to transmit correspondence. Information Management serves as the focal point for telefax management.

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1 Attachment
HQ AFRES Consolidated Mail Locations

HQ AFRES CONSOLIDATED MAIL LOCATIONS

Andrews AFB MD
Barksdale AFB LA
Bergstrom ARS TX
Bolling AFB DC
Brooks AFB TX
NAS JRB Fort Worth TX
Charleston AFB SC
Davis Monthan AFB AZ
Denver CO
Dobbins ARB GA
Dover AFB DE
Eglin AFB AUX Fld 3 FL
Gen Mitchell ARS WI
Grissom ARB IN
Hickam AFB HI
Hill AFB UT
Homestead ARB FL
Keesler AFB MS
Kelly AFB TX
Lackland AFB TX
Langley AFB VA
Luke AFB AZ
MacDill AFB FL
March AFB CA
Maxwell/Gunter AFB AL
McChord AFB WA
McClellan AFB CA
McGuire AFB NJ
Minn St Paul ARS MN
NAS JRB New Orleans LA
Niagara Falls ARS NY
Offutt AFB NE
O'Hare ARS IL
Patrick AFB FL
Peterson AFB CO
Pittsburgh ARS PA
Portland ARS OR
Randolph AFB TX
Scott AFB IL
Selfridge ANGB MI
Seymour Johnson AFB NC
Tinker AFB OK
Travis AFB CA
Tyndall AFB FL
Washington DC
Whiteman AFB MO
Westover ARB MA
Willow Grove ARS PA
Wright Patterson AFB OH
Youngstown Warren ARS OH

NOTES:

1. Mail is received and distributed by the distribution office to the addresses listed above and further distributed to appropriate on-base units/offices through the base distribution system.
2. All material for the above addresses and units collocated will be dispatched in our command pouch, so a complete address isn't required.