

DOD 4525.8-M_SMCSUP1

BY ORDER OF THE COMMANDER SPACE AND MISSILE SYSTEMS CENTER

DOD4525.8-M

Space & Missile Systems Center

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Communications and Information

OFFICIAL MAIL MANUAL

OPR: 61 CS/SCSI (Patricia A. Postell)

Certified By: 61 CS/SCS (Mr. Bruce M. Bender)

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The OPR for this supplement is 61 CS/SCSI (Patricia Postell). This supplement and extends the guidance of DOD 4525.8-M/AF Supplement, dated 18 April 1994, Official Mail Manual. The supplement describes SMC's procedures for use in conjunction with the basic AFMAN. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, Records Disposition Schedule. SMC publications and forms are kept in a backup repository on <http://intranet.losangeles.af.mil/61ABG/61CS/SMCPDL/>.

DOD4525.8M/AF Supplement 1, 18 April 1994, is supplemented as follows:

Chapter 2

C7. (Added) (AF) The Official Mail Manager (OMM) will provide the finance office with a letter listing personnel authorized to receipt for checks paid to the order of the United States Postal Service (USPS). The letter will be updated as changes occur.

Chapter 3

C.1. (Added) (AF) When the volume of mail justifies the cost, pouch mail is sent via USPS 3-Day Priority Mail.

C.2.e(1). (Added) (AF) Los Angeles AFB provides “pouch” service to the locations identified on the Base Information Transfer Center (BITC) delivery schedule.

C.2.g. (Added) (AF) Pouch mail service is provided three times per week or depending on volume of mail.

D.1. (Added) (AF) 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 that 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/SCSI
Attn: Official Mail Manager (or POC name)
2420 Vela Way, Suite 1866
El Segundo, CA 90245-4659
OFFICIAL BUSINESS

K.4. (Added) (AF) The use of 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. Requests for USPS Express Mail will be considered on a case-by-case basis.

K.4.a. USPS Express mail must arrive at the BITC not later than 1345 for next day delivery. Organizations will not use USPS Express Mail service on Friday or the day prior to a holiday.

K.6.b(3). (Added) (AF) All incoming USPS Express Mail will be handled, safeguarded, and delivered as accountable (classified) mail until determined otherwise. BITC personnel prepare an AF Form 12, Accountable Container Receipt, for each Express Mail package. Only individuals designated by the unit to receipt for accountable/classified mail, or the individual (name) addressee may receipt for the package.

K.7. Federal Express (FedEx)

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

b. 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.

c. 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 maximum delivery amount for one office is 7 general mail packages/parcels and 5

accountable mail packages/parcels, based on storage space within the BITC facility and size or weight of the packages/parcels. If you order a large amount of packages/parcels, please notify the mailroom in advance and make sure you tell the company to deliver them to your office. The BITC will not accept computer equipment and/or components. All computer equipment and/or components must be delivered to the Computer Warehouse.

M.2.e. Organizations requiring Business Reply Mail will submit request to 61 CS/SCSI.

R.5. Organizations having a requirement for permit mailing will contact the BITC for guidance and verification. Permit mailings require a minimum of 150 pieces. Organizations making a permit mailing will submit a request letter to 61 CS/SCSI

Chapter 10 (Added) (AF)

C.3. 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 endorsement by the unit security manager: "I have verified the security clearances of the individuals identified herein using the Automated Security Clearance Approved System (ASCAS). Each individual has been briefed on proper procedures for handling, transmitting, and safeguarding accountable mail/classified material in accordance with DOD5200.1R, Information Security Program, and AF 31-401, Managing the Information Security Program."

C.7.a. Accountable mail will be delivered to all activity distribution offices (ADOs) on the next scheduled delivery. If ADO is closed or not available to receipt, the BITC will attempt delivery on the second day. If ADO is still unavailable, the BITC will attempt to contact the ADO to arrange for pick up. 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).

C.8.b.(3) 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 BITC receives this mail, they will return it to the sender.

C.9.e. The BITC will not distribute UNOFFICIAL flyers advertising/announcing the following:

- (1).** Fund raising activities (i.e., car washes, bake sales, bowl-a-thons, pie-in-the-face contests, etc.);
- (2).** Retirement luncheons or banquets, except when indicated as part of the official retirement ceremony;
- (3).** PCS, PCA, going away luncheons, dinners, or parties (NOTE: Advertise these events in the base bulletin, base newspaper, base television channel, etc.);

(4). 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 BITC for the duration of the event as long as it does not produce revenue.

(5). 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.).

(6). Other Unofficial events.

C.9.f. All flyers prepared for distribution through the BITC must reflect the categorical distribution code of the target audience in the lower left hand corner, and the expiration date of the flyer in the lower right hand corner.

D.1. Hours of operation for the BITC are Monday through Friday, 0700-1600.

D.2. The cutoff time for outgoing accountable mail is 1345 hours, Monday through Friday.

D.2.a. One daily distribution run to area A will be accomplished between the hours of 0730 –0830.

D.2.b. One daily Mobile Distribution Vehicle (MDV) run to areas B, Aerospace and Lawndale will be accomplished between the hours of 0900 –1130.

D.2.c. One daily distribution run to USPS will be accomplished between the hours of 1345-1530.

D.2.d. Organizations and ADOs closing their offices for half a duty day or more must notify the BITC 24 hours prior to closure regarding mail delivery or disposition.

D.2.e. ADOs having large volumes of mail to dispatch are responsible for notifying the BITC prior to 0730 hours. Customers, who do not notify the BITC when they have an unusually large volume of mail and the volume is too great for the courier to handle, will be responsible for delivering it to the BITC.

D.2.f. When elevators are not operational, the courier will phone each ADO. It is the responsibility of each ADO to meet the courier and pick up the incoming mail and bring its outgoing mail to the courier. Offices having accountable mail will send a person (with authorization letter) authorized to receipt for such mail. Courier will only wait 5 minutes for response. If a multi-story facility does not have an elevator, the activity distribution office (ADO) shall be on the first floor.

D.2.g. For delivery of heavy or oversized accountables and parcels, the ADO must make arrangements with BITC for pick up. Restrictions for both accountable and parcels 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 maximum delivery amount for one office is 7 general mail packages/parcels and 5 accountable mail packages/parcels, based on storage space within the BITC facility and size or weight of the packages/parcels.

D.5. (Added) Occupants of Building 130 must come to the BITC to pick up and drop off official mail.

Chapter 11 (Added)(AF)

B.1.e. (Added) 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, AF Form 12, wrapping, etc.) cannot be accepted for pick up and will be left with the dispatching office or returned.

D.1. (Added) Requests to relocate an ADO will be made in writing to the OMM, 61 CS/SCSI. Requests will include the location of the proposed ADO (building number, room or suite number), the proposed implementation or effective date, and the name and telephone number of the unit point of contact. Do not relocate an ADO without prior coordination with the OMM. Similarly, a new ADO will not be established without prior coordination and approval by the OMM.

STEPHEN W. STARKS, Lt Col. USAF
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