

**Army Regulation 25-51**

**Information Management: Records  
Management**

# **Official Mail and Distribution Management**

**Headquarters  
Department of the Army  
Washington, DC  
30 November 1992**

**Unclassified**

# ***SUMMARY of CHANGE***

AR 25-51

Official Mail and Distribution Management

This regulation combines all policy relative to the Army official mail mission. Significant changes in this revision include reorganization of the regulation's contents; discontinued use of official mail cost codes; and establishment of policies for prepaid postage. Specifically this regulation--

- o Implements DODD 4526.6 (Single Manager for Military Postal Service), and incorporates DOD 4525.8-M (DOD Official Mail Manual) within the Army and complies with CFR 41 (para 1-1).
- o Implements policies for the prepayment of U.S. Army official mail postage (para 1-6).
- o Indicates new training requirements and eliminates Army use of penalty indicia and attendant official mail cost codes (para 1-6b).
- o Authorizes inspection and access to official mail and distribution centers (para 1-7d).
- o Establishes authorized mail preparation procedures and policies (chap 2, sec II).
- o Contains policies for the DOD Official Mail Cost Control Program (OMCCP), which addresses the use of postage meters, mailing permits, special mail services, and postage stamps (chap 2, sec III).
- o Supersedes RCS: AG-881 and establishes DA Form 7224-R (Quarterly Positive Accountability Postage Administrative System), DA Form 7224-1-R (Advance Deposit Trust Account (ADTA) Worksheet), and DA Form 7224-2-R (Private Carrier Worksheet) for tracking and reporting postage usage. Forms may be generated electronically or manually (para 2-9).
- o Expands reporting requirements to include Private Carrier and Hostile Operation usage (para 2-9).
- o Establishes reporting dates for Headquarters, Department of the Army, major Army command and installation Positive Accountability Postage Administration System Reports (para 2-9).
- o Indicates a change of address to whom the consolidated major Army command Positive Accountability Postage Administration System Reports are forwarded (para 2-9).
- o Requires that all addresses be typed (para 2-12a). All addresses indicated in this regulation have been converted to the new Army format that complies with current United States Postal Service requirements (para 1-12a).
- o Incorporates policies for correspondence distribution management and mailing procedures for certain U.S. Army activities and U.S. citizens overseas (chap 4).

Information Management: Records Management

Official Mail and Distribution Management

By Order of the Secretary of the Army:

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General, United States Army  
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Official:

  
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Secretary of the Army

**History.** This regulation was originally published on 30 November 1992. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

**Summary.** This regulation implements DODD 4525.6 and incorporates DOD 4525.8-M with changes within the Army. It contains policy on carrying out the DOD Official Mail Cost Control Program and the Department of the Army Official Mail and Distribution Management Program. It addresses the

use of postage meters, mailing permits, special mail services, postage stamps, correspondence distribution management, mailing procedures for certain U.S. Army activities and U.S. citizens overseas, and street addressing of correspondence.

**Applicability.** This regulation applies to the Active Army, the Army National Guard, the U.S. Army Reserve, and the U.S. Army Reserve Officer Training Corps Cadet Command. This regulation does not apply to postal operations described in AR 600 series, AR 25-11, or DOD 4525.6-M volumes I and II. This regulation applies during partial and full mobilization.

**Proponent and exception authority.** Not applicable

**Army management control process.** This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published in a DA Circular 11-series.

**Supplementation.** Supplementation, of this regulation is prohibited without prior approval of POLICY DIRECTORATE, ATTN

SAIS IDP, DEPARTMENT OF THE ARMY, THE PENTAGON, WASHINGTON DC 20310-0107.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency of this regulation is Director of Information Systems for Command, Control, Communications and Computers. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through command channels to the POLICY DIRECTORATE, ATTN SAIS-IDP, DEPARTMENT OF THE ARMY, THE PENTAGON, WASHINGTON DC 20310-0107.

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\* This regulation supersedes AR 340-3, 29 March 1985; AR 340-5, 15 August 1979; AR 340-25, 3 November 1986; and RCS AG-881. It also rescinds OF Form 250, March 1975; DA Form 2740, March 1969; DA Form 2740-1, November 1963; and DA Form 4509-R, March 1984.

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## Chapter 1 Introduction

### 1-1. Purpose

This regulation complies with section 6, part 201, 41 Code of Federal Regulations (41 CFR 201-6), and establishes—

*a.* The requirement for appointing official mail managers (OMMs).

*b.* Policies for the management of internal correspondence distribution operations, including processing of controlled mail.

*c.* Policies for addressing, handling, and transmitting mail to U.S. Army elements and activities, unified commands, and certain U.S. citizens located or residing outside continental United States (OCONUS).

*d.* The Department of the Army (DA) Official Mail and Distribution Management Program (OMDMP). The objectives of the Army OMDMP are to—

(1) Reduce the overall cost to prepare, process, and distribute correspondence.

(2) Reduce the cost of official mail.

(3) Establish the legal requirements for using the United States Postal Service (USPS) for certain classes of mail.

(4) Establish guidelines for the distribution of internal correspondence and routing guides.

(5) Establish guidelines for checking the efficiency of official mail and distribution centers.

(6) Establish guidelines for controlling correspondence and mail.

(7) Establish guidelines for the organization and design of official mail and distribution centers.

(8) Establish authorized mail preparation procedures and policies.

(9) Authorize inspection and access to official mail and distribution centers.

### 1-2. References

Required and related publications, and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

### 1-4. Responsibilities

*a.* The Director of Information Systems for Command, Control, Communications, and Computers (DISC4) will—

(1) Establish the DA OMDMP.

(2) Implement the DA official mail cost control program (OMCCP) as part of the OMDMP.

(3) Act as the Army's single point of contact with the MPSA for official mail.

(4) Provide policy formulation, programs, goals, and standards for official mail and distribution services for U.S. Army organizations and certain personnel stationed overseas.

*b.* The Assistant Secretary of the Army (Financial Management) (ASA(FM)) is responsible for financial resources management policies, policy formulation, programs, goals, and standards for the OMDMP, per AR 10-5, paragraph 2-7.

*c.* The Assistant Secretary of the Army (Research, Development, and Acquisition) (ASA(RDA)) is responsible for contracting and acquisition management policies, policy formulation, procedures, programs, goals, and standards for the OMDMP, per AR 10-5, paragraph 2-9.

*d.* Principal official of Army Staff agencies will appoint an internal activity OMM to manage the official mail and distribution programs within their organizations.

*e.* The Deputy Chief of Staff for Personnel (DCSPER) will establish postal operations policies related to the processing of personal mail.

*f.* The Commanding General, U.S. Total Army Personnel Command (CG, PERSCOM) will, for the DCSPER, establish standards and operating tasks for the Postal Operations Program.

*g.* Commander, U.S. Army Information Systems Command (USAISC), in addition to major Army command (MACOM) responsibilities outlined in *I* below, will—

(1) Execute the OMDMP for the Army.

(2) Serve as the Army OMM.

(3) Be the single point of contact with the DISC4 on official mail policy matters.

(4) Develop and recommend Army policies and procedures for official mail and distribution functions.

(5) Develop and issue instructions to ensure that proper mailing procedures are used for U.S. Army organizations and certain personnel stationed overseas.

*h.* Commanding General, U.S. Army Training and Doctrine Command (TRADOC) in addition to MACOM responsibilities outlined in *I* below, will—

(1) Designate, within TRADOC, a proponent responsible for Army official mail doctrine, organization, and training.

(2) Formulate official mail management doctrine for the Army.

*i.* MACOM commanders are responsible for the management, organization, and implementation of the Army official mail program at all installations and military communities assigned to their commands; they will discharge this responsibility by dealing directly with commanders of assigned installations and military communities or by dealing through major subordinate commanders (MSCs). MACOM commanders will—

(1) Centrally manage the MACOM official mail program.

(2) Ensure that their official mail program supports their primary mission and the mission of their assigned installations and MSCs.

(3) Coordinate command official mail policy and operational matters with Headquarters (HQ), USAISC.

(4) Appoint a MACOM OMM within the office of the Deputy Chief of Staff for Information Management (DCSIM), for overall program management within the command. The Army National Guard (ARNG) is not required to a point OMMs below the State level.

(5) Fund the official mail program for their command, including their assigned installations and MSCs.

(6) Provide the training required by DOD 4525.8-M to the OMM at MACOM, MSC, and assigned installations.

*j.* Installation commanders will—

(1) Centrally manage the installation official mail program.

(2) Appoint an installation OMM within the office of the Director of Information Management (DOIM), in writing, as installation OMM for overall program management within the installation, including DOD and Army tenant activities. The DOIM may sub-delegate this authority as necessary. The subdelegation will be in writing. (See AR 5-3, para 4-8, and AR 25-1, para 4-3 *a* (4) through (6).)

(3) Establish a single Official Mail and Distribution Center (OMDC) on the installation to receive, process, dispatch, and deliver incoming and outgoing official mail and distribution.

(4) Provide official mail support to all DOD and Army tenant/satellite activities as a common service function per AR 5-16, paragraphs 1.B.3.a, 1.B.7, and 1.B.12, and AR 37-49, paragraph 5.

(5) Initiate installation service support agreements with all non-Army tenant/satellite activities that the garrison support, per AR 5-16.

(6) Budget, fund, and execute the official mail program for their installation and all tenant/satellite activities. Tenant activities using less than \$10,000 in postage and fees annually will be supported by the host installation. Tenants using \$10,000 or more are responsible for paying the entire amount used.

(7) Consolidate outgoing mail at a single metering point.

(8) Ensure that official mail funds are expended in accordance with installation policies and procedures.

(9) Ensure that units under their command, upon deployment, have the necessary equipment and stamps as required in paragraph 2-27, this regulation, and CTA 50-909.

(10) Provide the training required by paragraph 1-7 *b*, below, to the installation and tenant OMMs, newly assigned personnel, secretarial, clerical, and administrative personnel at their installations.

(11) Ensure that each individual who prescribes, creates, designs, or prepares official pieces for mailing or distribution will comply with this regulation.

*k.* Official mail management for National Guard units will be handled in one of the following ways:

(1) If the OMDMP funding for the National Guard currently resides in the installation's funding base, that installation will continue to pay the bill.

(2) If the National Guard is acting in a CAPSTONE role, it is considered Active Army and will be treated as an Army tenant. If it resides on an installation, the installation pays the bill. If it resides off post, the National Guard Bureau (NGB) pays the bill.

(3) If a National Guard unit is acting in other than a CAPSTONE role, and it is located off post, the official mail bill is paid by the NGB.

(4) If a National Guard unit has recently moved on post, and the installation OMDMP does not have the unit in its funding base, the NGB will provide reimbursement until a budget transfer can be effected from the NGB to the host MACOM.

(5) If the cost of managing the National Guard OMDMP funding is greater than the amounts to be transferred; exceptions should be granted on a case-by-case basis.

*l.* Tenant activity commanders are supported by the installation garrison. Tenant activity commanders will—

(1) Appoint a point of contact for official mail management to assist the installation OMM in carrying out official mail duties within the tenant activity.

(2) Coordinate official mail requirements with the installation OMM.

(3) Ensure that all large mailings are coordinated with the installation OMM.

(4) Ensure receipt of—

(a) Support per AR 5-16, chapter 1.

(b) Non-reimbursable support upon the transfer to the Army of the budget authority for the activity's official mail program.

*m.* Figure 1-1 illustrates the DOD/Army official mail policy and operational channels.

### **1-5. Department of the Army Official Mail and Distribution Management Program**

*a.* The USPS will be used as the carrier of first-class official mail in accordance with 30 USC 601-6 and 39 CFR 310, hereinafter referred to as the private express statutes. (See para 2-4.) Other classes of mail may be transported by private carriers other than the USPS.

*b.* Official matter will move at the lowest postage and fees cost to meet the required delivery date, security, and accountability requirements.

*c.* First-class mail, as covered by the private express statutes, will move as regulated by the USPS Domestic Mail Manual (DMM).

*d.* Prepaid postage replaces the use of penalty indicia. Standard penalty indicia, "Postage and Fees Paid, Department of the Army, DOD-314," is not authorized for use within DA. It is no longer valid and will not be accepted by the USPS. Use of Official Mail Accounting System (OMAS) codes is rescinded.

*e.* DA official mail costs shall be managed through the OMDMP.

*f.* Use of USPS services will be coordinated with local USPS postmasters or account representatives. USPS service will be provided in accordance with USPS publication 38A. OCONUS activities will coordinate official mail service through the local Military Post Office (MPO).

*g.* Single OMDC preparation procedures and processing will be integrated to ensure optimum use of personnel, equipment, and postage cost reduction practices such as consolidated mailings, presort discounts, permit mailings, and drop-shipments. Each installation will have only one OMDC that processes outgoing and incoming mail and distribution. The OMDC will provide sorting of official mail and distribution, meter all outgoing official mail, and deliver official mail and distribution to the administrative office of each organization on the installation that is authorized official mail

services. Internal distribution of official mail and distribution within an organization is the responsibility of that organization. Outgoing distribution and official mail, properly packaged and prepared for metering or distribution, will be gathered internally within such offices and passed to the OMDC courier for further processing.

*h.* Report unauthorized use, loss, or theft of appropriated fund postage to your commander. (See paras 2-21, 2-22, and 2-23.)

*i.* Outgoing official mail will not be addressed to "Resident," "occupant," or similar forms of address.

*j.* Only prepaid permit indicia, commercial meter strips, or commercial postage stamps may be placed on addressed items. (See para 2-27 for the use of commercial postage stamps.) Neither Business Reply Mail (BRM) nor Merchandise Return Service (MRS) permit numbers will be placed on unaddressed items. Addresses for BRM and MRS must be preprinted on the mailing piece. (See the DMM, sections 917 and 919, respectively.)

*k.* Functional proponents of DA regulations and directives that authorize or require official mail postage will coordinate with ODISC4, ATTN: SAIS-IDP, WASHINGTON, DC 20310-0107 prior to publication.

### **1-6. Program administration**

*a.* OMM appointments.

(1) Army Secretariat and Headquarters, Department of the Army (HQDA) Staff elements. MACOMs, USARC, the numbered Armies in the continental United States (CONUSAs), MSCs, Major U.S. Army Reserve Commands (MUSARCs), and installations will appoint OMMs below the State level. Assistant OMMs (AOMMs) may be appointed to perform the OMM duties when the OMM is absent. The OMM appointment will be made in writing and shall include the appointee's official address, electronic mail (E-mail) address, and telephone number. Appointments will be made per DA Pamphlet 600-8, paragraph 9-15, using the informal memorandum. Copies will be distributed and filed as follows:

(a) Army Secretariat and HQDA Staff element OMMs provide copies to their servicing OMDC.

(b) Installation OMMs provide copies to the MACOM OMMs and the Installation Director of Resource Management (DRM).

(c) MACOM OMMs provide copies to the DA OMM, POLICY DIVISION, ATTN ASOP MR, US ARMY INFORMATION SYSTEMS COMMAND, FORT HUACHUCA AZ 85613-5000.

(d) USARC, CONUSAs, MSCs, and MUSARCs provide copies to the next higher echelon of command.

(2) When application of postage is contracted, the contracting officer's representative will ensure that the contractor's quality of performance meets all requirements of this regulation.

(3) Frequent changes of OMMs will be avoided. When changes are necessary, enough overlap should be provided so that the new OMM becomes thoroughly familiar with the duties before the incumbent departs.

*b.* OMDMP training requirements.

(1) Secretaries; clerk-typists; personnel producing forms, publications, and periodicals; OMDC personnel; and OMMs will receive training within 4 months after assignment to the installation in the following subjects:

(a) Private express statutes.

(b) Material that cannot be mailed.

(c) Classification of mail.

(d) Special postal services and discounts.

(e) International mail requirements.

(f) Postage and fees required.

(g) Penalties for private use of official mail.

(h) Protection of mail.

(i) Performing mail surveys.

(j) Addressing mail.

(k) Cost-saving methods to include other methods of communicating and shipping material.

(2) Training objectives will be continuously reinforced by routine distribution of current postal information.

(3) OMMs and OMDC personnel who determine the amount of postage to be placed on official mail will receive additional formal

training on items listed in *b* (1) above. This requirement can be met through locally developed courses based on technical information available through local USPS officials and attendance at the local and national postal forums conducted by USPS. Developing and obtaining this training is the responsibility of the installation training element.

*c. OMDMP supervision requirements.*

(1) All OMMs will—

(a) Assure that users know when and how to contact their OMM.

(b) Supervise mailing procedures.

(c) Report misuse of official mail in accordance with paragraphs 1–5 *h*, 2–21, 2–22, and 2–23.

(d) Establish controls on postal expenditures to create a cost-effective mail management program.

(2) MACOM, MSC, USARC, CONUSA, MUSARCs, and installation OMMs will—

(a) Keep the commander informed on the effectiveness of the OMDMP and problem areas. They will represent the commander with the command's personnel, higher commands, and local USPS or MPOs.

(b) Supervise the activity's OMDMP.

(c) Annually contact, assist, guide, and discuss mailing requirements with activities which produce forms, publications, and periodicals. A record of these discussions should be kept to make future inspections easier (see para 1–6 *d* for inspections).

(d) Analyze the use of postage and initiate procedures for more cost-effective usage.

(e) Establish proper control and auditing measures in overseas locations if host country postage is procured and used.

(f) Know their USPS account representative and other appropriate USPS officials.

(g) Whenever possible, belong to and attend meetings of the local USPS-sponsored Postal Customer Council.

(3) Installations or equivalent OMMs will—

(a) Inspect incoming mail at least once a week and report deficiencies to the responsible organization.

(b) Inspect outgoing mail at least once a week at the final preparation point to ensure proper preparation and to determine which policies and procedures need additional emphasis. Items containing errors or deficiencies in preparation will be returned to the sending organization for correction. (See chap 2 for preparation instructions.)

(c) Monitor spoiled meter postage instances to reduce their occurrence and to ensure proper disposition. (See para 2–28 *g*.)

(d) Maintain liaison with appropriate supply and procurement activities to ensure that ordered and stocked postal-related items such as envelopes, cards, and labels meet the requirements of this regulation and the USPS.

(e) Order, verify shipments, safeguard, and issue postage stamps when use is authorized, per paragraph 2–27.

*d. OMDMP inspections.* To comply with the requirements of AR 11–2 for internal management controls—

(1) The Army OMM will conduct a survey of MACOM official mail operations every 3 years.

(2) MACOMs, MSCs, USARC, CONUSAs, MUSARCs, and intermediate commands will inspect internal headquarters, subordinate installations and activities official mail programs and operations every 3 years. The inspections may be combined with other inspections and staff assistance visits.

(3) DCSIM/DOIM OMMs will inspect all of the installation OMDC operations annually. These inspection reports will be filed and made available for review during MACOM and inspector general inspections, and staff assistance visits.

(4) The internal control review checklist for official mail will be used for inspections.

*e. OMDMP surveys and tests.* Surveys and tests may be required periodically to determine the transit time and the volume of official mail, by class and special postal service, being entered into the

USPS. When surveys are directed, the originator provides instructions. Recipients of test mail surveys will return the surveys immediately.

### 1–7. Official mail in hostile environment or mobilization

*a.* Under the OMDMP, the area commander in chief (CINC) is considered the host installation. Army activities in the area of operations will comply with the CINC's instructions for official mail.

*b.* In the event of limited theater hostilities or general mobilization—

(1) Intertheater mail will continue to be moved using the “DOD Official Intra theater Mail” procedures. (See DOD 4525.8–M, chap 3, para J.4 for procedures.)

(2) Intertheater mail will continue to be posted with postage stamps and postage meters as long as possible before switching to Postage Due Penalty Mail procedures. (See DOD 4525.8–M, chap 4, para C for procedures.)

(3) Postage stamps will be used when OMDCs can no longer use postage meters due to—

(a) Lack of electricity.

(b) Equipment failure.

(c) Postal personnel are no longer available to set meters.

(4) All official mail postage meters will be checked out of service when MPO financial transactions are terminated.

(5) Postage Due Penalty Mail will be used on all intertheater mail when postage meters or stamps cannot be used or are not available. Official mail from hostile operations areas will not be refused by the receiving OMDC.

*c.* As such situations stabilize—

(1) Postage stamps will replace Postage Due Penalty Mail as soon as possible and practical.

(2) Postage meter use will be resumed as soon as possible and practical.

*d.* Disposition of postage stamps.

(1) When use of postage stamps is no longer possible, return existing inventory to host installation.

(2) When capture is imminent, destroy all postage stamps.

*e.* Disposition of postage meters.

(1) If time permits, follow the normal procedures for checking meters out of service and returning the meter to USPS or the manufacturer, as appropriate.

(2) When capture or loss is imminent, destroy the meter, if possible.

(3) Report destruction, capture, or loss to the next higher headquarters. Higher headquarters will, in turn, report this information through command channels to OFFICIAL MAIL OFFICE, ATTN MPSA OMM, MILITARY POSTAL SVC AGENCY, 2461 EISENHOWER AVE, ALEXANDRIA VA 22331–0006.

### 1–8. The OMDC organizational pattern

The OMM must have a firm base upon which to build the Official Mail and Distribution Program. Managers may place more and more responsibility for distribution operations and services upon full-time OMDC staff. The manager also has more flexibility to decentralize certain responsibilities involving outgoing correspondence to the individual action offices preparing the correspondence. When planning the distribution service for an agency, ensure that incoming and outgoing correspondence and mail flow smoothly, with a minimum of processing steps.

*a.* Organize available personnel and facilities.

*b.* Assign responsibility for operations which includes a minimum of readings, delays, and handling points.

*c.* Designate mail distribution clerks and messengers. Personnel selected for mail and distribution handling must possess the same qualifications as indicated in DOD 4525.6–M, Volume II. Personnel must possess a secret clearance per AR 380–5, chapter VII.

*d.* Train mail distribution clerks and messengers.

# OFFICIAL MAIL POLICY AND OPERATIONAL CHANNELS

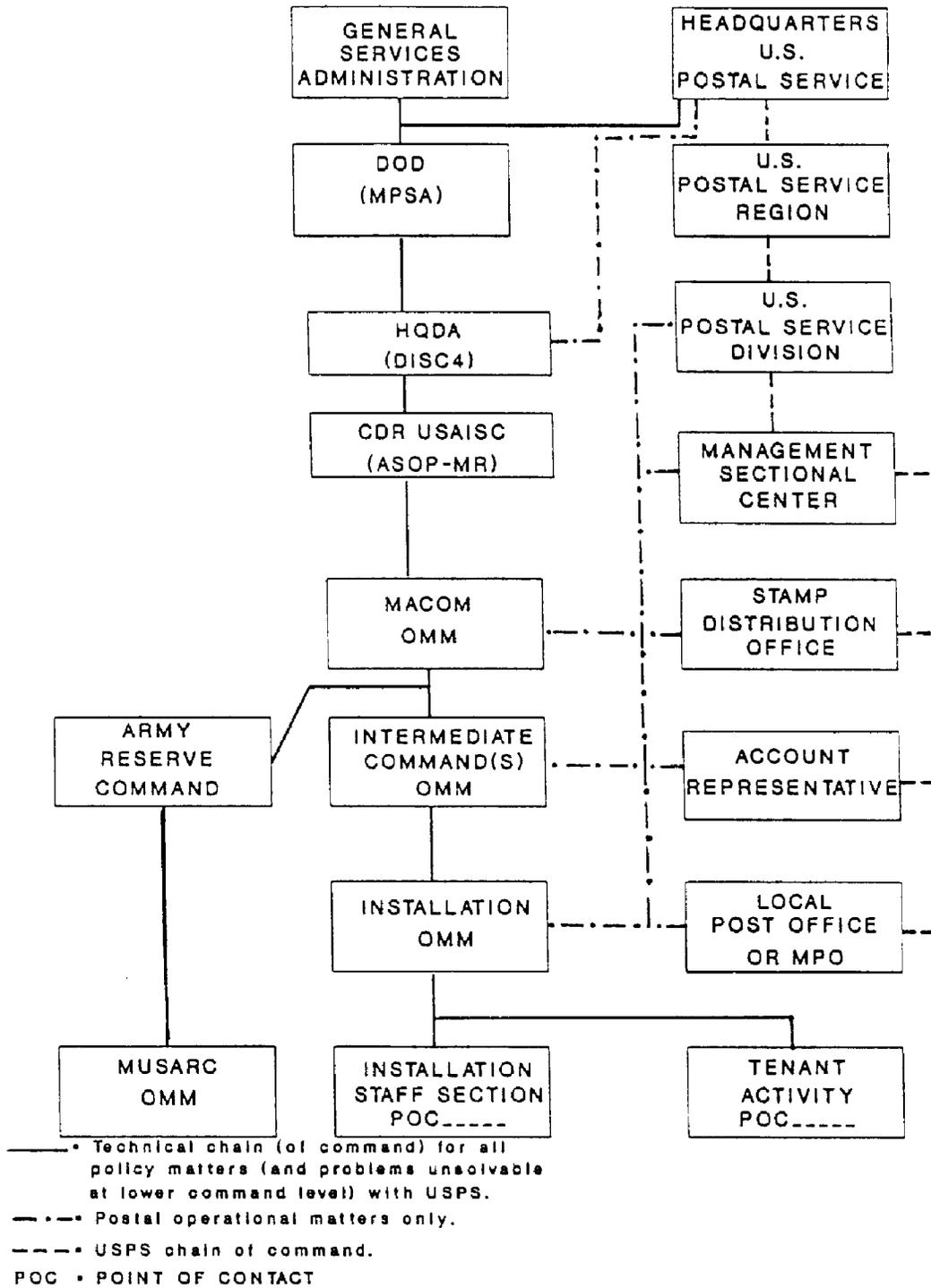


Figure 1-1. Official Mail Policy and Operational Channels

## Chapter 2 Official Mail

### Section I

#### Use of Official Mail Resources

##### 2-1. Official mail attributes

U.S. Army official mail is—

- a. Paid by appropriated funds.
- b. Authorized only for business pertaining solely to the U.S. Federal Government.
- c. Used per the private express statutes to transfer information by—
  - (1) The USPS when the postage and fees are prepaid.
  - (2) Private carriers when—
    - (a) The postage and fees are prepaid.
    - (b) The postage and fees are billed.

##### 2-2. Personal mail

Personal mail is any correspondence which does not pertain solely to the business of the U.S. Government. Personal mail may be delivered through the OMDC if it meets the criteria of paragraph 2-40 b (4).

##### 2-3. Military post offices

Official mail moves within the Postal Operations Network under the provisions of AR 600-8-3.

##### 2-4. Private express statutes

- a. The U.S. Army will comply with all provisions of the private express statutes.
- b. The USPS will be used for all U.S. Army—
  - (1) First-Class official mail as defined by the DMM.
  - (2) Non-First-Class official mail when rates are less than or equal to private carrier rates.
- c. Private carriers may be used for all U.S. Army First-Class official mail when—
  - (1) Appropriate USPS postage is affixed.
  - (2) A written agreement exists between the Army or the carrier, and the USPS.
  - (3) There is no charge by the carrier.
  - (4) The delivery time of the private carrier is shorter than the delivery time of the USPS.
- d. Private carriers will be used when their Non-First-Class rates are less than USPS rates.
- e. Control of Army official mail matter may be transferred to an individual or organization who is not the addressee, the addressee's agent, or Army/DOD personnel when the official mail matter—
  - (1) Is en route to or from the USPS.
  - (2) Does not leave the military/DOD installation.
  - (3) Has USPS postage paid and affixed, if the individual is delivering the mail in lieu of using the USPS, the mail is addressed to a location not on the same military DOD installation.

##### 2-5. Search and seizure

USPS inspection, search procedures, and postal laws apply to official matter only while it is mail. Official matter may be searched or seized by OMMs—

- a. Before outgoing official mail items—
  - (1) Are postmarked by a postage meter.
  - (2) Bearing postage stamps or permit imprints are placed in a USPS mail box or placed under control of USPS, or their representative, whichever occurs first.
- b. After control of incoming official mail items passes from USPS, other private express carriers, or their representative to representatives of the addressee.

##### 2-6. Penalties for non-compliance

Violation of the private express statutes may subject the offender to

administrative sanctions, action under the Uniform Code of Military Justice, or penalties under other Federal law.

##### 2-7. Penalty for private use

The personal use of any official envelope, label, or endorsement authorized by law, in order to avoid the payment of postage, may subject the offender to administrative sanctions, action under the Uniform Code of Military Justice, or penalties under other Federal law. See DOD 4525.8-M, chapter 4, for penalties for the misuse of penalty indicia items.

##### 2-8. Accounting for Army official mail funds

Official mail funds will be accounted for per Army resource management regulations, policies, and procedures. Postage stamps are negotiable instruments and will be accounted for as such. All installation or equivalent OMMs will coordinate all official mail and distribution matters with the installation or equivalent DRM. As a minimum, Advance Deposit Trust Account (ADTA) and meter balances will be inspected at the end of the fiscal year to ensure that funds remaining do not exceed 30 days estimated usage. Trust accounts will not be routinely used to replenish postage meters.

##### 2-9. DA Form 7224-R, DA Form 7224-1-R, and DA Form 7224-2-R

- a. Information on official mail expenditures will be maintained by—
  - (1) The installation for all installation and subinstallation expenditures.
  - (2) The MACOM for all MACOM expenditures, based on information provided by all MSCs and installations.
  - (3) The Army OMM, based on information provided by all MACOMs.
- b. Information on official mail expenditures for USPS and private carrier services will be provided by fiscal quarter—
  - (1) To the MACOM OMM by the installation or subordinate element OMM responsible for the application of postage to official mail per the following schedule:
    - (a) For the First Quarter, not later than 15 January.
    - (b) For the Second Quarter, not later than 15 April.
    - (c) For the Third Quarter, not later than 15 July.
    - (d) For the Fourth Quarter, not later than 15 October.
  - (2) The MACOM consolidated report will be sent by the MACOM OMM to the Army OMM in accordance with the following schedule:
    - (a) For the First Quarter, not later than 1 February.
    - (b) For the Second Quarter, not later than 1 May.
    - (c) For the Third Quarter, not later than 1 August.
    - (d) For the Fourth Quarter, not later than 1 November.
  - (3) The Army consolidated report will be sent by the Army OMM to the DOD OMM, with a copy furnished to POLICY DIRECTORATE, ATTN SAIS-IDP, HQDA, THE PENTAGON, WASHINGTON DC 20310-0107, in accordance with the following schedule:
    - (a) For the First Quarter, not later than 28 February.
    - (b) For the Second Quarter, not later than 31 May.
    - (c) For the Third Quarter, not later than 31 August.
    - (d) For the Fourth Quarter, not later than 30 November.
- c. The OMM will report official mail expenditures for USPS and private carrier services on a DA Form 7224-R (Quarterly Positive Accountability Postage Administrative System). This information will be based upon reporting data provided by the MACOM OMMs. A copy of DA Form 7224-R is located at the back of this regulation for local reproduction on 8½- by 11-inch paper. Additionally, DA Form 7224-R may be electronically generated. The electronically generated form must contain all data elements and follow the exact format of the existing printed form. The form number of the electronically generated form will be shown as DA Form 7224-R-E and the date will be the same as the date of the current edition of the printed form. See figure 2-1 for an example and instructions for completing a DA Form 7224-R.

d. DA Form 7224-1-R (Advance Deposit Trust Account (ADTA) Worksheet), will be used for tracking ADTA deposits and withdrawals. This information will be maintained at all Army official mail and distribution centers. It will be used to reconcile ADTA purchases and balances with the USPS and the local finance and accounting office. A copy of DA Form 7224-1-R is located at the back of this regulation for local reproduction on 8½- by 11-inch paper. Additionally, DA Form 7224-1-R may be electronically generated. The electronically generated form must contain all data elements and follow the exact format of the existing printed form. The form number of the electronically generated form will be shown as DA Form 7224-1-R and the date will be the same as the date of the current edition of the printed form. See figure 2-2 for an example and instructions for completing a DA Form 7224-1-R.

e. Information on official mail expenditures for services provided by private carriers, in compliance with the private express statutes, will be maintained at all Army OMDCs on DA Form 7224-2-R (Private Carrier Service Worksheet). A copy of DA Form 7224-2-R is located at the back of this regulation for local reproduction on 8½- by 11-inch paper. Additionally, DA Form 7224-2-R may be electronically generated. The electronically generated form must contain all data elements and follow the exact format of the existing printed form. The form number of the electronically generated form will be shown as DA Form 7224-2-R-E and the date will be the same as the date on the current edition of the printed form. See figure 2-3 for an example and instructions for completing DA Form 7224-2-R.

## Section II Mail Preparation

### 2-10. Mail entry and labeling requirements

All official mail entering the USPS postal system will be prepared according to instructions provided in the USPS Publication 25, the DMM, and the USPS International Mail Manual (IMM) as appropriate. If additional guidance is needed, contact the OMM. All official mail entering private carrier systems will comply with instructions issued by the private carrier. If additional guidance is needed, contact the OMM. Labels may be used for addressing letter-sized mail. DA Label 18 (Mailing Label) and DA Label 18-1 (Mailing Label without Indicia (PINFEED)) may be used for addressing non-letter-sized mail.

### 2-11. Envelopes

a. *Conservation.* Use the smallest envelope possible. Do not use large envelopes for correspondence of six pages or less unless contents warrant otherwise; for example, certificates, officer efficiency reports (OERs), and other items that may not be folded. Official mail and distribution center personnel should report all misuse of envelopes to proper management personnel.

b. *Envelope size.* Do not use cards or self-mailers less than 3½ inches in width (height) or 5 inches in length.

c. *Intra-installation mail.* Do not use stamped envelopes for sending or remailing correspondence to an organization located within the same building or installation.

d. *Inter-installation mail.* Do not use printed and or stamped or metered envelopes to mail or remail correspondence from one installation to another when the correspondence is carried by a DOD employee, or contract carrier. Use Standard Form (SF) 65A, 65B, or 65C (U.S. Government Messenger Envelope).

(1) Non-DOD personnel may carry Army non-First-Class official mail from one installation to another.

(2) Any First-Class official mail carried by non-DOD personnel from one installation to another must have the appropriate USPS First-Class postage affixed.

e. *Use of officially stamped envelopes or metered mail.* The use of official envelopes or official mail funds (39 USC 3204) is restricted to Army personnel (DOD civilian and active duty military, and Government contractors, when specified in the contract) for official mail. They are to be used only to conduct business related to

the mission of the Army or to the agency cited in the return address. The personal use of official indicia envelopes or metered mail is prohibited, except as indicated below. Offenders are subject to administrative sanctions, action under the Uniform Code of Military Justice, or penalties under other Federal Law.

(1) EXCLUSIVE FOR information is correspondence containing sensitive or privileged information that the writer desires to convey to the addressee without access by, routing through, or distribution to a third party. EXCLUSIVE FOR and the name of the individual will be typed or hand printed in the lower left corner of the mailing envelope outside of the USPS optical character reader and bar code area. (See AR 25-50, paras 1-19 and 6-18.)

(2) Correspondence or mail containing information covered by the Privacy Act. Mark envelopes containing Privacy Act information to preclude opening by anyone other than the addressee or his or her designated representative. Mark envelopes in accordance with the provisions of AR 25-55, chapter 1, section 5.

(3) Individual Government paychecks and bonds.

f. *Dispatch of personal correspondence or mail.* The use of official distribution systems for dispatching personal correspondence or mail is prohibited except for certain U.S. citizens overseas. (See paras 2-21, 2-22, 2-23, and chap 4.)

g. *Sealing correspondence.* Correspondence is subject to inspection by the installation OMM. Correspondence that has been inspected will be resealed by the OMM. Exceptions are correspondence protected by the Freedom of Information Act (FOIA), Privacy Act, or EXCLUSIVE FOR information, or classified material prepared for mailing per AR 380-5, chapter VIII.

h. *FOIA requests.* All FOIA requests will be marked on both sides on both letter and envelope per AR 25-55, paragraph 1-503 b

### 2-12. Addresses

Addresses will be typed.

a. *Format.*

(1) The proper method of addressing mail and envelopes for dispatch through USPS mail channels is shown in figure 2-4.

---

SALES DEPARTMENT MANAGER  
ABC ELECTRONICS  
123 N OAK STREET  
PARIS IL 61944-1230

---

DCS FOR INFORMATION  
ATTN FCJ6 O  
123 MAGNOLIA STREET  
FT MCPHERSON GA 30330-6123

---

CHIEF OF CHAPLAINS  
2700 ARMY PENTAGON  
WASHINGTON DC 20310-2700

---

MR THOMAS CLARK  
117 RUSSEL DRIVE  
LONDON WIP6HQ  
ENGLAND

---

MS C P APPLE  
APARTADO 3068  
46807 PUERTO VALLARTA, JALISCO  
MEXICO

---

Figure 2-4. Addressing format

(2) "Consolidated mail" or "CM" will be placed immediately below the return address on consolidated mailings. These containers are to be opened and sorted in the receiving OMDC.

(3) First-Class mail containing classified information per AR 380-5 will be marked POSTMASTER: ADDRESS CORRECTION REQUESTED/DO NOT FORWARD on the front of the envelope in the lower left corner, stamped in black ink approximately ¼ inch in size or larger than typed text.

b. *Addressing to an individual.* Official correspondence or mail will not be addressed to individuals by name except as authorized in AR 25-50, paragraph 6-17 c .

c. *Office symbols.* Use office symbols of addressees to ensure proper distribution of mail. When it is necessary to send attention line correspondence to an individual, the sender will ensure that—

- (1) The individual is present to accept.
- (2) The action is exclusive for the individual.
- (3) There is no short deadline or suspense to be met.

d. *Return address.* Place the complete return address in the upper left corner of all labels and envelopes. The return address will be prepared per DMM, section 122. The statement“ Penalty for Private Use, \$300 ” will not be used by the Department of the Army. Proper format is shown in figure 2-5.

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CDR USAG  
61801 ARIZONA STREET  
FT HUACHUCA AZ 85613-5080

---

Official Business

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**Figure 2-5. Return address format**

### 2-13. Zone Improvement Plan (ZIP) codes

a. *The ZIP+4 code.* The ZIP+4 code is the standard ZIP code format for the Army. Its use, when the USPS has assigned one, is mandatory in both return and delivery addresses. When the ZIP+4 code has not been assigned, use of the 5 digit ZIP code is mandatory. The MPSA/Military Departments assign the last four digits for MPO addresses. Installations assign all others in coordination with the local postmaster.

b. *Foreign postal codes.* Mail destined for foreign countries not addressed to MPOs will have the destination—

- (1) Country code and city placed on the next to the last line of the address as shown in the IMM. Obtain foreign postal codes from the local USPS.
- (2) Country spelled out on the last line of the address.
- (3) USA will be indicated as the last line of the return address. Undeliverable foreign mail cannot be returned unless the country of origin is stated in the return address.

### 2-14. Packaging

All official mail matter entering the USPS system will be packaged and presorted per the requirements of the DMM. (See DMM, exhibits 121.3 a through f.) Consult the local USPS account representative for further advice, if required.

a. Correspondence too bulky to be placed in envelopes will be put in adequate containers and properly wrapped and sealed to avoid damage and ensure delivery.

b. All official mail packages will be closed and reinforced prior to release to the USPS or a private carrier.

c. Consult AR 380-5, paragraph 8-200, for packaging classified mail.

### 2-15. Dispatching

Limit dispatch operations in the official mail and distribution center to—

- a. Metering outgoing official mail.
- b. Ensuring that outgoing mail is official in nature.
- c. Consolidating outgoing correspondence by type, and bundling and forwarding to the post office.

d. Ensuring that the most cost effective legal method of transportation has been selected.

### 2-16. Consolidated mail

Consolidate and forward correspondence addressed to a single addressee or installation in one envelope or DOD official mail bags, where possible.

a. *Containers.*

(1) The proper selection of the container is critical to the success of consolidated mailings. See the DMM for tips on package preparation. The container must—

- (a) Be inexpensive, lightweight, yet strong enough to protect its contents in transit.
- (b) Fit closely around the contents to minimize their movement.
- (2) USPS-owned pouches will not be used as a container for consolidated mailings.

b. *Preparation.*

(1) Individual consolidated mail shipment will be packaged as required by the DMM for the appropriate class of mail and applicable postal services.

(2) First-Class mail should be consolidated in a separate container from non-First-Class mail. However, non-First-Class mail may be combined with First-Class mail only when cost effective, and the postage is paid at the First-Class rate.

(3) Large paper envelopes or cartons may have the address and postage placed on the container or on an address label.

c. *DOD mail bags.* DOD mail bags may be used for consolidated mail when sent to DOD addresses.

(1) Address DOD mail bags by placing DD Form 2388 (DOD Mail Bag Label) (fig 2-6) in the plastic holder sewn into the side seam. The return address will comply with paragraph 2-12 g .

**Figure 2-6. Sample DD Form 2388, DOD mail bag label**

(2) Postage will be paid only by postage meter imprint placed on the back of the address label.

(3) Close with nonreusable, locking cable ties at least 10 inches long and having a minimum loop tensile strength of 50 pounds. The tie will be wrapped around the bag and inserted through the hole in the plastic address holder and DD Form 2388.

(4) Send excess bags to activities from whom bags are regularly received.

(5) Deploy able units will maintain a 10-day stock of these items for deployment purposes.

(6) Use the appropriate colored bag.

(a) The orange bags will be used only for First-Class mail, Priority mail, and other classes of mail which require rapid delivery. “ DOD PRIORITY MAIL ” will be printed on these bags. The DD Form 2388 will have the correct First-Class or Priority mail endorsement and postage.

(b) The white bags will be used only for Fourth-Class mail. DOD FOURTH-CLASS MAIL will be printed on these bags. The DD Form 2388 will have the correct Fourth-Class endorsement and postage.

(c) The silver-gray bags marked DOD MILITARY ORDINARY MAIL (MOM) shall be used only for Second-, Third-, and Fourth-Class mail to, from, and between MPOs when the contents require faster delivery than regular Second-, Third-, or Fourth-Class mail. The bag moves by surface between USPS facilities, but is flown to,

from, and between MPOs. It will not be used for First-Class, Priority, or Express mail. The DD Form 2388 will have the correct Second-, Third-, or Fourth-Class postage and the MOM endorsement.

(7) Bags without printing and bags with names or abbreviated names of DOD components or their activities will not be entered into the USPS system.

(8) All printing on the bags will be black.

(9) Bags will be considered defective if any of the following apply:

(a) Holes larger than 2 inches.

(b) Rips or tears longer than 2 inches.

(c) The holder for DD Form 2388 is either missing, torn so DD Form 2388 will not stay in it, or torn so it no longer holds the cable tie in place.

(10) Do not use defective bags, destroy them.

(11) Do not send open correspondence in consolidated mail. All items for consolidated mail will be in properly addressed envelopes or the appropriate SF 65A, SF 65B, or SF 65C.

(12) Transit time for all consolidated pouch mail from or to the Pentagon will be tracked. Annotate the date on the meter strips and return them to the point of origin in the next pouch.

## 2-17. Drop-shipment

a. Drop-shipments require the mailer to—

(1) Enter the items into the USPS at the delivering post office.

(2) Provide the transportation to the delivering post office.

(3) Pay for the transportation to the delivering post office.

(4) Apply local zone postage.

b. Items may be drop-shipped to USPS facilities in the appropriate military post office gateway cities (New York, Miami, Seattle, San Francisco) but will not be drop-shipped directly to postal facilities operated by the military.

## 2-18. Presorting to ZIP code sequence

First-Class mailings meeting the minimum quantity of identical pieces will be presorted in ZIP code sequence. Contact local postmasters or USPS account representatives for guidance on the proper method of packaging and sacking mailings in ZIP code sequence. Postmasters will furnish, on request, current information on ZIP codes and the services available at local post offices. (See DMM, exhibit 367.1.)

## 2-19. Mailing lists

a. All Army organizations responsible for mailing lists will review and update those lists annually to eliminate improper addresses, duplicate addresses, and the names of those addressees no longer desiring to receive materials. Where possible, Army organizations will consolidate mailings to a single addressee to save postage and other costs.

b. The mailing list will be limited to the minimum consistent with the needs and best interests of the command.

## Section III Postage

### 2-20. Controls and safeguards

This section sets forth the policies for controlling and safeguarding appropriated fund postage.

a. Safeguarding appropriated fund postage from unauthorized use is the responsibility of all official mail services users.

b. Controlling official mail funds is a joint effort between the installation DRM and the installation OMM. Official mail meters and ADTAs will carry only the minimum required balances for one fiscal quarter's usage plus a 30 day carryover. This meets the requirements of AR 37-1 for the bona fide need rule. Installation OMMs will inform the installation DRM of funding requirements for official mail.

### 2-21. Authorized use of appropriated fund postage

Appropriated fund postage may be used—

a. Only for mailings pertaining to Federal matters. Such matters may include official correspondence between activities, Army records, instructional material from Army schools, Army school correspondence course answer sheets when a preprinted courtesy reply envelope has been provided, and other items deemed official by the installation commander.

b. By an activity or activity commander for sending invitations to official Army social functions held in behalf of the Army or sponsored in the name of the Army. The official status of the function will be clearly stated in the invitation as pertaining exclusively to the business of the U.S. Government. Official announcements of official retirement ceremonies may be mailed using appropriated fund postage but may not include an announcement of an associated social event. Announcements will not contain any advertisements, endorsements of products or businesses, or revenue-producing functions.

c. By retired members of a DOD component for mail that is clearly Government business, but only in the form of merchandise return or business reply items furnished to them for reply purposes.

d. For mailing DA Form 3955 (Change of Address and Directory Card) and PS Form 3575 (USPS Change of Address Order) only when the change of address results from carrying out written military orders. A copy of the orders must be presented with the cards.

e. For mailing bulk shipments of daily, weekly, housing, and similar bulletins consisting solely of official information to supported installations and activities only. Less costly methods of shipment must be considered and used when feasible.

f. By contractors and vendors. All applications, contracts, or purchase requests for contractor use of appropriated fund postage require the approval of the installation, activity, or other local Army OMM.

(1) Vendors must prepay postage and fees.

(2) Use of all penalty indicia is prohibited.

(3) Contracts or purchase orders requiring the Army to pay the postage and fees will require the use of mail classes and special postal services that will be at the lowest possible cost consistent with the required delivery date, security, accountability, and USPS requirements.

(4) Envelopes and labels used by a contractor will bear the preprinted return address of the furnishing Army activity and not that of a private person, concern, organization, or contractor.

(5) When authorized, the appropriate type of special service will be preprinted on the envelope or label in the manner required by the USPS. Contractors will not add their own markings for these services.

(6) A permit may be used for large mailings if USPS mailing requirements are met. Contractor use of permits must be approved by the funding MACOM OMM. Applications will be submitted per DMM, section 145 for prepaid postage.

(7) Postage meters may be used when approved by the funding official mail manager.

(8) When the use of a permit or postage meter is not practical, contractors will prepay the postage and fees and be reimbursed by including such costs as separate items on the invoice.

g. To send DA publications when—

(1) Distribution is mandated by Army regulation or directive.

(2) Individual copies are sent to higher headquarters in the chain of command and other public affairs offices for administrative purposes.

(3) Copies to subordinate units for distribution to the units' members are sent in bulk. Other, less expensive transportation methods will be used if they can provide the same or faster delivery time than mail.

(4) A copy is sent to a private person, firm, or organization in response to a specific, written, unsolicited request only if the periodical contains no advertising. The request will be kept on file in the respondent's office as long as the publication continues to be mailed in response to that request. The mailing list will be limited to the minimum consistent with the needs and best interests of the command and will not duplicate the initial distribution list.

(5) Copies are sent to other Government agencies and libraries,

hospitals, or schools to promote the overall Command Public Affairs Program.

(6) Copies of State ARNG and U.S. Army Reserve (USAR) command-level periodicals containing no advertising are sent to the home address of individual members. These copies will be mailed as Third-Class bulk rate or appropriate Second-Class rate. The mailing of lower command-level periodicals is not authorized.

*h.* To mail commercial enterprise newspapers only in accordance with paragraphs *g* (1) and *g* (2) above.

*i.* By nonappropriated fund instrumentalities (NAFIs), including the exchange services and the Stars and Stripes, only for official administrative (managerial) mailings related exclusively to the business of the U.S. Government. This does not include any function that would be a normal expense of a similar commercial business, such as financial reports, personnel management, payroll, inventory procurement and sale, collection of income, advertising, mailing of films for paid exhibition, and equipment maintenance. For example, appropriated fund postage will not be used for the preparation and internal distribution of financial reports, as this is a normal business expense; however, it may be used to mail copies of the report to the supervising DOD component as this is not a normal business expense.

*j.* When commanders, with advice from the local staff judge advocate general and the OMM, make the final determination to use appropriated fund postage to discharge their morale, welfare, and recreation (MWR) mission. Commanders may not include revenue-producing information in such mailings. Social items such as ethnic recipes, birth announcements, and bowling league scores are not the exclusive business of the U.S. Government and will not be mailed with appropriated fund postage. Appropriated fund postage may be used to mail a consolidated packet containing information regarding the existence of all available MWR activities to personnel eligible to use them; however, the packet will neither contain information on revenue-producing items or events nor violate other parts of this regulation.

*k.* By prisoners in a nonpay status for personal mail.

*l.* By Army Junior and Senior Reserve Officers' Training Corps (ROTC) activities only on mailings that are the exclusive business of the U.S. Government. The return addresses must be those of the professors of military science of U.S. Army ROTC detachments. For permit mailings the return address must be authorized in accordance with permit restrictions and may be the university or college address when use of that permit is formally agreed upon.

*m.* To pay for the official mail carried by private carrier.

## **2-22. Unauthorized use of appropriated fund postage**

Do not use appropriated fund postage on—

*a.* Matter that is not exclusively U.S. Government business.

*b.* Nonmailable items, in accordance with USPS DMM restrictions. Obtain information about items that are not mailable from the local post office.

*c.* Postcards, unless the cards are DOD or DA-approved forms or those USPS Forms designated in paragraph 2-21 *d* .

*d.* Information sent by DOD Components about nonmandatory events. Use the installation official mail and distribution center, the installation bulletin or newspaper, or other methods to distribute this type of information.

*e.* Invitations to social functions to satisfy personal social obligations, even if they are the result of an official position. (See para 2-21 *b* for exceptions.)

*f.* Personal congratulatory letters from one individual to another in a private capacity. This does not prevent the use of appropriated fund postage by heads of staff agencies or commanders to fulfill their official morale and esprit de corps obligations to members of their organization or persons in their areas of technical responsibility or chain-of-command. For example, congratulatory letters to people selected for advanced schooling, promotions, and letters of condolence are authorized.

*g.* Personal mail, holiday and birthday greetings, retirement announcements, completed employment applications, resumes, and

similar material. However, activities may use appropriated fund postage for holiday greetings when international diplomacy dictates.

*h.* Correspondence from international commands such as North Atlantic Treaty Organization (NATO) official correspondence. This mail normally must be prepaid in the country in which it is posted. When appropriated fund postage is provided for official mail, the administrative agent is responsible for procuring it and monitoring its use.

*i.* Correspondence of foreign military personnel. Foreign military personnel who are required by regulations of their own government to file reports or otherwise correspond with their embassy or government will do so at their expense. However, appropriated fund postage may be used if the correspondence can be certified by the parent U.S. Government activity as exclusively the business of the U.S. Government.

*j.* Mail posted in foreign post offices. Such mail must bear the postage of the country where it is mailed unless there is a bilateral agreement in effect with the country which has special procedures for accepting DOD mail.

*k.* Anything mailed by concessionaires or their employees. This does not preclude use authorized by this chapter.

*l.* Fund drives not officially endorsed by DOD or the Army. BRM will not be used on officially endorsed drives.

*m.* Unofficial biographies and unit histories.

*n.* Dependent school yearbooks and other unofficial items such as announcement cards, thank-you cards, memory albums, and biographies.

*o.* Announcements and attendance responses related to Army branch anniversary parties and similar events.

*p.* Mailings by or for private associations, such as technical and professional organizations, unit associations, wives clubs, Boy Scouts, and so on.

*q.* Mailing matter donated by individuals for donation to other individuals or charitable organizations.

*r.* All similar matters that do not relate exclusively to the business of the U.S. Government.

## **2-23. Reporting misuse of appropriated fund postage**

*a.* Report unauthorized use of appropriated fund postage to—

(1) The commander and resource manager.

(2) The OMM and the resource manager of the next higher organization.

(3) The commanding officer or supervisor of the suspected individual(s) involved for appropriate investigation.

*b.* The commander will review the unauthorized use of appropriated fund postage to determine any appropriate reimbursement of postage and fees costs. Legal or administrative action will be taken to obtain reimbursement when appropriate.

## **2-24. Nonprofit and subsidized rates**

In accordance with DOD 4525.8-M the DA is not authorized to send mail at nonprofit or subsidized rates (that is, special bulk Third-Class rates, Fourth-Class library rates, and the following Second-Class rates; in-country, special nonprofit, classroom, science of agriculture, limited circulation and limited circulation science of agriculture).

## **2-25. Computation of postage and fees**

*a.* Postage and fees for domestic mail will be computed according to the DMM and changes announced in the USPS Postal Bulletin. USPS Poster 103 provides the information in convenient, easy-to-use form. USPS Poster 103 must be used with the Postal Zone Chart for the post office where the item will be mailed.

*b.* Postage and fees for international mail will be computed according to the IMM and changes announced in the USPS Postal Bulletin.

*c.* Properly programmed electronic scales may be used to meet the requirements of subparagraphs *a* and *b* above.

*d.* Items mailed from one MPO to another MPO in the same theater will have "DOD Official Intra theater Mail" typewritten,

rubber stamped, mechanically printed, or neatly handwritten in the area where the postage normally would be placed.

## 2-26. Obtaining commercial postage

*a. Penalty mail.* The Army is not authorized to use the USPS penalty mail system. All Army official mail postage must be paid at the time the USPS service is contracted and a completed PS Form 3544 (Post Office Receipt for Money), requested from the post office for all postage purchases. The Army is only authorized to use regular postage stamps, commercial meters, or other means available to private sector mailers. Penalty mail is authorized when a hostile operation is declared by the President of the United States.

*b. Payment.* No USPS service, including those at MPOs (that is, APOs/FPOs), will be provided to Army activities without prepayment of postage. All transactions with the USPS must be—

(1) Paid at the time the service is contracted and be in the form of real monies.

(2) Accomplished by an approved payment method such as U.S. Treasury check (payable to the United States Postal Service), money order, or ADTA. ADTAs can be used for all classes of mail and special service fees, except for the purchase of postage stamps. ADTAs are not available at MPOs.

(3) Agreed to, and in concert with, the established policies and procedures of the USPS and the local finance and accounting office.

*c. Envelopes, labels, mailable forms and other mailable material.* Envelopes, labels, mailable forms and other mailable material that are preprinted with the Army's G-5 permit number may be used when the permit number is covered over with a commercial meter strip.

*d. Penalty stamps and envelopes.* The USPS will no longer allow Army activities to purchase penalty mail stamps or preprinted penalty envelopes.

*e. Postage due mail.* All postage due mail, except Address Correction Charges, will be returned to sender at sender's expense. Do not refuse postage due penalty mail originating in a hostile environment.

*f. Express Mail.* Express mail items may be paid by either stamps, meter strips, or through an Express Mail Corporate Account. (See DMM, sec 280.)

## 2-27. Postage stamps and prestamped envelopes

USPS postage stamps can be purchased at local post offices. A one-week advance notice is needed if large amounts of stamps (\$1,000 or more) will be purchased at any given time. An ADTA cannot be used for stamps. Printed stamped envelopes can be obtained from the US STAMPED ENVELOPE AGCY, WILLIAMSBURG PA 16693-0500, by sending them a PS Form 3203 (Personalized Stamped Envelopes Order) and a U.S. Treasury check or money order for the appropriate amount of money. PS Form 3203 can be obtained through the local USPS or MPO. Commercial postage stamps will be used on official mail that cannot be sent under a permit or cannot be metered.

*a. Use.* Postage stamps and prestamped envelopes may be used by all Army mailers including—

(1) Small volume Army mailers which cannot justify the use of postage meters.

(2) Activities without a backup metering system. This supply of stamps should not exceed an average 10-day usage and should be used to supplement metering operations.

(3) Overseas commands and Deploy able units may—

*(a)* Maintain 30-day stock of postage stamps for use when deployed to areas without meters. Stock will be centralized and closely controlled by the activity OMM.

*(b)* Have hand stamps made for use only in a hostile environment (see DMM 137.5), the stamp mark will be placed in the upper right hand corner of the mailed item. Figure 2-7 shows what will appear on the hand stamp.

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Hand stamp

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Armed Forces  
Postage Due Mail  
Collect Postage From  
Addressee Per DMM 137.5  
DO NOT RETURN TO SENDER  
FOR POSTAGE

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Figure 2-7. Sample hand stamp

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*b. Ordering.* Only those small volume mailers, Deploy able units, and activities without a backup metering system that have been identified by their MACOM are authorized to order postage stamps directly from USPS or MPO. The activity OMM verifies quantities received.

*c. Security measures.* All personnel are responsible for preventing the theft, misuse, waste, or loss of postage stamps and prestamped envelopes. Postage stamps and prestamped envelopes will be secured in locked containers (safes, file cabinets, desk drawers, and so on) or a locked room. Activities may establish additional local controls.

## 2-28. Postage meters

*a. Metered mail.* Metered postage will be used to the maximum extent possible on mail that cannot be sent under a permit. A metered mail ADTA can only be established when the monthly dollar amount on the licensed commercial meter exceeds \$500. Metered mail ADTAs are not available at MPOs. Proper planning should alleviate the need to load meters more than once a quarter. Meters will not be loaded with more than one quarter's postage requirement plus a 30-day carry-over. Use of the USPS on-site meter-setting program should be evaluated in light of time from job and distance traveled by Army employees to load meter. There are additional expenses for using this service. (See DMM, sec 144.35.)

*b. Logos and slogans.*

(1) Logos and slogans on advertising plates that conform with the DMM, section 144, are authorized.

(2) Borders, markings, slogans, or designs will not be printed on mailing envelopes except when approved by GSA, through command channels, and in conformance with postal regulations and 41 CFR 201.45.400 to 201-45.401.10. An exception has been granted for slogans promoting U.S. Savings Bonds.

*c. Required licenses.* Postage meter licenses are required and are obtained by submitting PS Form 3601-A (License to Use Postage Meter) per instructions in the DMM. Applicants served by an MPO will contact the MPO for procedures. DMM section 144.22 contains responsibilities of the license holder. Licenses will be canceled when no longer needed.

(1) The license does not have to be renewed and remains in effect until canceled. Postage meter serial numbers are not included on the license, so a new license is not required when postage meters are replaced on a one-for-one basis or when meters are added or deleted. However, each meter must be checked into or out of service by the USPS per DMM, section 144.3.

(2) USPS or an authorized USPS agent will send a copy of the approved license to the post office authorized to set the meter covered by the license. A copy of the license will also be provided to the requesting OMM, who will retain it until canceled. At least 2 weeks before the meter is to be used, the OMM will check with the servicing post office to be sure the approved license is on file there.

(3) Installation/community OMMs will cancel the license and notify their respective MACOM OMM when the meter is—

*(a)* No longer needed.

*(b)* Moved out of the jurisdiction of the post office authorized to set the meter. (Meters may be moved from the area served by one branch to that served by another branch of the same post office simply by transferring the license from branch to branch. When the meter is moved from the area served by one post office to that

served by another, the license must be canceled and a new one obtained.)

*d. Setting and payments.*

(1) Meters shall be checked in and out of service per DMM, section 144.3.

(2) Each meter will be reset for the requested amount of postage. Payment will be made by U.S. Treasury check, money order, or ADTA. Where ADTAs are authorized, funds may be deposited in the various ADTAs in amounts designated by the OMDC manager. Funds deposited in an ADTA will not exceed one fiscal quarter's usage requirements plus a 30 day carry over. A USPS receipt (PS Form 3544) will be received for the total amount of funds deposited. The original receipt must be forwarded to the appropriate finance and accounting office (a copy will be retained in the OMM's file).

(3) Each time the meter is set or reset, the post office employee completes PS Form 3603 (Receipt for Postage Meter Settings) and annotates PS Form 3602-A (Record of Meter Register Readings) with date and new control number. A copy will be maintained by the OMM listed as the applicant on the meter license.

(4) The above procedures apply only to the USPS postage. Meter setting charges for private carrier services are the responsibility of the metering installation.

*e. Validation of meter readings.*

(1) PS Form 3602-A will be maintained for each meter.

(2) When the meter is set or reset, add the amounts appearing in the ascending and descending registers before the meter is used. The resulting sum becomes a control number. At the close of business each day these two registers will be added together. If their sum is not the same as the control number, the meter may have malfunctioned. The vendor service representative will be contacted before the meter is used again.

(3) To determine the amount of postage used on any given day, subtract the descending register reading for the day from the descending register reading for the previous day.

*f. Spoiled or incorrect meter postage.* Do not throw out spoiled meter strips or stamps. Submit a request for refund to the local USPS Postmaster.

(1) Requests for refunds shall be submitted when authorized. DMM, section 147, explains the conditions and procedures to be followed.

(2) Equipment malfunctions causing spoiled meter postage will be immediately reported to the manufacturer's representative.

(3) The OMM will complete PS Form 3533 (Application for Voucher for Refund of Postage and Fees) when refund credits are due for spoiled meter postage. Credit will be applied only to meter quarterly settings. A copy of PS Form 3533 will be maintained with the quarterly postage expenditure work sheet (RCS: ISC-76).

*g. Metered mail preparation.*

(1) The meter imprint acts as a postmark and allows mail to skip the canceling process. The meter operator will ensure the imprint is bright and clear, has the correct date, and fluorescent ink is used.

(2) All addresses must face the same way, and five or more pieces of metered mail must be bundled with rubber bands or paper straps. Large volumes should be trayed. Trays and similar items are usually provided free of charge by USPS and will not be used for other purposes.

*h. Accumulators (printers) (when available).*

(1) Accumulators will only be used to record/track mail expenditures.

(2) The OMM should not try to separately track the postage of all tenants of the installation if it results in the analysis of relatively trivial amounts of postage.

(3) The record of postage used will be printed out and analyzed by the OMM at regular intervals (weekly for most installations and activities). Information in the printout will be used to identify large volume mailers and users of large amounts of certain classes of mail or special postal services. Their mailings will be periodically analyzed to see if the items can be shipped more economically by other means.

(4) Accumulator codes will be used to identify mailings by each

supported activity. An accumulator code will be assigned to each supported activity.

*i. Equipment operation.*

(1) The OMM and all personnel involved in mail processing will receive detailed instructions from the vendor when new equipment is installed. During initial use, the meter operator or OMM will call the service representative when questions arise.

(2) The meter operator will check each scale for accuracy daily before it is used. This will be accomplished by weighing an object of known weight. Appropriate calibrations will be made before the scale is used.

*j. Equipment failure.*

(1) Immediately report failures of meters, mailing machines, scales, and so on, to the service representative. The service representatives' telephone numbers will be prominently displayed in the vicinity of the equipment.

(2) Do not tamper with the postage meter under any circumstances. It is a postal offense for anyone other than USPS personnel to break or tamper with the seals on postage meters.

(3) All new equipment is initially covered by a warranty. Maintenance contracts should be used after the warranty expires.

*k. Meter security.*

*(1) Meters.*

(a) Lock the meter when it is unattended. Place the meter key in a locked safe, locked file cabinet, or in a separate locked room overnight. Do this any time adequate surveillance cannot be maintained to prevent unauthorized use of the meter. During nonduty hours the meter must be stored in a locked room.

(b) Immediately report the loss, theft, and recovery of a lost or stolen meter to the local post office, the equipment vendor, and through command and functional channels to the POLICY DIVISION, ATTN ASOP MR, US ARMY INFORMATION SYSTEMS COMMAND, FORT HUACHUCA AZ 85613-5000 for forwarding to MPSA. Reports will include the meter make, model, and serial number; the date, location, and details of the loss, theft, or recovery; and a copy of the police report when applicable.

*(2) Meter keys.*

(a) *Operating keys.* An operational key is required to unlock the meter and must be used each day the machine is operated. This key will be kept by the designated supervisor, except during periods the key and meter are signed out to a meter operator.

(b) *Duplicate keys.* The duplicate keys, when provided, will be stored in a sealed envelope in a locked file cabinet or safe. The key will be taped to a piece of cardboard to prevent its movement. After sealing the envelope, the designated supervisor will sign over each joint of the envelope. Transparent tape will be placed over all signatures and joints so unauthorized opening can be detected. The envelope will be clearly labeled to indicate the contents and the meter to which it belongs. The designated supervisor will obtain a receipt for the sealed envelope from the OMM.

(c) *Reset keys.* Army OMMs are not authorized to have a copy of the key that opens and resets the meter head. Any activity receiving such keys will immediately give them to the USPS office setting the meter.

*l. Property accountability.* The installation property book holder will account for all postage metering equipment on the property records of the using Army installation or activity. The postage meter itself is leased and cannot be purchased.

*m. Supplies and services.* These generally consist of meter tapes, ink, ink rollers, maintenance, rate changes (both USPS and public express), and meter leases. Meter tape and ink specifications are found in the DMM.

*n. Additional or replacement equipment.*

(1) Postage metering and related equipment requirements will be processed as Requirements Statement (RS) initiatives per DA Pamphlet 25-2, chapter 3. The authority for procurement of postage metering equipment is delegated to principal officials of HQDA agencies and MACOMs.

(2) A system consists of a mailing machine, a 70-pound scale, and an interface that connects the mailing machine, scale, and postage meter to each other for automatic operation. An accumulator/

printer for electronically recording postage costs by agency is optional. When the accumulator/printer is opted for, it is considered as part of the system. Because of USPS regulatory requirements, the postage meter must be leased on an annual renewable basis from the manufacturer of the mailing machine.

(3) Eligibility for equipment is shown in table 2-1.

**Table 2-1**  
**Eligibility for equipment**

Annual \$ amount of postage used (not including permits and BRM)	Quantity of systems authorized		
	Large	Medium	Small
\$100,000+	1	1	0
\$50,000-\$99,999	1	0	0
\$10,000-\$49,999	0	1	0
\$5,000-\$9,999	0	0	1 <sup>1</sup>
Less than \$5,000	0	0	1

Notes:

<sup>1</sup> Encouraged to lease hand-held, stand-alone, or similar meters.

(4) All machines must be capable of applying meter imprints of the correct denomination for all meter matter that the electronic scale is programmed to process directly on the item. The machines must also be capable of automatically producing wet, dry, or pressure-sensitive meter tapes of the correct denomination from a self-enclosed roll or strips. This applies to all mail matter of various classifications that enter USPS/public express channels or items too large to be fed through the mailing machine. Machines must also be capable of interfacing with the large (70-pound) electronic scale.

(5) Other specifications are as follows:

(a) Mailing machine, heavy duty, high volume, must be capable of automatic feeding, metering, sealing, and stacking envelopes and flats of  $\frac{1}{8}$ -inch thickness and up to and including 9  $\frac{1}{2}$ - by 12-inches at a speed of 180 pieces per minute.

(b) Mailing machine, medium volume, must be capable of automatic feeding, metering, sealing, and stacking standard Number 10 envelopes of  $\frac{1}{8}$ -inch thickness at a speed of 145 pieces per minute, and stacking flats of  $\frac{1}{16}$ -inch thickness and up to and including 9  $\frac{1}{2}$ - by 12-inches in size at a speed of 90 pieces per minute.

(c) Large electronic scale must be capable of weighing up to and including 70 pounds in increments of  $\frac{1}{2}$ -ounce tolerance and have ZIP code to public express and USPS code conversion. The scales must be programmed to compute public express rates up to the public express limit but not to exceed 70 pounds; USPS rates for First-Class, Priority, Third-Class, Fourth-Class, special (book) Fourth-Class, ZIP+4 discounts, and international air and surface rates; and registered, insured, certified, and return receipt requested fees. The scales will be equipped to compute the registry fee without postal insurance and will not compute insured mail fees for items having a value exceeding \$50. The scales must be reprogrammable to accommodate rate changes.

(d) The interface must be capable of interacting with the mailing machine and meter so that the required postage is set on the meter; then upon instruction by the operator, this causes the mailing machine to dispense a meter tape in that amount or to place a postage imprint in the designated amount on the envelope.

(e) The accumulator interfaces with and complements the mailing machine/electronic scale system. It must be capable of portraying the number of mailings and postage costs units by account for any installation or activity on a daily, bi-weekly, or weekly basis, depending on the volume of mail; accounting for USPS and public express transactions; departmentalizing a minimum of 99 separate accounts and charging to a department all postage issued by the system to that account until a different account is specified or the equipment is turned off. It must also be capable of printing automatically or retaining all data in memory if a power failure occurs. The accumulated transactions must be presented as a hard copy printout;

a digital readout by itself will not be acceptable. The printout must include total mail count and mail costs for each account. It is not required to show USPS or public express zones, mail classes, or weights.

(f) Electrical specifications must include automatic protection against high and low voltages that will damage the equipment. It must include appropriate line filtering to protect the volatile memory and be equipped for operation on the voltage and hertz specified in the delivery address if the system is used in foreign countries.

o. *OMMs*. OMMs for overseas commands, communities, and installations will ensure adherence to the provisions of the DOD-USPS Agreement Concerning Commercial Postage Meter Use at Military Post Office Addresses, August 1989.

## 2-29. Permits

a. Installation OMMs will review and analyze requirements for permits and establish commercial permits only as needed.

b. The upper right-hand corner of all envelopes is used for permit mailings which must be per the DMM, section 145.4. Guidelines for company permits are contained in the DMM, section 145.3.

c. A permit ADTA must be established in order to acquire permit imprints. No minimum amount is needed to open a permit ADTA, although sufficient funds must be available to cover the complete mailing.

d. The responsible OMM will ensure that the appropriate permit numbers are provided to individuals or organizations involved with permit mailings.

e. Before purchasing permits, the OMM will read the appropriate section of the DMM for break-even analysis of permit mailings.

f. Permit mailings will be used on large volume mailings of items with a uniform size and weight when cost effective. Permit formats and instructions are in the DMM, section 145, for prepaid postage and the DMM, section 137, for penalty postage.

g. USPS requires advance notice on all permit mailings. Postage and fees are recorded on PS Form 3602-N (Third-Class Nonprofit Rate—Permit Imprint), PS Form 3602-PC (Third-Class Regular or Nonprofit Rates—Postage Affixed), or PS Form 3602-R (Third-Class Regular Rate—Permit Imprint), as appropriate, presented with the mailing. The OMM will determine the most cost-effective method of mailing, and make arrangements with local postal officials. Required permit imprint formats are illustrated in the DMM. DEPARTMENT OF THE ARMY, the Installation Name and Location, and the Installation Permit Number will be printed on the mailing material.

h. Manifest Mailing System uses a permit and is applicable where large volumes of parcels are mailed. Contact your local USPS commercial account representative for details, and also refer to the DMM, section 145.7.

i. Permit mailings are not authorized at MPOs.

j. Second-Class permit.

(1) Army penalty Second-Class permits may be transferred to commercial Second-Class permits.

(2) Although new permits are not required for Second-Class privileges, there are format revisions that must be made. Read chapter 4 of the DMM and consult your serving USPS Account Representative for revised format requirements. Activities obtaining new Second-Class permits must comply with appropriate application procedures in the DMM, section 423.

(3) Application fees for Second-Class privileges are required by the USPS. While an application is pending, postage must be paid at the applicable Third- or Fourth-Class rate. If the application is approved, a refund in excess of the Second-Class rate will be provided. (See DMM, section 423.1.)

(4) MACOM official mail managers, in coordination with the installation printing control officer, will ensure that the Government Printing Office is provided with the appropriate permit number before printing and distribution contracts are let.

## 2-30. Selection of mail class

Table 2-2 will be used as a guide in selecting the correct mail class. The DMM and IMM show the necessary endorsements, mode of

transportation, approximate transit times for each class of mail, and provide specific guidance for types of items that may be mailed under each class of mail.

### **2-31. Selection of special mail services**

The Government Losses in Shipment Act (40 USC, 721 to 729) and the Government's general self-insurance policy prohibit Federal agencies from using registered and insured mail in order to obtain postal indemnity. Claims will not be made against the USPS for indemnity on items lost or damaged in the mail. However, Comptroller General of the United States decision (58 Comp.Gen. 14 (1978)) allows the Government to use registered or numbered insured mail to obtain the "special" services they offer, such as added protection or proof of delivery. Principal officials of DA agencies and MACOMs are authorized to approve the use of these services on an exception basis. This authority may not be delegated lower than installation or equivalent OMM. The following are Army-wide authorized uses:

- a. Registered may be used for—
  - (1) Criminal investigation evidence.
  - (2) Cash, original vouchers (disbursing and collecting), and voided or canceled checks.
  - (3) One-of-a-kind, irreplaceable, sensitive, controlled, rare, or pilferable items and items having a replacement cost in excess of \$20,000. Such items include but are not limited to calibration equipment, supply items, historical matter (including films), library materials, original manuscripts, and camera-ready mechanicals and art work.
  - (4) Mailable shipments of Government-owned firearms. (Return receipts may be used.)
  - (5) Classified documents as required by DOD 5200.1-R and AR 380-5, paragraph 8-103 c .
  - (6) Final notices to individuals about indebtedness to the Army Emergency Relief Fund.
  - (7) Other communications and parcels that by law, DOD directive, or Army regulation must be registered.
  - (8) The following items with return receipt:
    - (a) Environmental samples.
    - (b) Notification of radiation exposure.
    - (c) Mailing former evidence to its owner.
    - (d) Mobilization preassignment orders to international addresses where this service is authorized.
    - (e) All actions involving the processing of claims.
  - b. Certified may be used for—
    - (1) Letters to establishments being declared "off limits."
    - (2) Adverse enlisted and officer efficiency reports and other similar actions.
    - (3) Controlled test material.
    - (4) Instructional material marked "For Faculty Use Only."
    - (5) Items requiring shipment by priority mail when the certified fee is less than the fee for other services which provide proof of delivery.
    - (6) Commercial transportation tickets, boarding passes, and Military Airlift Command authorizations when personal delivery or pickup is not possible.
    - (7) Classified documents as required by DOD 5200.1-R and AR 380-5, paragraph 8-103 c .
    - (8) Official U.S. Passports required by DOD employees for official travel.
    - (9) The following items with return receipt:
      - (a) Equal employment opportunity case material mailed to complainants and their representatives.
      - (b) Reduction-in-force notices sent to civilian employees on authorized absence.
      - (c) Final decisions of a contracting officer issued under the dispute clause of a Government contract.
      - (d) Show cause or cure notices issued under the default clause of a Government contract.
      - (e) Any other communication for which receipt is essential to create or preserve rights granted to the United States under a Government contract.

- (f) Debarment letters.
- (g) Delayed entry packets.
- (h) Summonses and subpoenas.
- (i) Adverse personnel actions for military and civilian personnel to include personnel "V" letters to Reserve Components.
- (j) Illegally held identification cards.
- (k) Traffic or driving violations.
- (l) Letters of revocation or suspension of installation driving privileges.
- (m) Dishonored checks (not applicable to nonappropriated fund instrumentalities).
- (n) Questionnaires to injured persons.
- (o) Legal matters including records of trial for all Special and General Courts Martial; decisions of the courts of military review; Officer elimination cases; all actions involving the processing of claims; and any other communication, receipt of which is essential to create or preserve the rights granted to the U.S. Government in connection with criminal proceedings.
- (10) Other communications and parcels that by law, DOD directive, or DOD Component directive must be certified.
- c. Unnumbered insured mail is delivered as ordinary mail and will not be used. No exceptions will be granted.
- d. Numbered insured mail will be used only—
  - (1) For accountability reasons when proof of delivery is required for valuable administrative or logistical equipment, supplies, and printed matter. However, logistical equipment and/or spare parts for equipment listed on the mailing organization's property book (second line destination items) must be shipped through the local installation transportation office.
  - (2) To return borrowed library and similar items when required by the non-Army lender.
  - e. Free-admission motion picture video cassettes. OMMs may authorize movement of free-admission motion picture video cassettes by numbered-insured mail, return receipt for merchandise mail, or certified mail, whichever is most cost effective. Free-admission cassettes are furnished by the Motion Picture Service, through the U.S. Army Community and Family Support Center, contingent on the Army ensuring security during movement of the items.

### **2-32. Express mail**

- a. Express mail will be used only when it is the most cost-effective way to accomplish a mission within time, security, accountability constraints, and to meet a mandatory effective date. Express mail should only be used in cases involving loss of life, personal injury, destruction of property, and to prevent the possibility of a judicial ruling against the Army. It will not be used—
  - (1) To respond to directed actions or requests for information unless it is the only way to meet a short suspense. Express mail may be used if mission criticality requires.
  - (2) For the purpose of correcting administrative oversights such as late suspense when adequate time existed.
  - (3) On days before weekends or holidays, unless it is deliverable on those days.
  - b. HQDA agencies and MACOMs are authorized to approve the use of express mail. This authority may not be delegated lower than installation or equivalent activity OMM.
  - c. Tenant activities will request approval to use express mail through the host installation when the host provides the postage and fees for the tenant's mail.
  - d. Postage will be paid by using—
    - (1) Postage meter imprints and the word "metered" entered in the express mail label's customer number block.
    - (2) Postage stamps and the word "stamps" entered in the express mail label's customer number block.
    - (3) Activities having accumulators will use them to record express mail usage.
  - e. The sender will request a refund of postage from the USPS when express mail items are not delivered when promised.
  - f. Express mail service is not available to and from all MPOs. Contact the local post office for availability information.

### 2-33. International mail

- a. All official correspondence (letters and cards) may be sent as airmail. Packages containing official matter may be sent as airmail if the urgency in delivery justifies the costly airmail letter rates.
- b. Parcel post will be sent only as surface mail.
- c. Special delivery may be used only for delivery in countries where special delivery is the only reliable means of ensuring prompt delivery.
- d. Consult the IMM or local post office for applicable postage, customs tags, and restrictions before preparation for mailing.
- e. Address format is shown in figure 2-4 and in the IMM.

### 2-34. Business reply and merchandise return

- a. BRM and merchandise return service (MRS) will—
  - (1) Be addressed to the DOD activity holding the permit. The address and ZIP+4 bar code will be preprinted on the item. The local post office will provide the appropriate bar code negative or positive for printing. The return address will be the same as the addressee.
  - (2) Be used only when a reply is requested on official business from an activity or individual outside the U.S. Government—
    - (a) Who is not required by law to reply.
    - (b) When the receipt of the reply is in the best interests of the U.S. Government.
    - (3) Not be used to receive responses from DOD activities or personnel except personnel who are retired or reservists who are not assigned to a unit.
- b. Business Reply Mail—
  - (1) Is charged at the First-Class rate, plus a per-piece accounting fee.
  - (2) Will be prepared per the DMM, section 917. The card format will be used when possible. The DMM, section 322, contains restrictions on preparation and use of double and single postal cards and postcards.
  - (3) Will not be used until USPS assigns permit number.
  - (4) Will not be used to mail from one active DOD component to another active DOD component, including Army.
  - (5) BRM returned to the Army bearing penalty number 12062 will be handled as follows:
    - (a) All BRM post cards will be destroyed by the USPS as undeliverable mail.
    - (b) All BRM letters will continue to be received. Payment will be deducted from commercial Army BRM accounts at receiving post offices having such accounts. BRM letters addressed to post offices not having commercial Army BRM accounts will be forwarded to the DEFENSE POST OFFICE, WASHINGTON, DC 20310-3071. Postage and fees will be charged to the Defense Post Office (DPO) BRM account and billed, through HQ USAISC (ASRM-PB), to the addressee of each piece. Charges billed in this manner will not be contested.

- c. Merchandise Return Service—
  - (1) Is charged at the appropriate Priority mail, Third-Class or Fourth-Class rate plus a per-piece accounting fee.
  - (2) Will be prepared per DMM, section 919, for prepaid postage.
  - (3) Will not be used until USPS assigns a permit number.
  - (4) Will not be used to mail from one active DOD component to another active DOD component, including Army.

### 2-35. Other reply mail methods

- Place postage stamps or premetered imprints only on items of known requirements. Premetered reply mail shall be prepared per the DMM, section 144. Premetered postage or postage stamps will be used—
- a. When they are more cost-effective than merchandise return or business reply.
  - b. When the originator is reasonably certain a response will be made.
  - c. When a reply is sought from an individual or organization

which does not normally have access to a U.S. Government official mailroom for affixing postage.

## Section IV Receiving Mail, Unclassified

### 2-36. Delivery and pickup agreements

- a. Agreements between each installation and the local USPS will be negotiated to ensure official mail pick-up and delivery complies with this regulation, USPS Publication 38A, and the DMM.
- b. All outgoing mail will be centrally dispatched by the installation.
  - c. All incoming mail will be delivered as addressed.
  - d. The USPS is required to deliver all mail, including that addressed to military installations, as addressed to each—
    - (1) Street address.
    - (2) ZIP+4 address.
  - e. When an agreement with the USPS cannot be reached, installation OMMs will contact the General Manager/Postmaster at the USPS Field Division Office responsible for the installation location. If agreement still cannot be reached, forward the matter through command and functional channels to: POLICY DIVISION, ATTN ASOP MR, US ARMY INFORMATION SYSTEMS COMMAND, FORT HUACHUCA AZ 85613-5000.

### 2-37. Postage due mail addressed to Army activities

- a. *Payment for postage due mail.*
  - (1) Payment for postage due mail, other than for mail from a hostile operations area, is not authorized and will not be accepted by Army addressees.
  - (2) Payment for address correction services is authorized.
- b. *Insufficient postage.*
  - (1) Mail with insufficient postage will be returned to the sender for additional postage.
  - (2) Mail addressed to an Army activity and deposited without any postage will be returned to the sender without any attempt to deliver.

### 2-38. Postage due penalty mail originating in hostile environment

- Postage due penalty mail will—
- a. Be used only by military units engaged in hostile operations.
  - b. Be used only per paragraph 1-8 and the DMM, section 137.5.
  - c. Be paid for by the addressee upon receipt by U.S. Treasury check, stamps, or meter strips.
  - d. Will not be refused by the addressee.
  - e. Will not be used to notify next of kin of casualties. Send all such mail to the supporting MACOM headquarters for forwarding to the next of kin.

### 2-39. Opening official mail

- a. Official mail that is not registered or certified may be opened when it is—
  - (1) Not addressed to an individual. Official mail not addressed to a specific individual by name may be opened by the head of an Army element to which it is addressed or an appointed representative.
  - (2) Addressed to an individual that is not identifiable. Official mail received which is addressed to a specific individual by name that cannot be identified may be opened and routed by subject matter.
- b. Official matter addressed by name to a specific identifiable individual will be delivered unopened.

### 2-40. Controlled mail processing

- a. Correspondence distribution and controlled mail processing will be performed at the lowest cost without sacrificing efficiency, security, and privacy. Except for containers marked "Sealed Bid," "Freedom of Information Act request," or "Privacy Act request,"

time or date stamping is not the responsibility of the OMDC. Correspondence other than classified, bids, FOIA and Privacy Act will be controlled by the office to which it is addressed.

*b. Personal or unofficial correspondence and mail.*

(1) The receipt of mail that is personal, unofficial, or nonmission related is prohibited.

(2) The dispatch of personal, unofficial, and nonmission related correspondence and mail is prohibited.

(3) Processing personal, unofficial, and nonmission related mail and correspondence will be in accordance with DOD 4526.6-M, volume II.

(4) Exceptions—

(a) Students attending a course of instruction of 6 months or less may use official mail channels for receipt only of personal, unofficial, or nonmission related mail. Payment of postage and related fees is the responsibility of the sender.

(b) Newly assigned personnel may use official mail channels for the receipt of personal, unofficial, or nonmission related mail for not more than 60 days. Commanders or agency heads may extend this 60 days where the individual is not at fault. Payment of postage and related fees is the responsibility of the sender.

(c) If a remotely located installation does not have a support agreement with the local USPS for receipt, dispatch or delivery of personal mail, the local commander may request approval to authorize the official mail and distribution center to handle the receipt of personal, unofficial, or nonmission related mail. DOD 4525.6-M, volume II, applies. Requests for exception will be made through the major command to: POLICY DIVISION, ATTN ASOP MR, US ARMY INFORMATION SYSTEMS COMMAND, FT HUACHUCA AZ 85613-5000.

(d) Appropriated fund postage may be used to send personal mail through USPS delivery channels only in accordance with paragraphs 2-21 and 2-22. OMDCs will not consolidate personal mail bearing postage. Postage for personal mail received by OMDCs must be prepaid by the sender.

(e) The OMDC will not accept cash on delivery (COD) mail.

(f) OMDCs will not operate or maintain postage stamp vending machines nor sell or offer for sale USPS postage stamps.

## **Section V**

### **Receiving Mail, Classified**

#### **2-41. Mail requiring special handling**

Certain categories of correspondence require special handling. Protection is the chief concern with this correspondence.

*a. Classified correspondence.* Classified correspondence contains information or material that is owned by, produced for or by, or under the control of the U.S. Government. It requires protection against unauthorized disclosure and will be so designated.

*b. Registered or USPS express mail.* Registered or USPS express mail may contain classified or unclassified correspondence. AR 380-5, chapter 8 has specific instructions on how to mail different levels of classified information. DA Form 3964 (Classified Document Accountability Record) should be used for this purpose.

#### **2-42. Processing incoming classified correspondence**

*a. Protection.* The necessary protection to control classified and registered documents is best decided by the principal official of the receiving office. Principal officials of Army elements will take any additional protective measures needed to supplement those prescribed by DOD Army regulations.

*b. Recording.* OMDCs must record all registered, express, return receipt for merchandise, numbered, and certified mail received from postal channels. Use PS Form 3883 (Firm Delivery Book — Registered, Certified, and Numbered Insured Mail) to accept accountable mail from the USPS.

(1) Other than being logged by registry number, unclassified registered correspondence is controlled as any other piece of mail.

(2) Incoming registered, USPS express, return receipt for merchandise, or certified mail will be forwarded to the classified unit of the OMDC for processing.

(3) First-Class mail marked POSTMASTER, ADDRESS CORRECTION REQUESTED, DO NOT FORWARD will be delivered unopened to the classified section or unit of receiving activity for processing. The unit security officer will be notified, per AR 380-5, paragraph 6-102, when the outer envelope is mangled in appearance and the inner envelope is torn or otherwise tampered with.

#### **2-43. Address on and opening of official registered and certified mail**

*a. Restrictions on use of registered or certified mail.* Official registered, insured, or certified mail will not be addressed to an individual by name or to a name attention line unless authorized by paragraph 2-31. Registered or certified mail will be restricted to instances specifically required by law or DOD directive. Such instances may also be DOD directives as implemented by Army regulation, non-DOD directives issued by other Government agencies with which DA must comply to carry on its normal business, or instances authorized in writing by the Army OMM.

*b. Addressed directly to individuals.* Official registered or certified mail or correspondence addressed to an individual by name will not be opened by anyone other than the addressee or his or her designated representative.

*c. Addressed to an individual by name on the attention line.* Official registered or certified mail addressed to an individual by name on the attention line may be opened by the principal official of the Army element to which it is addressed or by his or her designated representative.

*d. Receipting for registered, insured, or certified mail addressed to individuals.* Official registered, insured, or certified mail addressed directly to a person by name or to an individual by name on the attention line by name addressee should be held in a secure place and receipted for by authorized official mail and distribution clerks or personnel.

**Table 2-2  
Domestic mail classification selection table**

Rule	A If matter is—	B and is mailed—	C then it
1	letter mail other First-Class matter weighing less than 11 ozs	within CONUS; to from, or between MPOs	will be sent First-Class or Express Mail (See note 1)
2	Letter mail and other First-Class matter, consolidated mailings, or Joint Uniform Military Pay System (JUMPS) pouches weighing more than 11 ozs		will be sent Priority or Express Mail (See note 1)
3	high priority logistic shipments such as not mission capable supply (NMCS) and anticipated not mission capable supply (ANMCS)		may be sent Priority or Express Mail (See note 8)
4	transportation Priority 1 shipments		may be sent Priority or First-Class. (See note 2)
5	transportation Priority 1 shipments		will be sent 3d Class MOM 4th Class, or 4th Class MOM (see note 3)
6	non-Military standard Requisitioning and Issue Procedures (MILSTRIP) parcels (for example, unaccompanied hold baggage, personnel records, reference documents or equipment for inspection or assistance teams, etc.)	within CONUS and speed is needed to meet RDD	may be sent First-Class, than 12 ozs; Priority, if over 12 ozs. (See note 2)
7	non-MILSTRIP parcels	to, from or between MPOs and speed is needed to meet required delivery date	may be sent First-Class, Priority, Third-Class MOM, or Fourth-Class MOM
8	all other non-MILSTRIP matter not covered by rules 6 and 7 above	within CONUS: to from, or between MPOs,	shall be sent Third-Class or Fourth-Class
9	bulk distribution of classified accountable or critical to flying or marine safety; communications systems publications; immediate action regulations or directives, or emergency publications or forms requisitions (See notes 4 and 5)	within CONUS	may be sent First-Class or Priority (See note 5.)
10	bulk distribution of publications (including regulations, manuals, directives, and instructions) and blank forms not covered in rule 11	within CONUS; to from, or, between MPOs	will be sent freight, Third Class Bulk Rate, Special Fourth Class Rate, Third or Fourth Class.
11	bulk distribution of classified accountable or critical to flying or marine safety, and communication systems publications	to, from, or between MPOs,	may be sent First-Class or Priority (See note 5)
12	bulk distribution of immediate action regulations, directives, or emergency publications or form requisitions		may be sent First-Class, Third-Class MOM, or Fourth-Class MOM.
13	bulk distribution of periodicals and newspapers	within CONUS; to, from, or between MPOs	will be sent Second, Third, or Fourth-Class, or Special Fourth Class Rate (See note 6).
14	single copies of periodicals in rule 13 and sent to individuals or organizations		shall be sent Requester Publications Rate or Third-Class Bulk Rate (See notes 6 and 7).

Notes:

- <sup>1</sup> 1. These items are covered by the private express statutes.
- <sup>2</sup> 2. Regardless of class, USPS moves mail by surface to addressees within 200 miles of point of origin. Third- or fourth-class postage with " Special Handling " is less costly than First-Class or Priority Mail and provides preferential handling to the extent practical in dispatch and transportation. See DMM, section 916.
- <sup>3</sup> 3. MOM service is available only on mail addressed to or sent from an MPO.
- <sup>4</sup> 4. Other publications or blank forms will not be included as filler.
- <sup>5</sup> 5. Material will be prepared for mailing in accordance with DOD 5200.1-R and appropriate DOD Component directives.
- <sup>6</sup> 6. Principal officials of DOD Components may approve exceptions to use MOM on shipments from the CONUS to overseas active duty target audience addresses after determining the material is time sensitive and faster delivery is needed to support an internal information program. First-Class and Priority mail will not be used.
- <sup>7</sup> 7. Items must meet eligibility requirements for the Third-Class or requester publication rates.
- <sup>8</sup> 8. Express Mail is not available at all MPOs. Contact the USPS for availability information.

QUARTERLY POSITIVE ACCOUNTABILITY POSTAGE ADMINISTRATION SYSTEM						REQUIREMENTS CONTROL SYMBOL: ISC-76		
For use of this form, see AR 25-51; the proponent agency is ODISC4								
NOTES: <ul style="list-style-type: none"> <li>• Blocks 4 and 20 are for installations imposing targets on customers</li> <li>• Block 19 is the totals of Blocks 5 through 17</li> <li>• Block 4 becomes Block 19 for the next reporting period</li> <li>• When reporting as an installation, the customer named is the activity</li> <li>• When reporting as a MACOM, the customer named is the hosted installation</li> <li>• When reporting as Army, the customer named is each MACOM - separate reporting activity</li> <li>• If your organization has more customers than columns provided, use additional sheets</li> </ul>								
1	NAME OF INSTALLATION OR MACOM <b>FORSCOM</b>					2 REPORTING PERIOD <b>2d Qtr, FY 91</b>		
3	MAIL CODE CUSTOMER NAME	<b>Ft Bragg</b>	<b>Ft McPherson</b>	<b>Ft Lewis</b>	<b>Ft Meade</b>	<b>1ST Army</b>	<b>Ft Hood</b>	2* TOTAL THIS PERIOD
4	BEGINNING TARGET THIS PERIOD	<b>525,000</b>	<b>196,502</b>	<b>600,000</b>	<b>500,000</b>	<b>1,123,467</b>	<b>310,395</b>	<b>3,255,364</b>
5	ADDRESS CORRECTION (1001)							
6	BUSINESS REPLY MAIL (1002)	<b>81</b>	<b>150</b>	<b>620</b>		<b>185</b>	<b>57</b>	<b>1,093</b>
7	EXPRESS MAIL (1003)							
8	MERCHANDISE RETURN SERVICE (1004)							
9	METER LOADING PURCHASES (1005)	<b>120,000</b>	<b>50,000</b>	<b>100,000</b>	<b>178,000</b>	<b>310,326</b>	<b>104,000</b>	<b>862,326</b>
10	CONTRACTOR REIMBURSEMENT (1006)		<b>6,018</b>				<b>3,677</b>	<b>9,695</b>
11	PERMIT FEES (1007)	<b>21,261</b>	<b>1,164</b>	<b>19,961</b>	<b>8,734</b>	<b>60</b>		<b>51,180</b>
12	PERMIT MAILINGS POSTAGE PAID (1008)							
13	POSTAGE DUE MAIL (1009)							
14	POSTAGE STAMPS PURCHASED (1010)	<b>32,384</b>		<b>2,060</b>	<b>133</b>	<b>23,726</b>		<b>58,303</b>
15	POSTAGE STAMPED CARDS ENV (1011)							
16	REQUESTER PUBS. SECOND CLASS (1012)							
17	POSTAGE DUE FROM HOSTILE OPS AREAS							
18	PRIVATE CARRIER FEES THIS PERIOD		<b>8,980</b>	<b>8,564</b>	<b>8,618</b>	<b>5,080</b>		<b>31,242</b>
19	TOTAL FUNDS USED THIS PERIOD (1999)	<b>173,726</b>	<b>66,312</b>	<b>131,205</b>	<b>195,485</b>	<b>339,377</b>	<b>107,754</b>	<b>1,013,837</b>
20	TOTAL TARGET REMAINING	<b>351,274</b>	<b>130,190</b>	<b>468,795</b>	<b>305,515</b>	<b>784,090</b>	<b>202,661</b>	<b>2,241,527</b>

Figure 2-1. Sample of a completed DA Form 7224-R

Legend for Figure 2-1;

Figure 2-1. Instructions for preparing DA Form 7224-R (Quarterly Positive Accountability Postage Administration System)

**1. Name of installation or MACOM.** Self-explanatory.

**2. Reporting period.** Complete using fiscal quarter being reported upon.

**3. Mail code/customer name.** Number locally assigned used to identify each customer and name of the organization using mail services.

**4. Beginning target this period.** Record only if targets have been assigned at the installation.

**5. Address correction (1001).** Charges paid by U.S. Treasury check for address correction services.

**6. Business reply mail (1002).** Charges paid by U.S. Treasury check or deduction from a Business Reply Mail (BRM) or Business Reply Mail Accounting System Advance Deposit Trus Account (ADTA).

**7. Express mail (1003).** Charges paid by U.S. Treasury check or deduction from an Express Mail corporate Account. Express mail

charges paid by the use of postage stamps or meter imprints are reported as purchases of those items.

**8. Merchandise return service (1004).** Charges paid by deduction from ADTA.

**9. Meter loading purchases (1005).** Payment for meter settings paid for by U.S. Treasury check or deduction from an ADTA.

**10. Contractor reimbursement (1006).** Some contracts may require the contractor to pay postage on items shipped and the contracting activity to reimburse the contractor. Such postage will be a separate item on the invoice. This includes presort contracts.





boxes only for correspondence that requires special routing instructions.

(3) Route controlled correspondence by DA Form 2445 (Correspondence Control Record) or a suitable automated document.

d. *Courtesy copies.* Do not remove courtesy copies or make copies for filing before final action is taken.

e. *Related papers.* Do not route correspondence to files personnel for locating related papers.

### 3-3. Distribution of local command publications, directives, and official correspondence

OMDCs distribute local publications and directives as prescribed by the proponent. The OMDC will not reproduce publications or orders for distribution. The installation publications control or administrative officer will furnish all copies of publications to be distributed. See AR 25-50, paragraph 2-4 a (5)(c), for distribution of multiple addressee correspondence.

### 3-4. Distribution lists and formulas

a. Distribution lists—

(1) Are based on normal, predetermined requirements of a headquarters.

(2) Do not fit all situations.

(3) Will be updated as required, but at least annually, and limited to the minimum consistent with the needs and best interests of the headquarters.

(4) Will only be used on the installation. Mail for addressees at other locations will be properly packaged and addressed per paragraph 2-12.

(5) Will be furnished to the OMDC and will include the number of copies for each addressee. This also applies to special distribution lists. Figure 3-1 is an example of distribution instructions for a directive using the formula method.

b. Post the distribution formulas at each sorting compartment.

DISTRIBUTION  
B

SPECIAL DISTRIBUTION:

- 2 Chief, Special Supply Agency
- 2 Principal Official, Special Project Department
- 2 Office of the Comptroller

Figure 3-1. Sample distribution instructions

### 3-5. Control and assignment of messengers

Messenger service is not required for distribution but may be established to facilitate the distribution process. When used, messenger personnel will—

a. Be centrally supervised and assigned.

b. Deliver messages and correspondence, when practical. Use separate messengers if scheduled delivery of correspondence would delay delivery beyond the times permitted in AR 25-11.

c. Not combine delivery of classified and unclassified correspondence during delivery of official mail.

d. Keep a continuous receipting system for the control of registered material or classified material requiring receipt.

### 3-6. Pickup and delivery schedules

Commanders and agency principal officials will establish an internal correspondence and mail pickup and delivery schedule. The schedule will provide for—

a. Internal pickup and delivery service at set intervals.

b. The last pickup of the day to be made within 1 hour of the scheduled closing hour of the agency.

c. Direct delivery of correspondence to the lowest practicable organizational level.

d. Elimination of duplicate or overlapping pickup and delivery schedules.

e. A minimum travel distance for all messengers.

f. Coordination with local OMDC and USPS pickup and delivery schedule.

## Chapter 4 Mailing Procedures for Certain U.S. Army Activities and U.S. Citizens Overseas

### Section I

#### Mail Sent Through Department of State Diplomatic Pouch

##### 4-1. Preparing Mail

a. All mail, official and personal, classified and unclassified, intended for dispatch overseas by diplomatic pouch will be addressed in accordance with this chapter. Appropriate address formats are shown in figure 4-1. Addresses will consist of the name of the receiving person or organization, the diplomatic post name, DEPARTMENT OF STATE, WASHINGTON, DC 20521-XXXX. The XXXX denotes the +4 portion of the ZIP+4 code. These codes are listed in table 4-1.

Sample:

(NAME OF PERSON)  
(DIPLOMATIC POST NAME)  
WASHINGTON DC 20521-(last four numbers of ZIP + 4 code listed in table 4-1)

JOHN DOE  
ABIDJAN  
DEPARTMENT OF STATE  
WASHINGTON DC 20521-2010

Figure 4-1. Sample address format for mail sent through the Department of State Pouch, Washington, DC

Table 4-1  
ZIP + 4 codes for unclassified mail and inner wrapper on classified DOD diplomatic pouch mail

Post	ZIP code
Abidjan	2010
Abu Dhabi	6010
Accra	2020
Adana	5020
Addis Ababa	2030
Alexandria	6090
Algiers	6030
Amman	6050
Amsterdam	5780
Ankara	7000
Antananarivo	2040
Antigua	3010
Antwerp	5240
Apia	4400
Assuncion	3020
Athens	7100
Auckland	4370
Baghdad	6060
Bamako	2050
Bandar Seri Begawan	4020
Bangkok	7200
Bangui	2060
Banjul	2070
Barcelona	5400
Barranquilla	3040

**Table 4-1**  
**ZIP + 4 codes for unclassified mail and inner wrapper on**  
**classified DOD diplomatic pouch mail —Continued**

Post	ZIP code
Beijing	7300
Beirut	6070
Belfast	5360
Belgrade	5070
Belize	3050
Berlin, (GDR) (EMB)	5090
Berlin, FRG (Mission)	5100
Bern	5110
Bilbao	5410
Bissau	2080
Blantyre	2290
Bogota	3030
Bombay	6240
Bonn	7400
Bordeaux	5580
Brasilia	7500
Brazzaville	2090
Bremen	5150
Bridgetown	3120
Brisbane	4130
Brussels USNATO (M)	5230
Brussels (EMB)	7600
Bucharest	5260
Budapest	5270
Buenos Aires	3130
Bujumbura	2100
Bukavu	2240
Cairo	7700
Calcutta	6250
Calgary	5490
Canberra	7800
Cape Town	2480
Caracas	3140
Casablanca	6280
Cebu	4230
Chengdu	4080
Chiang Mai	4040
Ciudad Juarez	3270
Colombo	6100
Conakry	2110
Copenhagen	5280
Cotonou	2120
Curacao	3160
Dacca	6120
Dakar	2130
Damascus	6110
Dar es Salaam	2140
Dharhan	6310
Djibouti	2150
Doha	6130
Douala	2530
Dubai	6020
Dublin	5290
Durban	2490
Dusseldorf	5160
Edinburgh	5370
Florence	5670
Frankfurt	7900
Freetown	2160
Fukuoka	4310
Gaborone	2170
Geneva	5120
Genoa	5680
Georgetown	3170
Grenada	3180
Guadalajara	3280
Guangzhou	4090
Guatemala City	3190
Guayaquil	3430
Halifax	5500
Hamburg	5180

**Table 4-1**  
**ZIP + 4 codes for unclassified mail and inner wrapper on**  
**classified DOD diplomatic pouch mail —Continued**

Post	ZIP code
Hamilton	5300
Harar	2180
Havana	3200
Helsinki	5310
Hermosillo	3290
Hong Kong	8000
Honiara	4390
Islamabad	8100
Istanbul	5030
Izmir	5040
Jakarta	8200
Jedda	6320
Jerusalem	6350
Johannesburg	2500
Kabul	6180
Kaduna	2260
Kampala	2190
Karachi	6150
Kathmandu	6190
Khartoum	2200
Kigali	2210
Kingston	3210
Kinshasa	2220
Kolonia	4120
Koror	4260
Krakow	5140
Kuala Lumpur	4210
Kuwait	6200
Lagos	8300
Lahore	6160
La Paz	3220
Leningrad	5440
Libreville	2270
Lilongwe	2280
Lima	3230
Lisbon	5320
Lome	2300
London	8400
Lubumbashi	2230
Lusaka	2310
Luxembourg	5380
Lyon	5590
Madras	6260
Madrid	8500
Majuro	4380
Malabo	2320
Managua	3240
Manama	6210
Manila	8600
Maputo	2330
Maracaibo	3150
Marseille	5600
Martinique	3250
Maseru	2340
Matamoros	3300
Mazatlan	3310
Mbabane	2350
Medan	4190
Melbourne	4140
Merida	3320
Mexico City	8700
Milan	5690
Mogadishu	2360
Mombasa	2400
Monrovia	8800
Monterrey	3330
Montevideo	3360
Montreal	5510
Moroni	2380
Moscow	5430
Munich	5190

**Table 4-1**  
**ZIP + 4 codes for unclassified mail and inner wrapper on**  
**classified DOD diplomatic pouch mail —Continued**

Post	ZIP code
Muscat	6220
Naha	4320
Nairobi	8900
Naples	5700
Nassau	3370
N'Djamena	2410
New Delhi	9000
Niamey	2420
Nice	5610
Nicosia	5450
Nouakchott	2430
Nuevo Laredo	3340
Oporto	5330
Oran	6040
Osaka-Kobe	4330
Oslo	5460
Ottawa	5480
Ouagadougou	2440
Palermo	5710
Panama	9100
Parimaribo	3390
Paris	9200
Perth	4160
Peshawar	6170
Ponta Delgada	5340
Port-au-Prince	3400
Port Louis	2450
Port Moresby	4240
Port of Spain	3410
Porto Alegre	3070
Poznan	5050
Prague	5630
Praia	2460
Pretoria	9300
Pusan	4270
Quebec	5520
Quito	3420
Rabat	9400
Rangoon	4250
Recife	3080
Reykjavik	5640
Rio de Janeiro	3090
Riyadh	6300
Rome	9500
Rotterdam	5790
Salvador de Bahia	3100
Salzburg	5830
Sanaa	6330
San Jose	3440
San Salvador	3450
Santiago	3460
Santo Domingo	3470
Sao Paulo	3110
Sapporo	4340
Seoul	9600
Seville	5420
Shanghai	4100
Shenyang	4110
Singapore	4280
Sofia	5740
Songkhia	4050
St. George's	3180
Stockholm	5750
Strasbourg	5620
Stuttgart	5200
Surabaya	4200
Suva	4290
Sydney	4150
Taipei Ait	4170
Tangier	6290
Tegucigalpa	3480

**Table 4-1**  
**ZIP + 4 codes for unclassified mail and inner wrapper on**  
**classified DOD diplomatic pouch mail —Continued**

Post	ZIP code
Tel Aviv	9700
The Hague	5700
Thessaloniki	5060
Tijuana	3350
Tokyo	9800
Toronto	5530
Trieste	5720
Tunis	6360
Turin	5730
Udorn	4060
Ulan Bator	4390
Valletta	5800
Vancouver	5540
Vatican City	5660
Victoria	2510
Vienna	9900
Vientiane	4350
Warsaw	5010
Wellington	4360
Windhoek	2540
Winnipeg	5550
Yaonde	2520
Zagreb	5080
Zurich	5130

*b.* Diplomatic pouches will not be marked in any way except as diplomatic correspondence. The pouch will not display notice labels or organizational symbols that provide clues to the nature of its contents. Pouches containing classified items will be prepared and documented in the same manner as pouches containing unclassified items; however, they are accompanied by an authorized U.S. Government employee.

*c.* Army activities may use the diplomatic pouch service only if no MPS or international mail service is available. Generally, diplomatic pouches will be used only for classified material, material too large for postal channels, or to diplomatic posts without MPS support.

*d.* Pouch contents will not be disclosed to any person except U.S. Government employees with the proper classification and a need to know. **UNDER NO CIRCUMSTANCES WILL THEY BE DISCLOSED TO OR DISCUSSED WITH FOREIGN OFFICIALS.**

*e.* There are no limits on pouch size or weight for official items except those imposed by host governments (contact DPM or diplomatic post for latest information) and the capacity of the mode of transport. See paragraph 4-2 *b* for size and weight restrictions for items to go in the diplomatic pouch.

#### **4-2. Official and personal mail**

Official and personal mail that is sent through Department of State (DOS) facilities must comply with the following requirements and restrictions:

*a.* Prohibited is shipment of alcoholic beverages, ammunition, animals or animal products (skins), resale items, bulk supplies of any nature, caustics, controlled substances, corrosives, currency, explosives, firearms, flammable type films, glass containers, incendiary materials, liquids, magnetic materials, narcotics, negotiable instruments, personal professional books and materials, plants, poisons, and radioactive substances.

*b.* No item of mail prepared for shipment in standard diplomatic pouches will exceed 40 pounds, or 62 inches in length and girth combined, or 24 inches at its longest dimension. Items exceeding these dimensions and weight will not fit into standard diplomatic pouches. Coordinate items exceeding the above specifications with

the DOS Unclassified Pouch Branch at (703) 661-6300 for unclassified official matter or the DOS Classified Pouch and Mail Branch at (202) 647-2396 or 2397 for classified official matter.

c. Articles must be packed in double corrugated wrapping or in a box tied securely.

d. Personal mail may not—

(1) Be registered, certified, or insured.

(2) Have COD charges due.

(3) Be intended for delivery to or for use by a third party.

e. Personal airmail is normally limited to letters.

f. Personal items exceeding the weight and size limitations above will not be shipped through the diplomatic pouch service.

g. Personal package originating in CONUS. Personnel at overseas posts may receive packages from CONUS. However, packages may not be sent to CONUS through DOS channels unless they contain merchandise purchased in the United States that is being returned for exchange or refund, and endorsed accordingly.

#### 4-3. Inspection of contents

a. DOS reserves the right to examine all items intended for dispatch by pouch. Each addressor or addressee using the diplomatic pouch service automatically agrees to the following types of examination procedures by DOS Pouch Control Officers—

(1) *Electronic inspection.* All forms of electronic inspection, including X-ray and metal detectors.

(2) *Physical inspection.* Mail suspected of containing prohibited items may be opened for inspection by Pouch Control Officers. Unclassified items may be opened without consent of addressor or addressee. Classified items may be opened only in the presence of and with the consent of the addressor or addressee. If consent is refused the item will not be accepted for pouch transmission or it will be returned to the addressor when received in an incoming pouch.

b. Violators of DOS policies for diplomatic pouch service will be subject to loss of pouch privileges and/or disciplinary action.

#### 4-4. Official mail from diplomatic posts of United States

a. All items originating at diplomatic posts will be prepared and presented as required herein and by the diplomatic post.

b. The originating diplomatic post will pay transportation charges for pouches they transmit. When the diplomatic post charges for the use of the pouch service, the originating DOD component is responsible for payment.

c. Items originating at diplomatic posts intended for dispatch into the domestic postal system (USPS and MPS) are turned over to the USPS at the Diplomatic Pouch and Mail Division. These items must meet USPS standards and other requirements of this regulation.

(1) The originator will apply the appropriate amount of postage at the full, single piece rate. Use the USPS Zone Chart (table 4-2) to determine the correct zone for zone-rated postage. When application of postage of official, unclassified, mailable items is not feasible at the diplomatic post send the items to the parent DOD component for application of postage.

**Table 4-2**  
**USPS Zone Chart for mail originating from ZIP codes beginning with 200-205, 209, and 220-223 —Continued**

ZIP code prefixes	Zone
124-127	3
128-129	4
130-132	3
133-136	4
137-142	3
143	4
144-153	3
154-156	2
157-158	3
159	2
160-165	3
166	2
167	3
168	2
169	3
170-176	2
177	3
178-179	2
180-181	3
182	2
183-188	3
189-199	2
200-214	1
215	2
216-217	1
218-219	2
220-227	1
228-241	2
242-243	3
244-245	2
246-253	3
254	1
255-261	3
262-265	2
266	3
267-268	2
270-286	3
287-296	4
297	3
298-315	4
316-317	5
318-319	4
320-355	5
356-359	4
360-361	5
362	4
363-367	5
368	4
369	5
370-374	4
375	5
376-379	4
380-383	5
384-385	4
386-397	5
399-420	4
411-412	3
413-414	4
415-416	3
417-418	4
420	5
421-436	4
437-447	3
448-455	4
456-457	3
458-497	4
498-509	5
510-511	6
512-533	5
534	4
535-561	5
562	6

**Table 4-2**  
**USPS Zone Chart for mail originating from ZIP codes beginning with 200-205, 209, and 220-223**

ZIP code prefixes	Zone
004-005	3
006-009	7
010-011	4
012	3
013-046	4
047	5
048-059	4
060-061	3
062	4
063-079	3
080-086	2
087-119	3
120-123	4

**Table 4-2**  
**USPS Zone Chart for mail originating from ZIP codes beginning with 200-205, 209, and 220-223 —Continued**

ZIP code prefixes	Zone
563-564	5
565-587	6
588-595	7
596-599	8
600-609	4
610-617	5
618-619	4
620-667	5
668-672	6
673	5
674-693	6
700-704	5
705-706	6
707-729	5
730-742	6
743-744	5
745-748	6
749	5
750-784	6
785	7
786-787	6
788	7
789-796	6
797-806	7
807	6
808-831	7
832-844	8
845	7
846-864	8
865-885	7
889-999	8

(2) The various postal discounts for ZIP+4, pre-bar coded, presort, and bulk rates require special documentation and will not be used.

(3) USPS special services, such as registered, certified, insured, and so on, are not available for diplomatic pouch mail.

d. All unclassified, non-mailable items (because of size, weight, or content) will be prepared as required by DOS. Advise the addressee the item is being shipped so arrangements can be made to pick up the item on arrival at the Diplomatic Pouch and Mail Division.

**4-5. Classified**

Classified items entered into the diplomatic pouch service must be marked CONFIDENTIAL, SECRET, or TOP SECRET plus any other markings required by DOD 5200.1-R. These are the only classifications recognized by DOS. DOS assumes items not bearing one of those indicators are unclassified. Items marked with any other classification will not be accepted.

a. The following apply to CONFIDENTIAL and SECRET material:

(1) All CONFIDENTIAL and SECRET material must be registered per c below.

(2) Use the diplomatic pouch service only when an MPO address cannot be used.

(3) Prepare the outer wrapper per DOD 5200.1-R. Address it to: CHIEF, POUCH AND MAIL BRANCH, DEPARTMENT OF STATE, WASHINGTON DC 20520-0528.

(4) Mark the inner wrapper per DOD 5200.1-R. Address it to the recipient as shown in figure 4-1.

b. TOP SECRET and cryptographic material will be sent through the Defense Courier Service per AR 66-5, AR 380-5, AR 380-40, and its own instructions. TOP SECRET material may be sent through the Defense Courier Service to the DOS for delivery by appropriate means. The Defense Courier Service unique two line address for DOS is: 449321-BA23, DOS SEC OF STATE.

c. Any item for which the originator wants a receipt signature from the Diplomatic Pouch and Mail Division will be clearly marked REGISTERED and have a registry number. The registry number will be preceded by a designation which identifies it as the registry number; for example, RegNum 123456. Registered material received for forwarding is not assigned a number by the forwarding office, the originator's registry number is perpetuated throughout the mail system. The registry number will be typewritten and appear in the lower left corner of the envelope or the address label. When items are sent to the Diplomatic Pouch and Mail Division through USPS registered mail, coordinate a registry number with the USPS prior to closing the outer wrapper. Use the USPS registered mail number as the registry number on the inner wrapper. When items for more than one addressee are consolidated under one USPS registry number, identify each item by adding a different letter after the USPS registry number on the inner wrapper.

**4-6. Packages containing emergency health supplies**

The DOS will accept, for forwarding by airmail, health packages that contain an emergency supply of prescription medicine or other urgently needed health items (such as prescription eyeglasses, hearing aids, children's orthopedic shoes, and dentures). If, during an inspection, a package is found to contain items other than those listed on the customs form, the package will be returned to the sender. For those health packages—

a. Place the following statement in the lower corner of the package: EMERGENCY MEDICAL SUPPLIES (identify of items) AIR SHIPMENT REQUESTED.

b. Add the sender's return address, and address the package to the individual by grade, name, and social security number, and appropriate address per table 4-1.

**Section II**  
**Special Mailing Procedures**

**4-7. Special instructions**

Special mailing instructions listed in table 4-3 will be followed.

**4-8. United States Postal Service Domestic Mail Manual**

Refer to DMM, section 125 for additional restrictions on mail addressed to overseas military post offices.

**4-9. Change in official mailing address**

Commanders will report, through channels, changes in official mailing addresses to POLICY DIVISION, ATTN ASOP MR, US ARMY INFORMATION SYSTEMS COMMAND, FT HUACHUCA AZ 85613-5000.

**Table 4-3  
Special mailing instructions**

Types of mail	Address or handling
<b>Major Overseas Commands all mail:</b>	
Headquarters of unified and major Army overseas commands.	As shown in DA PAM 25-50
Communications on joint matters that are the responsibility of the unified command and that have not been assigned to an executive agent.	To the applicable unified command.
Communications that are not the responsibility of a unified command (that is, informational communications or directives that pertain solely to Army).	Directly to the major Army command.
<b>North Atlantic Treaty Organization (NATO) Commands</b>	
Unclassified:	
For the Supreme Headquarters, Allied Powers, Europe (SHAPE).	US DOCUMENTS OFFICER, OFFICE OF THE USNMR, SHAPE, APO NY 09705.
For NATO organizations subordinate to SHAPE.	As shown in DA PAM 25-50
Classified:	
When authority to release information to NATO has not been granted, and—	
a. Such authority is not desired (information is for internal U.S. addressee use only).	As shown in DA PAM 25-50
b. Such authority is desired.	Forwarded through disclosure channels prescribed in AR 380-10.
When authority to release information to NATO has been duly granted per AR 380-10, and the proposed recipient is—	
a. Allied Forces Central Europe (AFCENT) or its subordinate commands (e.g., Central Army Group (CENTAG)).	COMMANDER, US ARMY ELEMENT, CENTAG, US DOCUMENT OFFICER, APO AE 09099
b. SHAPE Technical Center (STC).	US R AND D COORDINATOR, SHAPE TECHNICAL CENTER, APO AE 09705
c. Other NATO organizations subordinate to SHAPE, and SHAPE itself.	US DOCUMENT OFFICER, OFFICE OF THE USNMR, SHAPE, APO AE 09705
d. An organization subordinate to Supreme Allied Commander, Atlantic (SACLANT), and SACLANT HQ itself.	US LIAISON OFFICER, SACLANT, OFFICE OF THE CNO, NORFOLK VA 23511-5000
<b>Defense Attaches (All mail):</b>	
Official action correspondence for Army attaches on internal administrative activities.	Directly to the Army attache.
Official correspondence about Army representational functions.	When not otherwise specified, send to the Army attache, Send information copies to ATTN DAMI FL, HQDA, WASHINGTON DC 20310-1040 and the DEP DIR FOR ATTACHE AFFAIRS, ATTN DIA AH 10, DEFENSE INTELLIGENCE AGENCY, WASHINGTON DC 20340-5043
<b>Security Assistance Organizations (SAO) (classified/pouch mail):</b>	
Classified, less CONFIDENTIAL	See DA PAM 25-50
CONFIDENTIAL material only	Material being sent through the Department of State must be double wrapped, sent First-Class Mail, and contain the statement POSTMASTER, ADDRESS CORRECTION REQUESTED, DO NOT FORWARD TO SENDER in the lower left corner of the outer envelope.
	a. The outer envelope must not contain any indication as to the final addressee.
	b. The inner envelope must contain the appropriate security classification markings and address.
SECRET material	Mail being sent to the Department of State Pouch system must be double-wrapped and sent by Registered Mail. See figure 4-1 for address format.
	a. Outer envelope must not contain any indication as to the final addressee.
	b. Inner envelope must contain the appropriate Security Classification markings and the final addressee.
Pouch system/envelopes	When using the Department of State pouch system, mark envelopes per chapter 4, paragraph 4-2.

**Table 4-3**  
**Special mailing instructions —Continued**

Types of mail	Address or handling
<b>Official Mail for Certain People Residing in Foreign Countries (unclassified):</b>	
Extension course material	<p>a. When possible, send through military postal service if the recipient has APO/FPO privileges. If not, send through the defense attache in the country. When sent through defense attaches for transmission to foreign countries through Department of State facilities address as shown in figure 4-1.</p> <p>b. If the addressee is in a country that does not have an APO/FPO, a U.S. service attache, or a U.S. military mission or group, send to the nearest American Consulate.</p>
Unless prohibited by a status of forces or other agreement, unclassified Army extension course material of Reserve Component personnel in a foreign country	<p>Through international mail when—</p> <p>a. An APO/FPO is unavailable.</p> <p>b. Postal service cannot be provided through Department of State postal facilities (that is, the defense attache or American consulate in the country).</p>
When international mail is desired, request in writing, stating that—	Send with the application DA Form 145 (Army Correspondence Course Enrollment Application).
<p>a. APO/FPO facilities are not available or accessible.</p> <p>b. Exchange mail via Department of State channels cannot be arranged.</p> <p>c. Recipient will pay return postage for course material mailed at a foreign post office.</p>	
<b>Military supplies and material exceeding weight and size limits:</b>	
Prohibited in mail.	<p>Through Army transportation facilities to Army attaches, military groups, and military missions. Examples are as follows:</p> <p>a. U.S. visitor clearances.</p> <p>b. Transmission of communications between U.S. and foreign officials.</p> <p>c. The arrangements for—</p> <p>(1) Foreign officials to visit U.S. activities.</p> <p>(2) Foreign nationals to take part in U.S. Army training programs and U.S. Army personnel to participate in foreign training programs.</p> <p>(3) Specialized maintenance of equipment.</p> <p>(4) Other Army programs or activities supported by the Defense Attache System.</p>

## Appendix A References

### Section I Required Publications

#### AR 11-2

Internal Management Control. (Cited in para 1-7.)

#### AR 25-50

Preparing and Managing Correspondence. (Cited in paras 2-11, 2-12, 2-28, and 3-3.)

#### AR 25-55

The Department of the Army Freedom of Information Act Program. (Cited in para 2-11.)

#### AR 380-5

Department of the Army Information Security Program. (Cited in paras 2-11, 2-12, 2-14, 2-31, 2-41, 2-42, and 4-5.)

#### AR 380-10

Department of the Army Policy for Disclosure of Information and Visits and Accreditation of Foreign Nationals. (Cited in para 4-7.)

#### AR 380-40

Policy for Safeguarding and Controlling COMSEC Information. (Cited in para 4-5.)

#### DA Pamphlet 25-50

Compilation of Army Addresses. (Cited in para 4-3.)  
Note: United States Postal Service (USPS) manuals are available on subscription basis from SUPT OF DOCUMENTS, GOVERNMENT PRINTING OFFICE, WASHINGTON DC 20302-0001. USPS poster are available from local USPS offices.

#### USPS Domestic Mail Manual (DMM).

(Cited in paras 1-6, 1-8, 2-4, 2-10, 2-12, 2-14, 2-16, 2-17, 2-21, 2-22, 2-25, 2-26, 2-27, 2-28, 2-29, 2-30, 2-34, 2-35, 2-36, and 2-38.)

#### USPS Postal Bulletin.

(Cited in para 2-25.)

#### USPS Poster 103

Postage Rates, Fees, and Information. (Cited in para 2-25.)

#### USPS Postal Zone Chart.

(Cited in para 2-25.)

#### USPS Publication 25

A Guide to Business Mail Preparation. (Cited in para 2-10.)

### Section II Related Publications

#### AR 5-3

Installation Management and Organization.

#### AR 5-16

Army Supplement to Defense Regional Interservice Support (DRIS) Regulation (DOD 4000.19-R).

#### AR 10-5

Department of the Army Organizations and Functions.

#### AR 25-1

The Army Information Resources Management Program.

#### AR 25-11

Record Communications and the Privacy Communications System.

#### AR 25-30

The Army Integrated Publishing and Printing Program.

#### AR 25-400-2

The Modern Army Recordkeeping System (MARKS).

#### AR 37-1

Army Accounting and Fund Control.

#### AR 37-49

Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities.

#### AR 66-5

Armed Forces Courier Service.

#### AR 71-13

Department of the Army Equipment Authorization and Usage Program.

#### AR 310-49-1

The Army Authorized Documents System (TAADS) Documentation Procedures and Processing.

#### AR 360-81

Command Information Program.

#### CTA 50-909

Field and Garrison Furnishings and Equipment

#### DAIR 12-32

Directory of Addresses for Defense Attache Offices. (This publication is available from ATTN DAT, DEFENSE INTELLIGENCE AGCY, 3100 CLARENDON BLVD, ARLINGTON VA 22201-5305.)

#### DA Pamphlet 5-4-2

Work Simplification Handbook for Analysts.

#### DA Pamphlet 25-2

Information Mission Area Planning Process.

#### DA Pamphlet 600-8

Management and Administrative Procedures.

#### DOD 4525.6-M

DOD Postal Manual, volume I and II.

#### DOD 4525.8-M

DOD Official Mail Manual.

#### DOD 5200.1-R

Information Security Program Regulation.

#### DODD 4525.6

Single Manager for Military Postal Services

#### RCS: ISC-76

Quarterly Positive Accountability Postage Administrative System

#### USPS International Mail Manual (IMM).

(USPS manuals are available on subscription basis from SUPERINTENDENT OF DOCUMENTS, GOVERNMENT PRINTING OFFICE, WASHINGTON DC 20402-0001.)

### Section III Prescribed Forms

#### DA Form 7224-R

Quarterly Positive Accountability Postage Administration System. (Prescribed by para 2-9 c.)

#### DA Form 7224-1-R

Advanced Deposit Trust Account (ADTA) Worksheet. (Prescribed by para 2-9 *d* .)

**DA Form 7224-2-R**  
Private Carrier Service Worksheet. (Prescribed by para 2-9 *e* .)

**DA Label 18**  
Mailing Label. (Prescribed by para 2-10.)

**DA Label 18-1**  
Mailing Label without Indicia (PINFEED). (Prescribed by para 2-10.)

**DD Form 2388**  
DOD Mail Bag Label. (Prescribed by para 2-16 *c* .)

**PS Form 3203**  
Personalized Stamped Envelopes Order. (Prescribed by para 2-27.)

**PS Form 3533**  
Application and Voucher for Refund for Postage and Fees. (Prescribed by paras 2-28 *g* and 2-29 *f* (3).)

**PS Form 3544**  
Post Office Receipt for Money. (Prescribed by para 2-26 *a* .)

**PS Form 3601-A**  
License to Use Postage Meter. (Prescribed by para 2-28 *c* .)

**PS Form 3602**  
Statement of Mailing with Permit Imprints. (Prescribed by para 2-29 *g* .)

**PS Form 3602-A**  
Record of Meter Register Reading. (Prescribed by para 2-29 *d* (3).)

**PS Form 3602-N**  
Third-Class Regular Rate—Permit Imprint. (Prescribed by para 2-29 *g* .)

**PS Form 3602-PC**  
Third-Class Regular or Nonprofit Rates—Postage Affixed. (Prescribed by para 2-29 *g* .)

**PS Form 3602-R**  
Third-Class Regular Rate—Permit Imprint. (Prescribed by para 2-29 *g* .)

**PS Form 3603**  
Receipt for Postage Meter Settings. (Prescribed by para 2-29 *d* (3).)

**PS Form 3883**  
Firm Delivery Book — Registered, Certified, and Numbered Insured Mail. (Prescribed by para 2-42 *b* .)  
(Note: USPS forms are available at local USPS offices.)

## **Section IV** **Referenced Forms**

**DA Form 145**  
Army Correspondence Course Enrollment Applications.

**DA Form 2028**  
Recommended Changes to Publications and Blank Forms.

**DA Form 2445**  
Correspondence Control Record.

**DA Form 3955**  
Change of Address and Directory Card.

**DA Form 3964**  
Classified Document Accountability Record.

**PS Form 3575**  
USPS Change of Address Order.

**Standard Form 65A, 65B, and 65C**  
U.S. Government Messenger Envelope.

## **Section V** **Recordkeeping Requirements**

This regulation requires the creation, maintenance, and use of the following specific records (see AR 25-400-2, appendix B for file numbers (FNs), descriptions, and dispositions).

**FN 1j**  
Office classified document register of controls.

**FN 1n**  
Office mail controls.

**FN 11-2a**  
Internal control systems.

**FN 25-1c**  
MACOM MODPLAN; Installation requirements/initiatives.

**FN 25-1g**  
Information management surveys.

**FN 65a**  
Postal personnel designations.

**FN 65b**  
Postal losses and shortages.

**FN 65e**  
Postal directories.

**FN 65bb**  
USPS accountable mail files.

## **Appendix B** **Guide to Cost Effective Mailing**

**B-1. Addressing mail**  
Make sure mailing address and address format is correct. Return address is a must. Use your office symbol as the ATTN line and ZIP+4 after the State abbreviation.

**B-2. Rules for employees**  
Have personal mail sent to your home, not the office. Use personal postage to mail job applications, retirement announcements, greeting cards, personal items, and so on.

**B-3. Tips for cost savings**  
*a.* Mailing 6 sheets or less of bond paper—use letter size envelope.  
*b.* Manuals, pamphlets, and so on, weighing over 4 ounces—mail Third-Class, Special Fourth-Class rate, bulk rate, or bound printed matter rate.  
*c.* Mailing several items to one address—cheaper to mail everything in one envelope. Check with your OMDC for activities serviced by consolidated mailings.

- d.* Check with your OMDC for activities/agencies within the local area that are serviced by couriers—no postage required. If you need evidence that something was mailed—use Certificate of Mailing. When possible, use special handling instead of Priority Mail.
- e.* For additional information and guidance contact your OMM.

## Glossary

### Section I Abbreviations

#### ADTA

Advance Deposit Trust Account

#### AFCENT

Allied Forces Central Europe

#### AOMM

Army Official Mail Manager

#### APO

Army Post Office

#### ARNG

Army National Guard

#### ASA(FM)

Assistant Secretary of the Army (Financial Management)

#### ASA(RDA)

Assistant Secretary of the Army (Research, Development, and Acquisition)

#### ASD(P&L)

Assistant Secretary of Defense (Production and Logistics)

#### BRM

business reply mail

#### CENTAG

Central Army Group

#### CFR

code of Federal regulations

#### CG

commanding general

#### CINC

Commander in Chief

#### CM

consolidated mail

#### COD

cash on delivery

#### CONUS

continental United States

#### CONUSA

the numbered Armies in the Continental United States

#### CTA

common table of allowances

#### DA

Department of the Army

#### DCSIM

Deputy Chief of Staff for Information Management

#### DCSPER

Deputy Chief of Staff for Personnel

#### DISC4

Director of Information Systems for Command, Control, Communications, and Computers

#### DMM

Domestic Mail Manual

#### DOD

Department of Defense

#### DOS

Department of State

#### DOIM

Director of Information Management

#### DPO

Defense Post Office

#### DRM

Director of Resource Management

#### FIRMR

Federal Information Resources Management Regulation

#### FOIA

Freedom of Information Act

#### FORSCOM

Forces Command

#### FPO

Fleet Post Office

#### HQDA

Headquarters, Department of the Army

#### IMA

Information Mission Area

#### IMM

International Mail Manual

#### JUMPS

Joint Military Pay System

#### MILSTRIP

Military Standard Requisitioning and Issue Procedures

#### MOM

military ordinary mail

#### MPO

military post office

#### MPS

Military Postal Service

#### MPSA

Military Postal Service Agency

#### MRS

Merchandise return service

#### MSC

major subordinate command

#### MUSARC

Major U.S. Army Reserve Command

#### MWR

morale, welfare, and recreation

#### NAFI

nonappropriated fund instrumentalities

#### NATO

North Atlantic Treaty Organization

#### NGB

National Guard Bureau

#### OCONUS

outside the continental United States

#### OER

official evaluation report

#### OMAS

Official Mail Accounting System

#### OMCCP

Official Mail Cost Control Program

#### OMDC

Official Mail and Distribution Center

#### OMDMP

Official Mail and Distribution Management Program

#### OMM

official mail manager

#### PERSCOM

U.S. Total Army Personnel Command

#### RCS

requirements control symbol

#### RDD

required delivery date

#### ROTC

Reserve Officers' Training Corps

#### RS

Requirements Statement

#### SACLANT

Supreme Allied Command Atlantic

#### SF

Standard Form

#### SHAPE

Supreme Headquarters Allied Powers Europe

#### STC

SHAPE Technical Center

#### STRIKEFORSOUTHN

Naval Striking and Support Forces, Southern Europe

**TRADOC**

U.S. Army Training and Doctrine Command

**USAISC**

U.S. Army Information Systems Command

**USAR**

U.S. Army Reserve

**USC**

United States Code

**USPS**

United States Postal Service

**ZIP**

Zone Improvement Plan

**Section II  
Terms****Accumulator**

A machine that provides a record of postage usage by agency, staff office, or tenant activity (sometimes called a printer).

**Action office**

The Army element that takes action on a communication.

**Activity**

Any DOD organization such as headquarters, agency, depot, or unit.

**Appropriated fund postage**

Postage paid for with funds appropriated by the United States Congress. The postage must be prepaid.

**Business reply mail**

A method whereby a business reply permit holder may authorize individuals and organizations outside the Army to send First-Class matter back to the permit holder and have the postage and fees paid by the permit holder.

**CAPSTONE**

Term denoting attachment of a National Guard or Reserve unit to an active duty unit for training purposes.

**Certificate of mailing**

A postal service that may be used on any class of mail when proof of mailing is required but proof of delivery is not necessary.

**Certified mail**

Postal service available on any mailable matter sent as First-Class or Priority mail. It provides a receipt to the sender and a record of delivery at the post office of address. A record is not kept at the post office where it is mailed. It is dispatched, handled, and treated in transit as ordinary mail.

**Classes of mail**

*a. Express mail.* The class of mail afforded the highest Priority in handling. This is the most costly method of mailing. Use

only to prevent mission failure or financial loss.

*b. First-Class.* Any mailable item weighing less than 11 ounces. First-Class is sealed against inspection and is covered by the private express statutes. Its use is mandatory for correspondence of a personal nature, completed forms, test results and grades, completed certificates, bills or statements of account, and handwritten or typed letters or post/postal cards.

*c. Priority.* Any mailable items meeting the requirements for First-Class matter but weighing over 11 ounces, but less than 70 pounds. It must be marked Priority.

*d. Second-Class.* For magazines and other periodicals issued at regular, stated frequency of no less than four times per year.

*e. Third-Class.* For printed matter and parcels under 1 pound. Four ounces or less—same rate as First-Class. Special bulk rates for larger mailings (at least 200 pieces or 50 pounds).

*f. Fourth-Class.* “ Parcel Post. ” For packages 1 to 70 pounds.

*g. Military Ordinary Mail.* Official mail sent by the DOD, posted at Second-Class requester publication rates, or Third- or Fourth-Class postage rates, which must have faster than sealift transportation service to, from, and between overseas points, but does not require premium Priority service. It goes by surface transportation within CONUS and by air transportation overseas. It provides cheaper postage than Priority mail. Delivery time to any MPO may be almost as fast as Priority mail and rarely exceeds 21 days. Add MOM to the Second-, Third-, or Fourth-Class endorsement on matter having a RDD not allowing sufficient time for surface transportation.

**Consolidated mail**

Two or more piece or mail placed in one container for direct mailing to a single installation/military community. The OMDC should utilize this method when there is a large volume from one installation/military community to another on a routine basis. This is the most cost-effective method of moving high volume mail.

**Container**

A DOD-owned bag, envelope, box, or pouch that will hold two or more pieces or mail.

**Correspondence**

Typed, handwritten, printed, or copied material prior to being postmarked or delivered to the USPS or an APO. Correspondence once postmarked by the OMDC is considered official mail. If postage metering equipment is not available, correspondence becomes official mail when transferred to the USPS or an MPO. Correspondence distribution operations Receiving, opening, sorting, distributing, delivering, and picking up of correspondence by messengers.

**Correspondence routing guide**

Alphabetical listing of subject matter and the action office to which it is to be sent.

**Direct accountability**

A system for paying actual postage costs through the use of prepaid commercial postage stamps, meters, permits, and other methods that require a statement of mailing. Includes the OMCCP and the OMDMP.

**Distribution formula**

A simplified way to distribute material to levels of command by assigning a letter to signify several elements. Normally this is used for internal distribution.

**Flat**

A piece of First- or Third-Class mail more than 6 1/8 inches high, 11 1/2 inches wide, or 0.25 inches thick.

**Indicia**

Imprint used on mail to denote payment of postage.

**Insured mail**

A postal service available only on Third- or Fourth-Class mail, or mail containing Third- or Fourth-Class matter sent at the First-Class or Priority mail rate. Numbered insured mail service provides a receipt to the sender and a record of delivery at the post office of delivery. A record is not kept at the post office where mailed.

**International mail**

Mail addressed to an address in another country (non-MPO/APO addresses).

**Letter-size mail**

Mail which is at least 3 1/2 inches by 5 inches by 0.0007 inches and not larger than 6 1/8 inches by 11 1/2 inches by 0.25 inches.

**Mail control operations**

The receipt, control, and preparation of items for distribution with special handling required.

**Mail control section**

That portion of an official mail and distribution center responsible for mail control operations.

**Markings**

Inscriptions placed on pieces of mail to denote a mail class or special postal service.

**Merchandise return service**

A permit for authorizing individuals and organizations to return parcels at the appropriate Priority, Third-, or Fourth-Class rate to the permit holder and have the postage and fees paid by the permit holder.

**Metered mail**

A piece of mail on which the amount of

postage has been either imprinted with postage by a postage meter or to which a postage meter tape has been fastened.

**Military post office**

United States post office operated by the DOD.

**Mixed classes of mail**

Two or more classes of mail combined in one package. Postage is charged at the higher class rate.

**Nonstandard mail**

First-Class mail weighing 1 ounce or less and Third-Class mail weighing 2 ounces or less that—

- a. Exceeds any of the following:
  - (1) Height—6 1/8 inches.
  - (2) Length—11 3/4 inches.
  - (3) Thickness—1/4 inches.
- b. Does not have a standard aspect ratio of between 1:3 and 2:5 as determined by dividing the length by the height.
- c. Requires payment of a surcharge.

**Official business reply mail**

Business reply mail pertaining exclusively to the business of the U.S. Government that is mailed using USPS-issued commercial permits.

**Official mail**

Pertains solely to the business of the U.S. Government. Postage and fees are paid with appropriated funds. Official mail is addressed material in the custody of the USPS or MPO before delivery to, or after receipt from, or having been postmarked by an OMDC.

**Official mail policies**

The USPS shall be used only when it is the least costly transportation method which will meet the RDD, security, accountability, and Private Express Statute requirements. When mailed, official matter shall move at the lowest postage rate that meets the RDD, security, and accountability requirements. Official matter becomes official mail when it is postmarked by a distribution center or is placed under USPS control, whichever occurs first. Official matter ceases to be official mail when control passes from USPS or its representatives to the OMDC of the addressee.

**Official matter**

Official matter is any item belonging to or exclusively pertaining to the business of the U.S. Government.

**Registered**

Provides added protection. Use this only if required by law or a directive. It is slow and expensive. It is for use only with First-Class and Priority mail.

**Special handling**

Provides preferential handling to the extent practical in dispatch and transportation. But it

does not provide special delivery. It is applicable to Third- and Fourth-Class mail.

**Section III  
Special Abbreviations and Terms**

There are no special terms.

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**RESERVED**

# QUARTERLY POSITIVE ACCOUNTABILITY POSTAGE ADMINISTRATION SYSTEM

**REQUIREMENTS CONTROL  
SYMBOL: ISC-76**

For use of this form, see AR 25-51; the proponent agency is ODISC4

- NOTES:**
- Blocks 4 and 19 are for installations imposing targets on customers.
  - Block 18 is the totals of Blocks 5 through 17.
  - Block 4 becomes Block 19 for the next reporting period.
  - When reporting as an installation, the customer named is the activity.
- When reporting as a MACOM, the customer named is the hosted installation.
  - When reporting as Army, the customer named is each MACOM / separate reporting activity.
  - If your organization has more customers than columns provided, use additional sheets.

1	NAME OF INSTALLATION OR MACOM										2	REPORTING PERIOD	21	TOTAL THIS PERIOD
3	MAIL CODE CUSTOMER NAME													
4	BEGINNING TARGET THIS PERIOD													
5	ADDRESS CORRECTION (1001)													
6	BUSINESS REPLY MAIL (1002)													
7	EXPRESS MAIL (1003)													
8	MERCHANDISE RETURN SERVICE (1004)													
9	METER LOADING PURCHASES (1005)													
10	CONTRACTOR REIMBURSEMENT (1006)													
11	PERMIT FEES (1007)													
12	PERMIT MAILINGS POSTAGE PAID (1008)													
13	POSTAGE DUE MAIL (1009)													
14	POSTAGE STAMPS PURCHASED (1010)													
15	POSTAGE STAMPED CARDS, ENV (1011)													
16	REQUESTER PUBS, SECOND CLASS (1012)													
17	POSTAGE DUE FROM HOSTILE OPS AREAS													
18	PRIVATE CARRIER FEES THIS PERIOD													
19	TOTAL FUNDS USED THIS PERIOD (1999)													
20	TOTAL TARGET REMAINING													











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