

DEPARTMENT OF THE ARMY
 DEVENS RESERVE FORCES TRAINING AREA
 Devens, Massachusetts 01432-4424
 1 October, 1998

Office Management
OFFICIAL MAIL AND DISTRIBUTION SERVICES

HISTORY. This is the first revision of this regulation under the Devens Reserve Forces Training Area (Devens RFTA).

SUMMARY. This regulation governs policies and procedures for official mail and distribution services at Devens RFTA.

APPLICABILITY. This regulation applies to all units and activities that are authorized to use official mail and distribution services.

PROPONENT AND EXCEPTION POLICY. The Information Management Office (IMO) is the proponent of this regulation. IMO has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

ARMY MANAGEMENT CONTROL PROCESS. This regulation contains management control provisions, but does not identify key management controls that must be evaluated.

SUPPLEMENTATION. Supplementation of this regulation and establishment of local forms are prohibited without prior written approval from the Information Management Office, ATTN: AFRC-FAD-IM, Devens, MA 01432-4424.

SUGGESTED IMPROVEMENTS. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, Devens Reserve Forces Training Area, ATTN: AFRC-FAD-IM, Devens, MA 01432-4424.

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1. Purpose. This regulation incorporates the policies of the Department of Defense, Department of the Army, and the United States Postal Service that apply to all official government mail. Devens RFTA distribution procedures are at Appendix A.

2. Policies and Procedures.

a. The Devens RFTA Official Mail Manager (DOMM) shall administer the official mail and distribution program.

b. Only mailable matter or materials that are exclusively the business of the U.S. government, or that has been procured or generated by appropriated fund expenditure, may be mailed as official government mail.

c. Unauthorized or misuse of official government mail shall be reported to the appropriate Director or activity chief for investigation and a recommendation of corrective action to be taken.

3. Funding. Funding of official government mail is paid with appropriated funds. Only appropriated funded units and activities are authorized the use of appropriated funded postage. Appropriated postage will not be used for official mailings between activities and units within the Devens RFTA. This specifically includes special postal mail services.

a. Appropriated funded units and activities shall be assigned separate official mail account numbers and a fiscal year cost ceiling. Cost ceilings shall be based on previous fiscal years actual mail costs. Each unit and activity shall be expected to remain within their assigned cost ceiling. Units and activities that have a mission change or excessive mailing requirements shall contact the DOMM to arrange additional funding. Tenant units and activities will be required to reimburse the Devens RFTA for their entire fiscal year postage costs.

b. Nonappropriated or other funded activities and government instrumentalities are not authorized to use appropriated funds for their mailings. Activities that operate under an Army Regulation that reads or implies that the use of appropriated funds is authorized shall present the regulation to the DOMM for review prior to mail being processed as official mail.

c. Contractors, vendors, and private civilian activities are not authorized either inbound or outbound official mail services unless specifically authorized in a written contract. Any such contract provisions shall be approved in writing by the DOMM.

4. Official Mail Coordinators. Units and activities that are assigned a separate official mail account number shall designate an official mail coordinator (OMC).

a. OMC designations shall be kept current. They shall be made in an additional duty memorandum format and include the name, grade, specific unit or activity and duty telephone number of the OMC. Provide one copy of each OMC designation to the DOMM, Box 8.

b. Units and activities without a designated OMC can be denied official mail service and the use of special official mail service (Registered, Certified, etc.).

5. Mail Preparation. Proper mail preparation is the responsibility of the OMC of the mailing unit or activity.

a. All envelopes shall be marked “DEPARTMENT OF THE ARMY” and “OFFICIAL BUSINESS” as part of the return address. DA Label 18 or 18-1 (Shipping Label) shall be used on all parcels or containers.

b. The smallest practical size envelope, parcel, or container shall be used. This prevents the contents from shifting with the possibility of the package breaking open, resulting in lost contents. It also eliminates surcharges required for oversize mail pieces.

c. Consolidated mail shall be used to the maximum. A substantial savings results from mailing correspondence or materials to the same address inside one envelope or container. When several envelopes (all the same size) must be sent to the same address, the envelopes shall be taped together along all four edges by the sending office and mailed as a single package.

d. Except for letter size business envelopes, each mail piece shall be marked with the desired mail class. Stamp or print the mail class in the upper right corner three inches from the top margin.

e. Paper clips, prong fasteners and similar metal devices shall not be placed inside mailing envelopes. These devices can cause severe and costly damage to mail processing equipment. If staples must be used, the envelope will be loaded so that the staple is located in the lower left corner as far away from the stamp area as possible. Should damage occur, the mail piece is usually totally ruined. The mailing unit or activity will be held liable for cost of equipment damage or repair.

f. Parcels addressed to a military installation shall include a building number and street address if known.

(1) Parcels may not exceed 70 pounds in weight or 108 inches in width and girth combined. Parcels exceeding these restrictions must be shipped through the Directorate of Logistics' (DOL) freight section.

(2) Two or more parcels, each weighing 20 or more pounds that are addressed to the same destination shall be coordinated with DOL for cost estimate, to determine the most cost-effective method of shipment.

g. Correspondence or materials shall be firmly secured inside the envelope, parcel or container and securely sealed. The U.S. Postal Service can refuse to accept any mail that is sealed with scotch tape or masking tape.

6. Special Mail Services. These services include registered, insured, certified, return receipt for merchandise, and express mail. They shall be used only when specifically required by a MACOM or higher authority directive and authorized by the OMC of the mailing unit or activity. The OMC shall print the directive number and place their signature in the lower left corner of the mail piece. Emphasis will be placed on special mail services during OMC official mail training.

7. Addressing. All addresses will be typed in UPPERCASE LETTERS.

a. Official mail will not be addressed to an individual by name except when the mail piece is clearly government business exclusively and only for the addressee.

b. No individual may give out or use a duty section or work site address to receive personal mail. The receipt of mail that is personal, unofficial or non-mission essential is prohibited.

c. By name attention lines may be used within the official mail system. However, by-name attention line mail is not specifically for the individual and may be opened at the delivery destination by anyone designated to open official mail.

d. The return address shall be placed in the upper left corner of the envelope or shipping label. It shall show the mailing unit or activity, the assigned official mail box number and the assigned nine-digit ZIP code.

e. The address shall be brief as possible but clearly readable for delivery. It shall be typed and centered on the envelope (except window envelopes) or shipping labels. The last line of the address shall only be the city, state and ZIP code. Every effort should be made to use the complete nine digit ZIP codes. When addressing mail going to an APO/FPO, do not include the city or the country.

8. Outgoing Mail. All official mail must be postage metered. It shall be deposited at the Information Management Office's Mail and Distribution Section. The depositing of official mail in U.S. Post Offices or post office drop boxes is specifically prohibited.

9. Distribution Mailboxes. Key control of assigned official mailboxes is the responsibility of the unit or activity OMC. The OMC will ensure that individuals have the box key when picking up official mail. Individuals without a box key will be required to obtain telephonic authority from their OMC prior to release of official mail to them.

10. Mail Control. All OMC's are authorized and encouraged to require that all outgoing mail be routed through them. For cost control and proper mail preparation purposes, Official Mail Coordinators shall establish internal procedures to limit the number of individuals authorized to directly deposit outgoing official mail at the Information Management Office's Mail and Distribution Section.

11. Devens RFTA Distribution List. See Appendix A.

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APPENDIX A

DEVENS RESERVE FORCES TRAINING AREA DISTRIBUTION LIST

1. Purpose. To establish a standard procedure for the distribution of official correspondence and locally duplicated official directives issued by the Devens RFTA.

2. Procedures.

a. Official preprinted government mail envelopes will not be used for on-post distribution. All on-post distribution shall use Standard Form 65-A, 65-B, or 65-C, U.S. Government Messenger Envelopes.

b. Only official correspondence and directives may be routed through distribution channels.

c. All distribution copies will be kept to an absolute need to know requirement.

d. When presented for distribution, multiple copy requirements will be counted and banded or placed in messenger envelopes in advance. The distribution box number will be clearly shown.

e. The use of the correct box number is essential and required for an accurate and effective distribution program. Several activities have similar initials; therefore, initials and "shortcut" titles will not be used. The number preceding the units/activities listed in this distribution list is the unit or activity assigned distribution box numbers.

3. Distribution of Multiple Addressed Correspondence.

a. Proponents of correspondence for local distribution will use distribution formula as described below. Correspondence should only be sent to those activities/units having action and/or a need to know. It is the writer's responsibility to ensure that the proper distribution formula is utilized.

b. Correspondence that requires local duplicating service must be accompanied by a completed DD Form 844 (Request for Local Duplicating Service) in triplicate.

c. When distribution has been completed, all excess copies and one copy of DD Form 844 will be returned to the proponent.

4. Distribution Formulas:

<u>DISTRIBUTION</u>	<u>ACTIVITY</u>
A	COMMAND GROUP AND DIRECTORS
B	SPECIAL STAFF
C	DIRECTORATE SUB-ELEMENTS
D	TENANT ELEMENTS

5. Distribution formula examples:

- a. All activities

DISTRIBUTION:
A through D

- b. To add activities to a formula:

DISTRIBUTION:
A plus 74, 76, 78

- c. To delete activities from a formula:

DISTRIBUTION:
A, B less 74, 76, 78

- d. For limited distribution to selected activities - List distribution box numbers:

DISTRIBUTION:
1, 2, 7, 9, 10, 15, 18

6. Only one copy will be distributed to each activity. Activities may locally reproduce additional copies as needed or should consider using DA Form 1222 (Routing Slip) for internal distribution routings.

DISTRIBUTION A (Devens RFTA Command Group and Directors) TOTAL 6 boxes**

- 1. Command Group
- 6. Director of Logistics
- 9. Director of Reserve Component Support
- 10. Director of Public Works
- 34. Director of Contracting
- 100. BRAC Environmental Coordinator

DISTRIBUTION B (Devens RFTA Special Staff) TOTAL 8 boxes**

- 3. Commercial Activities Office
- 5. Legal Advisors Office
- 7. Resource Management Office
- 8. Information Management Office
- 11. ADCO/ACS Office
- 26. Physical Security Office
- 50. Civilian Services
- 52. Safety Office

DISTRIBUTION C (Devens RFTA Directorate Subelements) TOTAL 3 boxes**

- 12. DPW Maintenance and Repair Division
- 73. DPT Training Support Center
- 77. DPT Distance Learning Center

DISTRIBUTION D (Devens RFTA Tenant Activities) TOTAL 27 boxes**

- 23. Army Education Office
- 53. Reserve Intelligence Program Office (Navy)
- 62. Training Support Brigade Devens
- 66. Army Criminal Investigation Command
- 67. Defense Investigative Service
- 68. New England Military Intelligence Det (902d MI Group)
- 74. 94th Regional Support Command (all units)
- 75. 3^d BDE (FE), 78th Division (EX)
- 78. * Massachusetts Army National Guard
- 82. First Brigade, First ROTC Region
- 83. Technical Maintenance Diagnostic Equipment (TMDE) Support Center
- 86. U.S. Army Corps of Engineers, NE District Field Office
- 90. U.S. Army Corps of Engineers, New England Field Office
- 108. 4th BN, 3d BDE / 98th DIV (CHEM)
- 109. 416th ENCOM
- 111. 6th BN, 3^d BDE / 98th DIV (MI)
- 113. 11th BN, 5th BDE / 98th DIV (MED)
- 121. Regional Training Site – Maintenance
- 123. 7th BN, 4th BDE / 98th DIV (ORD)
- 141. North East ARISC Devens Detachment
- 142. * 25th Marines, 4th Maint BN (Bldg. 686)
- 143. 3411th MID
- 144. 3417th MID
- 145. 3437th MID
- 146. North East Information Operations Center (NE-IOC)
- 147. * 25th Marines, 1st BN (Bldg 672)

DISTRIBUTION A through D GRAND TOTAL 45 boxes**

** When preparing copies for distribution, always add one copy for the distribution board.

* Denotes courtesy mail box, no outgoing mail privileges.

OFFICIAL:

EDWARD R. MURDOUGH
LTC, EN
Commanding

DISTRIBUTION:
A through D