

OFFICIAL MAIL QUALITY CONTROL CHECKLIST

(Eighth Army Pam 25-1)

FROM:

Official Mail and Distribution Center

TO:

1. Official mail or distribution was received by this office for processing. It is returned for the reason(s) indicated below. Please take corrective action and advise the originator of the error(s) to preclude recurrence.

- a. Place the complete "official command address" return address in the upper left corner of all labels and envelopes. The words "DEPARTMENT OF THE ARMY" are required as the first line of the return address. The words "OFFICIAL BUSINESS" are required after and below the return address. (AR 25-51, figure 2-5)
- b. Addresses should be typed, in all capital letters without commas and/or periods. (AR 25-51, figure 2-4)
- c. The last 2 lines of the TO address must be the Street Address and the City, State ZIP + 4 code. (DoD 4525.8-M, c3. 6. 2.)
- d. Use the smallest envelope possible. Do not use large envelopes for correspondence of six pages unless contents warrant otherwise (i.e. certificates, evaluations, and/or other items that may not be folded). (AR 25-51, para 2-11a)
- e. All official mail will be packaged and presorted properly to conform to weight and size limitations. Correspondence will be properly wrapped and sealed. (AR 25-51, para 2-14, and DMM, exhibits 121.3a-f.)
- f. The receipt of mail that is personal, unofficial, and non mission related is prohibited. Addresses with PSC and/or Box numbers are considered for personal mail and will not be used for official mail. (AR 25-51, para 2-40b(1-2).)
- g. Contents do not meet criteria for the Certified/Register mail services. (AR 25-51, para 2-31a-b).
- h. ZIP + 4 must be used. (AR 25-51, para 2-13)
- i. Other:

2. Please address any concerns or questions to the Official Mail Manager at: