

Headquarters
Eighth United States Army
Installation Management Command
Korea

Army in Korea
Regulation 25-51

1 March 2010

Information Management

OFFICIAL MAIL AND DISTRIBUTION MANAGEMENT

***This regulation supersedes Army in Korea Regulation 25-51, 25 October 2005.**

FOR THE COMMANDER:

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Summary. This regulation prescribes policy, responsibilities, and procedures for the Army Official Mail and Distribution Management Program within Korea.

Summary of Change. Not applicable.

Applicability. This regulation applies to all activities that receive support from the Installation Management Agency, Korea Regional Office (KORO). Official Mail and Distribution Centers (OMDC).

Supplementation. Commanders will not supplement this regulation without KORO (IMKO-HR) approval.

Forms. AK forms are available at <http://8tharmy.korea.army.mil/>.

Records Management. Records created as a result of processes prescribed by the this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Records titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the KORO (IMKO-HR), DSN 724-6499/8359. Users may suggest improvements to this regulation by sending DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Director, KORO (IMKO-HR), Unit #15742, APO AP 96205-5742.

Distribution. Electronic Media Only (EMO).

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Glossary

1. Purpose

This regulation prescribes policy, responsibilities, and procedures for the Army Official Mail and Distribution Management Program within Korea.

2. References

a. Required Publications.

(1) AR 25-51 (Official Mail and Distribution Management). Cited in paragraphs 5b(1), 5b(5), 6a(3), 6b(1), 6b(3), 6c(1) and 6c(2).

(2) AR 380-5 (Department of the Army Information Security Program). Cited in Appendix A.

(3) International Mail Manual. Cited in paragraph 6b(4).

(4) United States Postal Service Publication 28 (Postal Addressing Standards). Cited in Appendix A.

b. Related Publications.

(1) AR 25-50 (Preparing and Managing Correspondence).

(2) DOD 4525.8-M (DOD Official Mail Manual).

c. Referenced Forms.

(1) DA Label 18 (Mailing Label).

(2) DD Form 577 (Signature Card).

(3) AK Form 503A-E (Special Mail Services).

(4) OF Form 65-B or C (U.S. Government Messenger Envelope).

3. Explanation of Abbreviations and Terms

The glossary defines abbreviations and terms.

4. Responsibilities

a. The Korea Region Office (KORO) Director has overall responsibility for the Official Mail and Distribution Management Program. These responsibilities are coordinated by the KORO Human Resources Director with the Eighth Army G1, in accordance with the Memorandum of Agreement between Eighth Army and KORO.

b. The Chief, Publications and Records Management Division, within the Eighth Army G1 directorate, serves as the Command Official Mail Manager (OMM). The Command OMM will --

(1) Manage the Official Mail and Distribution Program as prescribed in Army Regulation (AR) 25-51 and establish necessary procedures to ensure compliance within the Army in Korea and Department of Defense (DOD) Joint activities.

(2) Control the cost of mailings and approve or disapprove all express mailings, including those by private carriers, for activities serviced.

(3) In coordination with the KORO Resource Management Office, establish budgetary controls and manage the funding of postage (postage meters, meter machines, stamps, maintenance, and leases).

(4) Periodically evaluate, assist, and train OMDC personnel in mail management practices and procedures.

(5) Consolidate and report the semi-annual Positive Accountability Postage Administrative System (PAPAS) Report to the Army OMM in accordance with (IAW) AR 25-51.

(6) Ensure no more than a 30-day supply of postage is on any meter at the end of each quarter.

(7) Ensure reimbursement of postage is effected, when applicable.

(8) Provide monetary postage meter resets to OMDCs, when requested.

c. Area Support Activities commanders (Areas I, II, III and IV) will --

(1) Provide a sufficient number of trained personnel and resources to operate each OMDC.

(2) Coordinate postal issues with the supporting Army Post Office (APO).

(3) Coordinate official mail and distribution issues with the Command OMM.

(4) Establish operational hours for each OMDC.

(5) Appoint a primary and alternate OMM for each OMDC.

d. OMDC OMMs and OMDC personnel will --

(1) Receive all incoming mail and distribution from the supporting APO and agencies.

(2) Breakdown all incoming mail and distribution for pickup by supported agencies.

(3) Ensure that outgoing mail and distribution is properly prepared and packaged for the most economical handling.

(4) Ensure accountable mail is properly handled.

(5) Deliver outgoing mail and distribution to the supporting APO.

(6) Ensure that reimbursable mail is properly coded, tracked, and reported to the Command OMM.

(7) Maintain DD Form 577 (Signature Card) on file for customers who deliver and pick up

accountable mail.

(8) Provide quarterly reports to the Command OMM, as directed.

(9) Provide training to newly assigned mail personnel of supported units. Training should be conducted within 30 days of assignment to familiarize these personnel with proper mailing procedures.

e. Supported agencies will --

(1) Designate mail personnel with a DD Form 577 and ensure these personnel receive training from the servicing OMDC.

(2) Ensure that outgoing mail is properly prepared and packaged for the most economical mailing.

(3) Ensure they receive approval from the Command OMM prior to using private carrier mail services, i.e., Federal Express, DHL, etc.

5. Policy and Procedures

a. General.

(1) The OMDCs are operated for the exclusive use of the U.S. Government in the conduct of official business.

(2) OMDCs handle United States Postal Services (USPS) mail. Mail personnel decide which service will be the most economical to meet the required delivery date.

(3) AR 25-51 allows OMMs to open any outgoing envelope, package, and so forth, once it has been received from the mailer and before postage has been affixed. One reason for opening could be to verify contents. OMMs are required to report suspected misuse of appropriated fund postage IAW AR 25-51, paragraph 2-23.

(4) The use of OMDCs for personal, unofficial, or non-mission mail is prohibited. Exceptions may be granted on a 60-day basis for newly assigned personnel.

(5) Properly formatted addresses and zone improvement plan (ZIP)+4 Codes must be used IAW USPS regulations.

(6) For USPS purposes, addresses must be typed or machine printed with no punctuation except for the hyphen between the ZIP Code and the four-digit add-on. Addresses should be typed in all capital letters since this helps to move mail faster. See Appendix A for proper "from" and "to" addresses.

(7) OMDCs do not mail or pay for mailings as a result of permanent change of station (PCS) moves or Temporary Duty (TDY). Instructions on mailing items to the next duty station or in conjunction with TDY are in Appendix B.

(8) Each supported activity must have a DD Form 577 on file with the OMDC to pick up official mail.

b. Classes of mail.

(1) First Class Mail is any mailable matter weighing less than 11 ounces. Mailable matter is defined in AR 25-51.

(2) Priority Mail is First Class Mail weighing 11 ounces or more, not to exceed 70 pounds. First Class and Priority Mail travel at the same rate of speed.

(3) Second, Standard (formerly Third Class), and Fourth Class Mail items are generally packages. Standard Mail examples are contained in AR 25-51. Packages may not exceed 70 pounds in weight and a maximum size of 108 inches in length and girth combined. Instructions on how to measure are in Appendix C.

(4) International Mail is official mail sent to foreign countries that is not addressed to Army Post Offices/Fleet Post Offices (APO/FPOs). It must be separated from other mail before delivery to an OMDC. International Mail to foreign countries must meet U.S. Customs regulations, and the addressee must make arrangements for clearance and the payment of whatever duties are required for the release of the item. International postage must be paid for these items in accordance with the International Mail Manual (IMM). It must have the destination, country code, and city placed on the next to the last line of the address. The country is spelled out on the last line of the address. Proper format is shown in Appendix A. (Due to cost savings and speed of delivery, we use Korean postage for bulk mailing of items addressed to a Korean address. Contact your OMDC when you are mailing to a Korean address.)

(5) DOD Inter-theatre or DOD Intra-theater mail to restricted APO/FPO addresses needs no U.S. Customs forms and will be mailed at the U.S. rate.

(6) DOD Intra-theater is official mail addressed to APO/FPO addresses in the Pacific and generally requires no postage and no Customs forms as it is handled entirely by the Military Postal System (MPS). This mail is stamped "DOD INTRA-THEATER," not MPS. MPS is used for personal mail.

(7) Accountable Mail is Registered, Certified, Insured, and Express Mail. These must be signed for by an authorized person in order to be picked up. Persons authorized to sign for Accountable Mail must have a signature card on file with the OMDC. Outgoing Accountable Mail must have a completed AK Form 503-E (Special Mail Services) when delivered to the OMDC.

(8) Consolidated Mail is used to forward more than one piece of correspondence to a single addressee to save postage costs. It is sent by Priority Mail and is opened by the addressee's OMDC. However, each piece of mail to the same addressee must still contain a complete mailing address.

c. Special mail services.

(1) Mail that may be sent Certified, Registered, and Return Receipt is listed in AR 25-51, paragraph 2-31. No exceptions will be granted unless mandated by other regulations or law. The use of Return Receipt will be minimized, as Certified and Registered mail can be tracked at the www.usps.com website.

(2) Express Mail. The uses for Express Mail are contained in AR 25-51, which states that

Express Mail will be used only in cases involving loss of life, personal injury, destruction of property, or to prevent the possibility of a judicial ruling against the U.S. Government. Exceptions may also be granted when the late receipt of a document would adversely affect a member's career. The same criteria are applied to the use of private carriers. Requests to use Express Mail must be fully justified and submitted IAW Appendix D.

d. Reimbursement for postage.

(1) All supported activities with an Inter Service Support Agreement (ISSA), who KORO postage funds, will reimburse the total amount actually used.

(2) OMDCs will maintain a list of reimbursable units and track the amount of postage used by each. This will be reported to the Command OMM quarterly.

e. Distribution services. Distribution is defined as correspondence or mail sent to another OMDC or unit in Korea. It is not delivered through APO channels but instead is sent to an OMDC for breakdown and placement into the unit's distribution box.

(1) Use Optional Form 65-B or 65-C (U.S. Government Messenger Envelope), commonly known as "shotguns" or "holy joes," for correspondence or other items that are not personal in nature. Furnish the complete name of the activity, office symbol, and location (APO).

(2) Items that are personal in nature should be placed in a sealed envelope.

(3) Do not use official mail for items addressed to a Postal Service Center (PSC) Box. PSC boxes are serviced by unit mail rooms. OMDCs only handle official mail addressed to a unit, although they may be addressed as ATTENTION to an individual.

(4) When correspondence is addressed to multiple addresses, each addressee should be highlighted on the distribution line. All copies for the addressee must be stapled together.

Appendix A

Mail Preparation Guidelines

A-1. Messenger Envelopes. Messenger envelopes (SF 65b and 65c) may be used for mail not requiring postage and addressed to activities in other units in Korea. When using messenger envelopes, furnish the complete name of activity, office symbol, and location.

A-2. Fasteners. Do not use any clips to fasten papers together in an envelope. Staples and rubber bands may be used.

A-3. Window Envelopes. When using window envelopes, use the correct size so that when folded the address shows in the window. Do not staple to prevent slippage of the address from window view; use tape.

A-4. Envelope Guidance. Use envelopes of the right size and strength to accommodate enclosures.

a. A snug fit keeps enclosures from moving around inside during transport; movement of contents often forces an envelope open with resulting loss of contents. Overstuffing can cause envelopes to burst at the seams upon impact with other mail.

b. As a general rule, six or fewer sheets should be folded and put in a standard size envelope. A flat envelope (9 by 12 inches) may be used for seven or more sheets, but do not overstuff.

c. Do not use padded envelopes unless the contents are fragile.

A-5. Return Addresses. Return address guidance follows:

a. Always use a complete return address and include any optional desired attention line information, in case mail needs to be returned.

b. The words DEPARTMENT OF THE ARMY must appear before the unit address as shown in the examples below. *OFFICIAL BUSINESS* must appear below the return address as shown in the examples below. DA Label 18 may be used. This applies to other services (USN, USAF, USMC) using Army OMDs because the Army is the executive agent for official mail and it speeds the processing of the mail by the USPS.

A-6. Addressing Guidance. Addressing guidance follows:

a. Address examples are below (figures A-1 through A-4). Each line in the address is limited to eight words having no more than a combined total of 40 characters.

b. An address can have three to five lines as shown, but the last three are mandatory (see the example).

c. Abbreviations used in addresses must be consistent with the tables in USPS Publication 28.

d. Placement and content of addresses are as shown below. OMDs do not distribute mail by personal names.

e. Labels and DA Label 18 may be used on envelopes, parcels, packages, and so forth and must be placed parallel to the bottom edge of the envelope and centered.

f. Addresses, including return addresses, can be typed in either upper and lower case letters or in all capital letters. The preferred addressing method is capital letters, since it will move mail faster. Addresses will have no punctuation except for the hyphen between the ZIP Code and the four-digit add-on (ZIP+4), for example, 36324-7865. Material with handwritten addressing will not be accepted in OMDCs.

g. The use of script, italics, or other special character fonts is not authorized.

h. Packages will be prepared by mailers, ready to apply postage, prior to bringing to OMDCs. The USPS will not accept official business mail with cellophane tape or masking tape.

i. There should be nothing typed below the last line of the address. Anything below that line interferes with USPS optical reader equipment.

j. Messenger envelopes will contain complete addresses, that is, the activity name, office symbol, and location. Ensure all previous addresses have been marked out to ensure proper handling and routing.

A-7. Packages. Packages will always be sent out Standard mail, unless they contain classified documents or unless the mailers request First Class and the packages meet the criteria for First Class mail.

DEPARTMENT OF THE ARMY 6602 ARMY PENTAGON WASHINGTON DC 20310-6602
<hr/> OFFICIAL BUSINESS
<u>SAMPLE</u>
SECRETARY OF THE ARMY 101 ARMY PENTAGON WASHINGTON DC 20310-0101

*Business/Firm Name
*Delivery Address Line
*City, State, ZIP+4 Line

Figure A-1. Pentagon Address

DEPARTMENT OF THE ARMY
6602 ARMY PENTAGON
WASHINGTON DC 20310-6602

OFFICIAL BUSINESS

SAMPLE

MR. JOHN DOE
ABC DIGITAL SERVICES
123 WASHINGTON BLVD
ROCKVILLE MD 20850-1838

*Business/Firm Name
*Delivery Address Line
*City, State, ZIP+4 Line

Figure A-2. Private industry address

DEPARTMENT OF THE ARMY
6602 ARMY PENTAGON
WASHINGTON DC 20310-6602

OFFICIAL BUSINESS

SAMPLE

MS C P APPLE
APARTADO 3068
PUERTO VALLARTA JALISCO
MEXICO

Figure A-3. International address

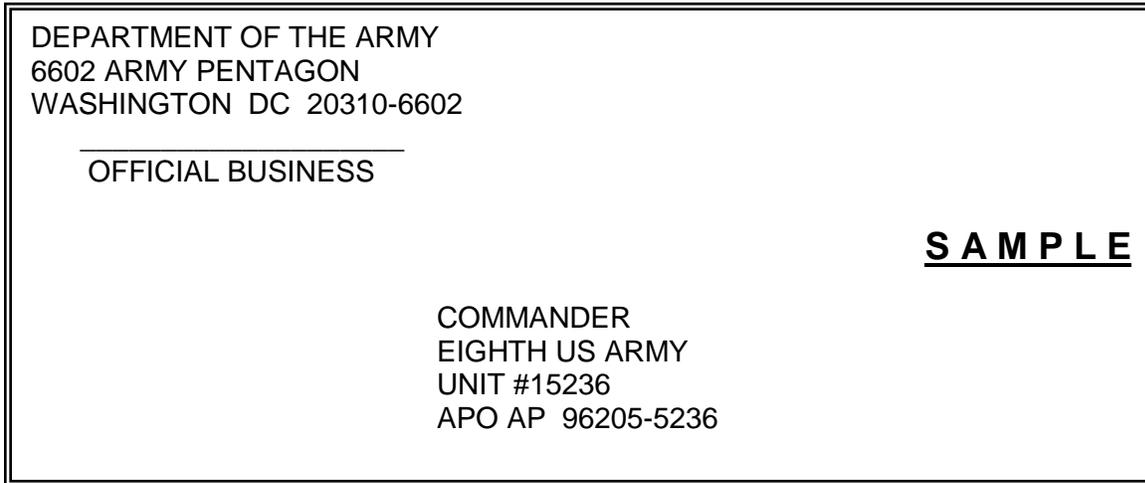


Figure A-4. APO address

8. Classified Mail. Examples of classified addressing and mail preparation follow (figures A-5 and A-6):

- a. The inner envelope will contain a complete mailing address.
- b. The classified marking will be stamped at the top and bottom on back and front.
- c. The envelope will be sealed and its seams taped. The classified marking on the backside, at the top will overlap the tape (part of the marking being on the envelope and part being on the tape).

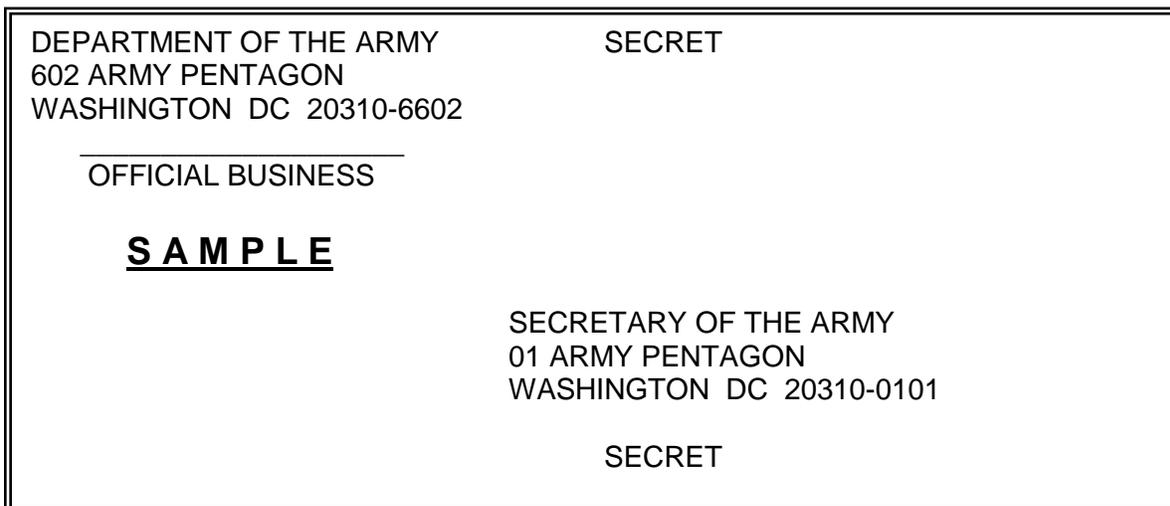


Figure A-5. Classified inner envelope

d. The outer envelope will be completely addressed with no classified markings.

e. The envelope will be stamped with the words POSTMASTER: *DO NOT FORWARD*. These words will be placed as shown below and will be approximately ¼ inch in size but must be larger than the typed address.

f. Further guidance is in AR 380-5.

DEPARTMENT OF THE ARMY 602 ARMY PENTAGON WASHINGTON DC 20310-6602	
<hr/> OFFICIAL BUSINESS	
<u>SAMPLE</u>	
POSTMASTER: DO NOT FORWARD	COMMANDER EIGHTH US ARMY UNIT #15236 APO AP 96205-5236

A-6. Classified outer envelope

Appendix B

Mailings Resulting From PCS Moves and TDY Trips

Mail and Distribution Centers are not responsible for mailing personal items for personnel who PCS. Neither are they responsible for paying TDY travelers to mail items to or from a TDY site including instructional materials being used by the traveler. The following guidelines should be followed so that costs are properly charged.

B-1. PCS Moves.

a. All allowable costs are on travel orders and all arrangements for movement of household goods are made with Transportation prior to the move.

b. Professional papers in a household goods shipment do not count against the weight allowance and are handled by your household goods carrier.

c. You may request that funding for postage be included in travel orders. The authorizing official must approve the request and orders must specifically state an amount for postage.

d. Take items to be mailed to the APO, pay for the mailing, get a receipt, and claim it on your travel voucher. Reimbursement will be for actual postage used, up to the amount authorized in the travel orders.

e. If personnel PCS without doing any of above and wish someone else to mail items to them at their new location, these will be mailed at their own expense and will not be accepted at Mail and Distribution Centers.

B-2. TDY Travelers.

a. Personnel should request postage monies in the travel order request if they are:

(1) Going TDY and have training materials that they need at the TDY site that are inconvenient to carry on an airplane

(2) Expecting to have training materials to bring back from their TDY.

b. Authorizing officials must approve and orders must state an amount for postage.

c. Follow procedures above to process mailing of these training materials.

Appendix C
How To Measure A Package

C-1. Measure the longest side – this will be the length.

C-2. Measure the distance around the parcel at its thickest part – this will be the girth.

C-3. Add the two measurements together.

C-4. The total of the two measurements should not exceed 108 inches. Packages exceeding 108 inches up to 130 inches may be mailed but they must be sent by Priority mail. Packages exceeding 130 inches cannot be mailed. USPS will not accept them.

Appendix D

Express Mail Procedures

D-1. Contact the supporting OMDC to use USPS Express mail. They will contact the Command OMM for approval or disapproval. Remember that USPS Express does not become "express" until it arrives in the continental United States.

D-2. To request the use of FedEx, DHL, or any private carrier send an e-mail to the Command OMM at: eusag1prm@us.army.mil in the following format:

Subject: Request to Use FedEx/DHL, etc.

Justification as to why express mail is required. What are the contents and why should the government pay for this service.

The Command OMM can be reached at DSN 724-6499.

Once approval is obtained, payment may be made by the unit Government Purchase Card (GPC).

c. These procedures only apply to items that qualify to be shipped by mail. Items that are too large or heavy to be shipped by mail are considered cargo or freight and should be processed through the Transportation Office.

Glossary

Section I. Abbreviations

APO	Army Post Office
DOD	Department of Defense
GPC	Government Purchase Card
IAW	In accordance with
IMA	Installation Management Agency
ISSA	Inter Service Support Agreement
KORO	Korea Region Office
MPS	Military Postal System
OMDC	Official Mail and Distribution Center
OMM	Official Mail Manager
PAPAS	Positive Accountability Postage Administrative System
PCS	Permanent Change of Station
PSC	Postal Service Center
TDY	Temporary Duty
U.S.	United States (of America)
USPS	United States Postal Service
ZIP	Zone Improvement Plan

Section II. Terms

Army in Korea Publication. An administrative regional publication that applies to the Army in Korea. Army in Korea publications are the only authorized media below HQDA for publishing regional tactical and base operations policy that applies across command and agency lines to both Eighth Army and the United States Army Installation Management Agency, Korea Region Office.