

* OFFICIAL MAIL

Simple Definition:

- * Any item belonging to or exclusively pertaining to the business of the U.S. Government, which is mailed at government expense
- * To include Business Related Magazines and Catalogs
- * DO NOT send personal mail through the OMC

* CONTACT NUMBERS

USAFA Official Mail Manager (OMM) 333-4232

Official Mail Center (OMC) 333-2997

Contract Quality Assurance Evaluator 333-7513

**10 FSS will be taking over the Official Mail Program by the end 2018

* PROPER ADDRESS

All return addresses should have:

- * Organization/Office Symbol
- * Street Address
- * City State and Zip Code
- * Official Business

10 CS/SCOKC
355 B STREET W STE 1
RANDOLPH AFB TX 78150-4522

OFFICIAL BUSINESS

CAPT SAM ADAMS
10 MSG/SVB
3120 ACADEMY DR STE 100
USAFA CO 80840-4699

* COST SAVING TIPS

- * Properly prepare mail to avoid special handling fees
- * Ask questions about the item being mailed
 - * Will mission fail if item not mailed by fastest means possible?
 - * Will recipient be present to accept item?
- * Limit use of Special Services (express, return receipt)
- * Report mail violations
- * Use computer output formats that make maximum use of print space

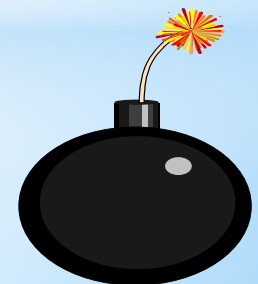
* MORE COST SAVING TIPS

- * Monitor mail practices to ensure mail is being sent by most economical means
- * Use Zip+4
- * Reduce the frequency and volume of mailings
- * Update and verify mailing lists
- * Consolidate mailings to common addresses
- * 5 letter sized envelopes costing \$4.13 individually would only cost \$1.90 if consolidated
- * Print on both sides of the paper
- * Compare use of different size envelopes

* MAIL SECURITY

Identifying Suspicious Mail

- * Excessive postage, no postage, or non-canceled postage
- * No return address or obvious fictitious return address
- * Packages that are unexpected or from someone unfamiliar to you
- * Improper spelling of addressee names, titles, or locations
- * Unexpected envelopes from foreign countries
- * Suspicious or threatening messages written on packages
- * Postmark showing different location than return address
- * Distorted handwriting or cut and paste lettering
- * Unprofessionally wrapped packages or excessive use of tape, strings, etc.
- * Packages marked as "Fragile - Handle with Care", "Rush - Do Not Delay", "Personal" or "Confidential"
- * Rigid, uneven, irregular, or lopsided packages
- * Packages that are discolored, oily, or have an unusual odor
- * Packages that have any powdery substance on the outside
- * Packages with soft spots, bulges, or excessive weight
- * Protruding wires or aluminum foil



* MAIL SECURITY

What Should You Do?

- * If you receive or open a letter that claims to have contaminated you with anthrax and there is no substance in the letter or envelope, notify your supervisor and they will notify the appropriate officials.
- * If you receive or open a letter that claims to have contaminated you with anthrax and there is a substance in the letter or envelope take the following steps:
 - * Do not shake or empty the contents of any suspicious envelope or package
 - * LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (e.g., keep others away)
 - * Call 911 or SFS at 333-2000. Emergency personnel will in turn ensure notification of proper officials and will arrange to collect the letter/package and assess the threat situation
 - * WASH your hands with soap and cold water – Isolate yourself from others
 - * LIST all personnel who were in the room or area when the suspicious letter or package was recognized. Give this list to the authorities for follow-up investigations

* PROHIBITED OFFICIAL MAIL

- * Matter that is not exclusively government business
- * Personal Items (Christmas cards, tax returns, resumes, and greeting cards)
- * Non-mailable items (Alcohol, explosives, oversize and overweight packages)
- * Mailings for private associations (Boy Scouts, spouses clubs)
- * Mail not bearing a complete and proper address

* SPECIAL SERVICES MAIL

Express Mail

- * Mission essential only
- * Shall not be used for
 - * Convenience
 - * Correcting admin error when adequate time existed
 - * Day before a weekend or holiday

Return Receipt – highly discouraged

- * Mission essential only – each return receipt costs \$2.30
- * Shall not be used for convenience only

Certified Mail

- * Provides a record of delivery.
Provides no insurance
- * Can be tracked at:
<http://www.usps.com>
- * Used to obtain a receipt of mailing or a record of delivery

Registered Mail

- * Security, not insurance; provides greatest security during transit
- * Provides a chain of receipts, longer transit time w/tightest controls
- * Only for mail requiring the highest degree of security (e.g. unique one of a kind items, criminal investigation evidence, classified)

* MAIL CLASSES

The class of service selected for Air Force official mail must meet the security, accountability, and delivery needs of the material being mailed and be sent at the lowest cost to the government.

FIRST CLASS MAIL

- * Any mailable matter
- * Sealed against inspection
- * Maximum weight not more than 13 ounces
- * Estimated delivery, 1 to 5 days in the U.S.

PRIORITY MAIL

- * First Class Mail over 13 ounces up to 70 pounds
- * Cannot exceed `108 inches in length and girth (dimensions) combined
- * Transit time is approximately 1-3 days

* MAIL CLASSES cont

STANDARD MAIL (Parcel Post)

- * Mail less than 70 pounds and does not contain First Class Mail material
- * Transported by surface in U.S. and by air overseas
- * Averages 2-9 days, depending on location in U.S.

Note: Army Post Office (APO) Fleet Post Office (FPO) delivery is 5-14 days

* MASS MAILING DISTRIBUTION

Use established distribution lists to send out mass mailings on base

- * Distribution A – Commanders/Directors
- * Distribution B – One copy to each unit
- * Distribution C – Multiple copies to all organizations

Label box or stack of mailing items with correct distribution code and Official Mail Center will deliver

* ACCOUNTABLE MAIL

The following items must be treated as accountable mail:

Confidential - First Class
Registered

Do Not Forward
Return Service Requested

Accountable Mail must :

Be kept separate from regular mail
Not be left unattended
Be secured at the end of the duty day

Classified Mail

Activities should contact the OMC when they have outgoing classified
Activities must properly seal the package, fill out and attach DD Form 2825
OMC will inspect to ensure the package is properly prepared and addressed before
accepting – Activities should contact their unit security manager for further
procedures
All Classified mail must be sent registered

* OTHER MAIL SERVICES

CONSOLIDATED MAIL (POUCH)

- * If sending out two or more envelopes or parcels to the same location on the same day, place all contents inside one envelope or parcel to save appropriated funds \$\$\$\$
- * Mail is weighed together verses separately
- * CONUS receives mail 2-4 days, (PACAF, USAFE in 3-5 days)

FOREIGN MAIL - mail sent to an address in another country that will not be processed by a Military Post Office

- * If by air, approximately 5-10 days depending on destination
- * If by surface, approximately 10-30 days
- * Letters and Cards can be sent Air mail; Parcels can be sent Surface mail
- * All foreign mail requires a white PS Form 2976-A or green PS Form 2976