

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers, Wilmington District  
P.O. Box 1890  
Wilmington, North Carolina 28402-1890

CESAW-IM-S  
DISTRICT REGULATION  
No. 25-1-1

10 March 2003

Information Management  
MAIL MANAGEMENT

1. Purpose. To supplement policies and procedures governing mail management as prescribed in referenced regulations.
2. Applicability. This regulation applies to the Wilmington District Office and to the Project Offices, where appropriate.
3. References.
  - a. DOD 4525.6-M, Vol 2, DOD Postal Manual.
  - b. AR 25-50, Preparing and Managing Correspondence.
  - c. AR 25-51, Official Mail and Distribution Management.
  - d. AR 340-9, Office Symbols.
  - e. AR 380-5, Department of the Army Information Security Program.
  - f. ER 37-2-10, Accounting and Reporting Civil Works Activities.
4. Responsibilities. Management of the Mailroom is delegated to the Records Manager Information Management Office, Support Services Branch. All staff elements are responsible for processing mail in accordance with procedures outlined in paragraph six.
5. General. DOD 4525.6-M, Volume 2 and AR 25-51 prohibit use of official channels for personal mail, including packages. Handling incoming mail for newly assigned personnel is normally limited to 60 days. All personnel are requested to notify their correspondents to send their mail to their residential address. Posting personal mail, packages, or the purchasing of money orders will not be provided.

## 6. Procedures.

a. Personnel Actions. All personnel actions will be sent through the office mail in a messenger envelope (SF 65-B). When personnel actions are to be sent out in the consolidated mail, they will be sealed in an envelope. Routing and Transmittal slips (OF 41) do not protect the privacy of the employee and will not be used.

b. Postage Due Mail. A postage due account has been established. The Mailroom staff will monitor the account.

c. Facsimile Machine. A centralized facsimile machine is located in the user area outside the Computer Room in IMO. It is available to all District users for sending and receiving **FOR OFFICIAL USE ONLY** material. This is a self-service area. Each user is responsible for all operations regarding the fax machine. The number for the fax machine is (910) 251-4002. Operational instructions are located near the fax machine.

d. Facsimile Machine in the Mailroom. The number is (910) 251-4653. It is only used for receiving official use material. When messages are received in the Mailroom, the person to whom the message is going will be notified by telephone for pickup or it will be delivered during the next regular scheduled mail run.

e. Incoming Mail. The following procedures will govern incoming mail operations.

(1) All incoming mail and messages will be received, sorted, and distributed in the mailroom. Congressional mail and mail received from higher headquarters with suspense dates, will be sent to the Executive Office for control.

(2) All mail that is not addressed to an individual or a specific office will be opened in the Mailroom. Correspondence from the Commander or Executive Office at **CESAD** or signed by Colonel or General Officer will be routed through the Executive Office to the action office.

(3) All official mail will be routed directly to the action office, with special handling given mail warranting preferential treatment.

(4) Registered, certified, express, and numbered insured mail will be handled in accordance with DOD 4525.6-M, Volume 2, AR 25-51, and AR 380-5 (see Appendix A for mail cutoff times).

(5) The Custodian of Classified Documents or the Security Office, in accordance with AR 380-5, will control classified mail.

(6) Funds received payable to the Government will be handled in accordance with instructions contained in ER 37-2-10, Accounting and Reporting Civil Works Activities.

f. Outgoing Mail.

(1) Care will be exercised by all concerned with the preparation, assembly, and dispatch of outgoing mail. Detailed instructions are furnished in AR 25-51.

(2) Do not use large envelopes to send material which can be folded and inserted in smaller size envelopes. A \$0.12 surcharge is required on all oversize envelopes weighing one ounce or less. For proper size limitations and address formats, consult Mailroom personnel.

(3) All outgoing mail that is not in a sealed envelope or sealed container will be reviewed at the outgoing mail desk to ensure that correspondence is signed, dated, and all copies of enclosures are included.

(4) File copies and courtesy copies will be removed at the outgoing desk and routed according to distribution information provided on the correspondence.

(5) Attached enclosures will be placed in front of the file copy. Everything behind the file copy will be sent to the originating office.

(6) All letter addresses should be machine produced (not handwritten), they should not be slanted more than 5 degrees relative to the bottom edge of the mail piece, and the Zip+4 Code should be included in each address. Do not include any symbols, numbers or extraneous marks below or adjacent to the line containing the Zip Code. Such practice may confuse the postal scanning equipment and cause the mail item to be delayed or misrouted.

(7) When using an attention line, ensure that it is contained within the address element, preferably the first line.

(8) Consolidated (bulk) mail for District Projects should have a Routing and Transmittal Slip (Optional Form 41) attached to the item. Personal mail should be placed in an envelope and addressed in all CAPS.

(9) Stamps will be issued to field offices that do not have mail meters. Monthly reports will be sent to the Official Mail Control Officer (OMCO) located in IMO. The OMCO will issue stamps based on usage.

(10) District Offices located in Wilmington and Field Offices with postage meters are now charged for the exact amount of postage utilized. Postage for a specific project, i.e. Wilmington Harbor, will be charged directly to the specific project. A charge number will be provided to the mailroom.

(11) Consolidated (bulk) Mailing. The District presently has consolidated mail service to the following locations:

<u>DISTRICT</u>	<u>CODE</u>
B. Everett Jordan Dam and Lake Office	(2)
Falls Lake	(2)
South Atlantic Division (CESAD)	(1)
John H. Kerr Dam & Reservoir	(2)
John H. Kerr Powerhouse	(2)
Savannah District (CESAS)	(1)
Philpott Powerhouse	(2)
Philpott Lake	(2)
Washington Field Office	(6)
Asheville Field Office	(6)
Raleigh Field Office	(6)
HQUSACE, Washington, DC	(1)
Lock & Dam 1	(2)
Lock & Dam 2	(2)
Lock & Dam 3	(2)
Survey Party 3	(2)
Finance Center, Millington, TN	(1)

Consolidated (bulk) Mail should be identified on OF 41, Routing Transmittal slip; enclosed in SF 65, US Government Messenger Envelope, or a blank envelope (without a return address). This procedure will allow Mailroom personnel to easily identify mail to be consolidated and ensure it is distributed properly.

g. All outgoing mail, except consolidated mail, will include an addressed envelope or mailing label if it cannot be folded for a window envelope.

h. Ensure that each mail piece has the proper office symbol and number under the return address, or immediately above the address element on labels. Placing office symbols under the return address will enable Mailroom personnel to send "returned mail" directly to the originating office without opening. Office numbers as follow are to be used with the proper office symbols:

<u>DEPARTMENT</u>	<u>CODE</u>
Administration Offices	1
Operations	2
Project Management	3
Program Management	4
Engineering	5

Regulatory	6
Planning/Environmental	7
Construction	8
Emergency Management	9
Wanchese Marsh (00254V)	10-see below
Cell 1-3 Wilmington Harbor	11-see below

# 10 and 11 above are Special Projects from the Engineering Division.

- i. Registered, certified, and international mail should be sent to the mailroom on a routing slip. Special handling is required for these items.
- j. The mailroom is a restricted area. Access is limited to information management personnel.

FOR THE COMMANDER

GEORGE T. BURCH  
Chief of Staff

Appendixes

- A. Mail Schedule
- B. Official Mail Control Summary
- C. Types of Mail and Other Services

DISTRIBUTION:

B

APPENDIX A  
Mail Schedule Pickup and Delivery  
Wilmington District Office

POST OFFICE SCHEDULE

PICK UP FROM POST OFFICE

DELIVERY TO POST OFFICE

0850

1530-Express Mail

INTERNAL MAIL SCHEDULE

PICK UP AND DELIVERY

1100 and 1400

SIGNATURES: All mail prepared for the signature of the Commander or Deputy Commander will be delivered to the Executive Office NO LATER THAN 1430.

CUTOFF TIMES: Certified, Registered, Postal Express and Federal Express mail with a completed and signed justification, will be in the mailroom NO LATER THAN 1500.

ALL MAIL RECEIVED IN THE MAILROOM AFTER 1530 WILL BE MAILED THE FOLLOWING DAY.

## APPENDIX B

## OFFICIAL MAIL CONTROL SUMMARY

<u>LETTER MAIL</u>	<u>WITHIN CONUS</u>	<u>TO-FROM APOS</u>
Correspondence 11 ounces or less Over 11 ounces	First Class Priority Mail	First Class Priority Mail
Consolidated mailing Bulk distribution of correspondence in a large envelope weighing over 11 ounces	Priority Mail	Priority Mail
Contractual Documents (containing privileged information)	First Class/Priority Certified Mail	First Class/Priority Certified Mail
Plans & Specifications w/letter (without letter)	First Class/Priority Fourth Class	First Class/Priority Fourth Class
Drawings/tracings w/letter (without letter)	First Class/Priority Fourth Class	First Class/Priority Fourth Class
Films, prints, slides, movies negatives, tapes	First Class/Priority	First Class/Priority
<u>Bulk Distribution of:</u>		
Books (4 oz. or less) (Over 4 oz. up to 4 lbs.) (More than 4 lbs.)	Third Class Book Rate Fourth Class	
Blank Forms (same as above)	Same as above	
Directives, regulations, information bulletins, manuals, pamphlets, supplements, etc.	Same as above	

Accountable MailWITHIN CONUSTO-FROM APOS

Cash (ER 37-2-10)

Registered

Registered

Confidential Documents

First Class (w/  
special endorsement)First Class (w/  
special endorsement)

Secret Documents

Registered/Express

Registered/Express

Special Postal Services

Air Mail

International mail  
weighing 10 oz. or  
less

Special Delivery

Not authorized for  
Army use

Express Mail

Post Office to Post Office  
Post Office to Addressee

## APPENDIX C

## TYPES OF MAIL AND OTHER SERVICES

1. First Class Mail. Letters, postcards, all matter wholly or partially in writing or typewriting, and all matter sealed or otherwise closed against inspection. Mandatory for correspondence of a personal nature, completed forms, test results and grades, completed certificates, and bills and statements of account. Receives expeditious handling and transportation.
2. Priority Mail. First class mail which weighs more than 11 ounces. Handled as first class mail.
3. Second Class Mail. Newspapers and periodicals published at least four times a year.
4. Third Class Mail. Pamphlets, circulars, printed matter or merchandise weighing less than 16 ounces.
5. Fourth Class Mail. Merchandise, printed matter, all other mailable matter not included in first, second, or third class mail.
6. Special Delivery. Not authorized for use in Department of Army.
7. Express Mail. Receives the highest handling priority. Since it has the highest postage cost per ounce, it should be used only when the mission will fail without it. A complete justification is required for each transaction in accordance with AR 25-51. The person authorizing the shipment must sign the justification.
8. Registered Mail. Provides added protection for mail requiring it, plus evidence of mailing and delivery. Registered mail must be sent as first class mail. Use should be limited to those instances specifically required by regulation or law.
9. Certified Mail. Provides evidence of mailing and a record of delivery. Certified mail must be sent first class mail. Use should be limited to those instances specifically required by regulation or law.
10. Return Receipt. Provides the mailer evidence of delivery. It may be obtained only for mail that is registered, certified, or insured.
11. Insured Mail. Numbered insured services provides a method to obtain evidence of mailing and a record of delivery for third and fourth class mail. Use should be limited to those instances specifically required by regulation or law.

12. Federal Express. Federal Express (FedEx) is a private carrier, which has been awarded the GSA Contract for small package service. It receives the same priority handling as Express Mail. Federal Express provides overnight delivery service, and should be used only when the mission will fail without it. A complete justification is required for each transaction in accordance with AR 25-51. The person authorizing the shipment must sign the justification.

13. Commercial Air Express. The most expensive service available. Justification for use must be signed by the person authorizing the shipment and a copy of the authorization provided to the Mailroom for report purposes. The requestor must then take the package to the Logistics Management Office to arrange shipment. The material to be sent must be at the airport one hour before flight time.