

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-500

United States Army Alaska Memorandum 25-1

15 April 1997

Information Management

Mail and Distribution

Applicability. This policy applies to all United States Army Alaska (USARAK) units, organizations, and tenant activities using the official mail and distribution system.

Impact on New Manning System. This memorandum does not contain information that affects the New Manning System.

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1. Purpose

This memorandum establishes the USARAK policy for internal correspondence distribution management, including controlled mail processing.

2. References

a. Required publications.

(1) Army Regulation (AR) 25-51 (Official Mail and Distribution Management) is a required publication. It is cited in paragraphs 4b, 5a, and 5d.

(2) Department of Defense (DOD) Postal Manual 4525.6-M, Volume II. It is cited in paragraph 5c.

b. Related publications. (Related publications are merely sources of additional information. The user does not have to read them to understand this memorandum.)

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

(b) DOD Postal Manual 4525.5, Volume I.

(3) USARAK Pamphlet 25-32 (Distribution Formula).

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(4) USARAK Pamphlet 25-3 (Army Official Addressing and Zip+4 Standardized Addressing Procedures, including office symbols).

(5) USARAK Procedures Guide for Operational Support Airlift.

c. Referenced forms.

(1) USARAK Form 345 (C-12 Control Log). It is cited in paragraph 5a(3)(b) and figure B-1.

(2) USARAK Form 633 (Cargo Identification Label (Fort Wainwright)). It is cited in paragraph 5a(3)(b) and figure A-1.

(3) USARAK Form 634 (Cargo Identification Label (Fort Greely)). It is cited in paragraph 5a(3)(b) and figure A-2.

3. Explanation of abbreviations and special terms

a. Abbreviations.

(1) app appendix

(2) AR Army Regulation

(3) DOD Department of Defense

(4) SGS secretary to the general staff

(5) USARAK United States Army Alaska

(6) USPS United States Postal Service

b. Special term. C-12—Model of airplane for airlift support.

4. Responsibilities

a. The Chief, Administrative Services Division, Directorate of Information Management has management responsibility for the official mail and distribution program within the USARAK command.

b. Each directorate/unit will ensure regulatory AR 25-51 compliance, including:

(1) Appointment of an official manager on official duty appointment orders.

(2) Ensure the authorization of official mail for business pertaining solely to the United States Federal Government.

c. The secretary of the general staff (SGS) controls the only authorized command pouch within USARAK.

d. The Command Postal Officer, Administrative Services Division is responsible for conducting random checks and time tests to ensure the distribution network's timeliness.

5. Procedures

a. Official distribution (reference (AR 25-51)).

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(1) Transport. Official distribution will move at the lowest postage and cost to meet the required delivery date, security, and accountability requirements. Requirements between Forts Richardson, Wainwright, and Greely are transported via C-12 or the United States Postal Service (USPS). Each post's mail and distribution center will coordinate with the C-12 validator for C-12 shipments. This includes the destination, weight, and priority.

(2) Levels. There are three levels of official distribution: 1) hot, 2) expedite, and 3) normal.

(3) C-12 use.

(a) Distribution containers must be assigned a tracking number and weight by the post mail and distribution centers before transport to the C-12 hangar.

(b) The post mail and distribution centers are responsible for outgoing official distribution delivery to and incoming official distribution pick up from the local C-12 hangar. All deliveries will be accompanied by a USARAK Form 633 or 634 (Cargo Identification Label) (shown in app A) and USARAK Form 345 (C-12 Control Log) (shown in app B). C-12 personnel will maintain the USARAK Form 345 until all terms have been transported. When the USARAK Form 345 has been exhausted, C-12 personnel will sign and date the sheet and return it to the official mail and distribution center.

(c) Normal official distribution is classified as space-available cargo and will fly at the earliest convenience (regulations and books).

(d) Expedite-distribution containers are sent via USPS first-class mail if they are not transported within 48 hours of delivery to the C-12 hangar.

(e) Hot distribution must be delivered within 24 hours. If the C-12 cannot accommodate, then hot distribution will be sent USPS express mail.

(4) Classified correspondence distribution. Classified correspondence will be distributed as follows:

(a) Top Secret correspondence is sent by way of courier. The C-12 and distribution personnel are not on orders. Directorates/units must provide the courier.

(b) Secret correspondence is sent by way of USPS registered mail.

(c) Confidential correspondence is sent by way of USPS first-class mail.

(5) Mail and distribution center operating hours. The post mail and distribution centers operate Monday through Friday, from 0730 to 1630 hour at Fort Richardson; 0900 to 1700 hours at Fort Wainwright; and 1000 to 1530 hours at Fort Greely. Facilities are closed on federal holidays and weekends. Official mail and distribution must be received by 1145 hours the day before a federal holiday.

b. Command pouch. The command pouch is SGS-controlled command distribution. The command pouch is designed for the commanding general's private distribution between separate battalion commanders, brigade commanders, and general staff officers. No one else is authorized to use this system without the SGS's or commanding general's personal approval.

c. Mail clerks. Designated mail-distribution clerks and messengers selected for mail and distribution handling must possess the same qualifications as indicated in DOD Postal Manual 4525.5-M, volume II.

d. Other distribution. No other forms of official mail or distribution are authorized. If directorate or unit commanders establish an internal distribution or command pouch, it is their sole responsibility. AR 25-51,

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paragraph 1-5 directs that all outgoing distribution and official mail will be gathered internally and passed to the official mail and distribution center courier for further distribution. C-12 personnel are not required to accept incoming or outgoing distribution from anyone other than post mail and distribution center employees. Exception is only given to the SGS command pouch.

FOR THE COMMANDER:

CHARLES R. DEWITT
COL, AD
Chief of Staff

//Original Signed//
FREDRICK J. LEHMAN
LTC, SC
Director of Information Management

DISTRIBUTION:

A Plus

25 - APVR-RIM-ASD-PB

5 - MOS Library (Building 600, Fort Richardson)

5 - MOS Library (Army Education Center, Building 21-10, Fort Wainwright))

3 - APVR-RIM-ASD-WB

1 - APVR-GPA-AE (MOS Library, Assistant Directorate of Community Activities, Education Branch,
Attention: Mr. Mauer)

1 - Commander, United States Army Pacific Command, Attention: APIM-OIR
Fort Shafter, Hawaii 96858-5100

Appendix A
United States Army Alaska Forms 633 and 634

086-R-2
26 mar 97

FBK

SAMPLE

32#

WEIGHT

USARAK Form 663
1 May 94

Previous edition is obsolete

ASD-FPP-0003-95

Figure A-1. United States Army Alaska Form 633

The image shows a rectangular form with a black border. On the left side, the word "BIG" is printed in large, bold, black capital letters. To the right of "BIG", the handwritten text "086-R-1" and "26 mar 97" is written in black ink. Below "BIG", the word "SAMPLE" is printed in large, bold, black capital letters, rotated 45 degrees counter-clockwise. To the right of "SAMPLE", the handwritten text "32#" is written above a horizontal line, with the word "WEIGHT" printed below the line. In the bottom left corner, the printed text "USARAK Form 634" and "1 May 94" is present. In the bottom center, the printed text "Previous edition is obsolete" is present. In the bottom right corner, the printed text "ASD-FPP-0001-95" is present.

Figure A-2. United States Army Form 634

