



REPLY TO
ATTENTION OF

APVR-RIM

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ALASKA
600 RICHARDSON DRIVE #5000
FORT RICHARDSON, ALASKA 99505-5000

30 January 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: DOIM Policy Statement #1, Official Mail

1. References.

- a. DOD 4525.8-M, DOD Official Mail Manual
- b. AR 25-51, Official Mail and Distribution Management

2. Purpose. To establish Command policy on authorized use of appropriated fund postage, processing of incoming and outgoing official mail, and appointment of distribution clerks and messengers.

3. Appropriated fund postage.

a. Appropriated funds may be used to pay the postage for official mail relating solely to the business of the United States Government. Appropriated funds may be used for: Change of address cards, bulk shipments of bulletins, authorized periodicals, official announcement of ceremonies, invitations to non-DoD dignitaries, items associated with tax filing programs, the morale, welfare, and recreation mission with specific restrictions, and for family support group newsletters. Family Readiness Group newsletters will be folded and sealed IAW the USPS Quick Service Guide 811 shown at enclosure 1. Sealing tabs may be purchased through supply channels. Retired DoD members, contractors, prisoners, and the Army and Air National Guard may also use appropriated fund mailing for official Army business.

b. Appropriated funds may not be used to pay postage for: Material not covered by the USPS Private Express Statutes, support of Non-appropriated Fund functions, postcards that are not DoD approved, information about non-mandatory events, invitations to social functions, personal congratulatory letters from one individual to another in a private capacity, resumes and employment applications, personal mail, holiday greetings, correspondence of foreign military personnel, items mailed by vendors, fund or other types of charity drives, unofficial biographies and unit histories, school year books, branch anniversary party announcements, mailings by private associations such as unit associations, mailing matter donated by individuals for donation to other individuals (care packages), RSVP items, payment of Government travel credit card billings, and any other matter not related solely to the business of the Department of Defense.

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c. Each of the above authorized or unauthorized uses of postage is detailed in the DOD Official Mail Manual, DoD 4525.8-M paragraph C1.3 and C1.4. Additional guidance may be obtained from the Official Mail and Distribution Center (OMDC) at each post.

4. Designation of Unit/Activity Official Mail Personnel

a. Personnel authorized to pick up and deliver official mail at the respective OMDC for Forts Richardson and Wainwright will be designated on a PS Form 3801, Standing Delivery Order signed by the unit commander or activity director. These forms are available from each OMDC. Official mail personnel will pick up mail daily from their supporting OMDC, in Building 724 on Fort Richardson, and Building 1060, Gaffney Road, on Fort Wainwright. Newly assigned personnel will receive training from the Installation OMDC supervisor on various aspects of cost control, mail protection, and special mail services. This training shall be repeated annually.

5. This policy is effective immediately and supersedes all previous policies concerning this subject.

FOR THE COMMANDER:

Encl



GERALD H. MILLER

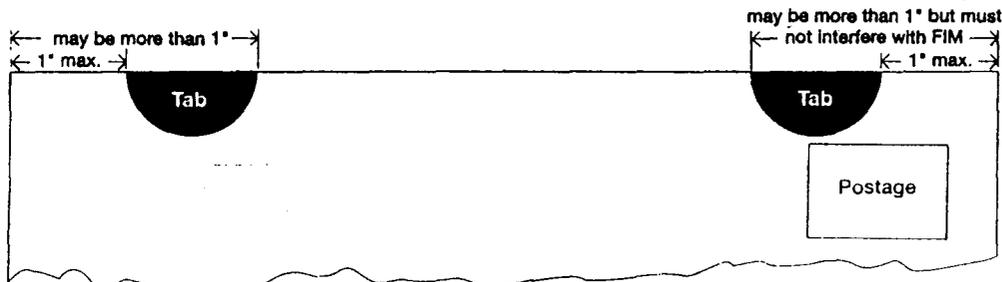
LTC, SC

Director of Information Management

DISTRIBUTION:

A

Placement of Tabs and Wafer Seals



Specifications for Automation-Compatible Letter-Size Mailpieces

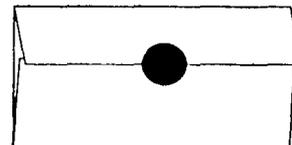
Double Card

Tabs 1 (middle)
 Fold Top or Bottom
 Sheets Single
 Basis Weight 75 lb.



Folded Self-Mailer (Invitation Fold)

Tabs 1 (center of overlap)
 Folds Top and Bottom
 Sheets Multiple or Single
 Basis Weight 20 lb.



Folded Self-Mailer (Invitation Fold)

Tab Address Label
 Folds Top and Bottom
 Sheets Single
 Basis Weight 20 lb.



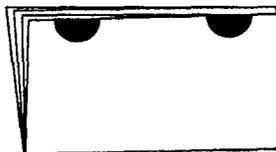
Folded Self-Mailer (Continuous Glue Strip)

Glue Strip Top Edge
 Fold Bottom
 Sheets Single
 Basis Weight 20 lb.



Folded Self-Mailer

Tabs 2 (start ≤ 1 inch from edges)
 Fold Top or Bottom
 Sheets Single
 Basis Weight 20 lb.



Booklet

Tabs 2 (start ≤ 1 inch from edges)
 Spine Bottom
 Sheets Multiple with Cover
 Basis Weight 20 lb. (Cover)



Folded Self-Mailer

Tabs 1 (middle)
 Fold Bottom
 Sheets Multiple
 Basis Weight 24 lb.



Folded Booklet

Tabs 2 (start ≤ 1 inch from edges)
 Spine Top
 Fold Bottom
 Sheets Multiple with Cover
 Basis Weight 20 lb. (Cover)



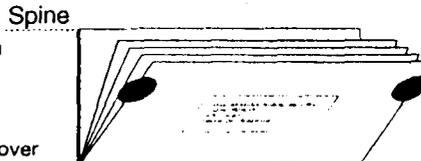
Folded Self-Mailer

Tabs 1 (middle)
 Fold Bottom
 Sheets Single
 Basis Weight 28 lb.



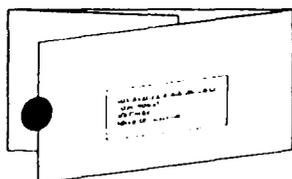
Folded Booklet

Tabs 2 (start ≤ 1 inch from top edge)
 Spine Top
 Fold Bottom
 Sheets Multiple with Cover
 Basis Weight 20 lb. (Cover)



Folded Self-Mailer

Tabs 1 (middle)
 Fold Right
 Sheets Single
 Basis Weight 75 lb.



Booklet

Tabs 2 (start ≤ 1 inch from top and bottom edges)
 Spine Right
 Sheets Multiple with Cover
 Basis Weight 24 lb. (Cover)

