

DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON, FORT BELVOIR
Fort Belvoir, Virginia 22060-5928

FB Regulation 25-51

26 June 1996

Office Management
MAIL AND DISTRIBUTION MANAGEMENT

FOR THE COMMANDER:

DISTRIBUTION:
A PLUS
5840 10

THOMAS M. BRADY
COL, AG
Garrison Commander

OFFICIAL:



JOHN S. HODGE
Acting Adjutant General

History. This publication was last printed on 28 Nov 94. This printing publishes changes made since that date.

Summary. This is a revision of a current regulation. It prescribes policies, procedures and responsibilities for the administration of the Fort Belvoir Official Mail and Distribution Management Program.

Applicability. This regulation applies to all elements of Fort Belvoir.

Suggested Improvements. The proponent of this regulation is the Directorate of Information Management, Fort Belvoir. Users are invited to send comments and suggested improvements on DA Form 2028, recommended Changes to Publications and Blank Forms, directly to Directorate of Information Management, ATTN: Records Management Division, 10105 Gridley Road, Suite 100, Fort Belvoir, Virginia 22060-5840.

* This regulation supersedes Fort Belvoir Regulation 25-51, dated 28 November 1994.

1. Purpose. This regulation prescribes policies, procedures and responsibilities for the administration of the Fort Belvoir Official Mail and Distribution Management Program.

2. References.

- a. AR 25-51, Official Mail and Distribution Management.
- b. DOD Postal Manual, Volumes I and II.
- c. AR 600-8-3 (Unit Postal Operations).

3. Responsibilities.

a. The Director of Information Management will administer the Fort Belvoir Official Mail and Distribution Management Program (OMDMP).

b. Commanders and directors of Fort Belvoir and all tenant commands/activities serviced for postal support by the Fort Belvoir Directorate of Information Management will designate, in writing, an official mail manager (OMM) to administer the Official Mail and Distribution Management Program within their activity/unit. A copy of the appointment order will be furnished to the Directorate of Information Management, Records Management Division, Stop 5840. The OMM will ensure there is a viable and effective OMDMP within his or her organization.

c. Commanders of unit mail rooms will ensure compliance with DOD Postal Manual, Volume II and AR 600-8-3.

4. Procedures.

a. Accountable official mail (Insured, Certified, and Return Receipt Requested).

(1) Activities/units should ensure a completed copy of FB Form 320 accompanies each piece of mail that is to be sent accountable.

(2) A sample copy of FB Form 320 is at the end of this regulation. Copies of FB Form 320 can be acquired from the Forms Warehouse, 6001 Goethals Road. Activities/units will complete the unshaded parts 1 and 2 of FB Form 320, which then must be signed by the activity's/unit's Official Mail Manager. Part 2 of FB Form 320 will be returned to the unit/activity by the Official Mail and Distribution Center.

b. **Express Mail.** United States Postal Service (USPS)/Federal Express. Activities/units desiring to utilize express mail services must bring the mail to the Official Mail and Distribution Center, along with a formal or informal memorandum indicating why the mail must be sent express. This memorandum must be signed by the director/commander or the Official Mail Manager. Mail for USPS Express must be at the Official Mail and Distribution Center NLT 1330 hours; for Federal Express, NLT 1400 hours for next day delivery.

c. **Permit Imprints.** To establish a permit with the U.S. Postal Service, a request in the form of an informal or formal memorandum must be submitted to the Directorate of Information Management, ATTN: Records Management Division, Stop 5840, requesting approval to establish a permit. The memorandum must state why a permit is needed, and the approximate fiscal year cost. Upon approval, a PS Form 3601 (Application to Mail without Affixing Postage Stamps) will be sent to the activity/unit who will in turn complete the form and return it to the Directorate of Information Management, ATTN: Records Management, Stop 5840. At the same time, the activity/unit must furnish a DD Form 448 (Military Interdepartmental Purchase Request) to the Directorate of Information Management, ATTN: Resource Management Division, Stop 5840, for mail costs, plus a one-time \$85 fee for establishment of an account. Upon receipt of the PS Form 3601 and DD Form 448, the Command Official Mail Control Officer will establish a permit Advanced Deposit Trust Account (ADTA) with the U.S. Postal Service. The requesting activity/unit will be notified when the account has been established and how to prepare the envelopes for mailing.

d. **Business Reply Mail (BRM).** To establish a Business Reply Mail Accounting System (BRMAS) account, a request in the form of an informal or formal memorandum must be submitted to the Directorate of Information Management, ATTN: Records Management Division, Stop 5840, requesting approval to establish a BRMAS account. The memorandum must state why a BRMAS is needed and the approximate fiscal year cost. Upon approval, a PS Form 3614 (BRM Application and Annual Renewal Notice) will be sent to the activity/unit who will in turn complete the form and return it to the Directorate of Information Management, ATTN: Records Management Division, Stop 5840. At the same time, the activity/unit must furnish a DD Form 448 (Military Interdepartmental Purchase Request) to the Directorate of Information Management, ATTN: Resource Management Division, Stop 5840 for mailing costs and a \$290 fee for establishment of an account. Upon receipt of the PS Form 3614 and DD Form 448, the Command Official Mail control Officer will establish a BRMAS

account with the U.S. Postal Service. The requesting activity/unit will be notified when the account is established and how to prepare the BRM card.

e. Mailing of Classified Information. Mailing of classified information will be in accordance with AR 25-51, paragraph 4-5.

f. Distribution Delivery and Pickup Service.

(1) Distribution delivery and pickup service to those activities/units who do not pickup and deliver distribution to the Official Mail and Distribution Center will be made one time a day, Monday through Friday, except on holidays, when no service will be made.

(2) Activities/units who desire to have distribution delivery and pickup service will be required to submit an informal or formal memorandum to the Directorate of Information Management, ATTN: Records Management Division, Stop 5840 requesting this service. The request must include building number or street address, where distribution is to be delivered and picked up in the building, and justification as to why the activity/unit cannot themselves deliver and pickup their distribution from the Official Mail and Distribution Center.

(3) Activities/units who receive delivery and pickup service must notify, in writing, the Official Mail and Distribution Center when they relocate from one place to another so mail and distribution can be delivered to the new location.

g. Stop Number and Street Address. A stop number and street address can be acquired by submitting a request in the form of an informal or formal memorandum to the Directorate of Information Management Division, ATTN: Records Management Division, Stop 5840. The memorandum must indicate the building number in which the activity/unit resides.

h. Incoming Classified Correspondence.

(1) Incoming classified correspondence addressed to the Garrison Commander, Fort Belvoir, will be delivered by the Official Mail and Distribution Center to the Security Division, Directorate of Plans, Training, Mobilization, and Security where the correspondence will be signed for.

(2) Classified correspondence addressed to other activities/units will either be delivered to that activity/unit or the activity/unit will be contacted to come to the Official Mail and Distribution Center. In all cases, the classified correspondence will be signed for.

i. Training Requirements. All newly assigned secretaries, clerk-typists, personnel producing forms, publications and periodicals and activity/unit OMMs must receive training within 4 months after assignment to the installation in Official Mail and Distribution Management. Personnel must contact the Installation Official Mail Manager, at the Official Mail and Distribution Center, to schedule this training.

j. Postal Account. Activities/units desiring to have their outgoing official mail metered by the Official Mail and Distribution Center must furnish a DD Form 448 (Military Interdepartmental Purchase Request) to the Directorate of Information Management, ATTN: Resource Management Division, Stop 5840, with sufficient funds to defray the cost of metering the mail. No Official Mail can be metered until funds are received. All activities/units who provide metering funds to the Resource Management Division will receive a monthly status report reflecting usage, account balance, and projected yearly balance. This report, called the Direct Customer Payment (DCP) letter, will be provided by the Resource Management Division.

k. Federal Express to DFAS, Rome, N.Y. A special Federal Express account has been established to daily express financial documents to DFAS, Rome N.Y. Fort Belvoir BASOPS activities and Fort A.P. Hill will use this service. Fort Belvoir tenants, if they so desire, may take advantage of this service by contacting the Resource Management Office of the Directorate of Information Management. Reimbursement will be based on the amount of usage. All documents must be sorted by type into separate bundles with an identifiable note on top, e.g., travel settlement, etc. Documents must be delivered to the Official Mail and Distribution Center (OMDC), building 256, at 5875 21st Street. Documents must be delivered to the OMDC no later than 1400 to ensure dispatch for that day.

l. PS Form 3801 (Standing Delivery Order). PS Form 3801 when signed by the commander/director of any activity authorizes other individuals, who are designated on the form, to sign for accountable mail. If this form is not completed and on file at the Official Mail and Distribution Center, then the commander/director will have to personally sign for the accountable mail. This form must be updated yearly or when a designee has departed the activity. PS Form 3801 can be acquired from the US Postal Service or the Official Mail and Distribution Center. All completed forms must be furnished to the Official Mail and Distribution Center.

OUTGOING OFFICIAL MAIL SUMMARY (ACCOUNTABLE) FB Reg 25-51

PART 1		
UNIT/ ACTIVITY:	STOP #	DATE:
Registered Value (Max \$100,000): \$ _____	POSTAL USE ONLY Registered Value _____ Certified _____ Insured Value (Max \$500.00): \$ _____ Return Receipt (PS Form 3811) <input type="checkbox"/> Yes <input type="checkbox"/> No Required: _____	
Certified: _____		
Insured Value (Max \$500.00): \$ _____		
Return Receipt (PS Form 3811) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Required: _____		
JUSTIFICATION:		

Print Name and Grade of Official Mail Control Officer _____		(Signature) _____

PART 2 - RECEIPT FOR ACCOUNTABLE MAIL	
POSTAL USE ONLY Registered Value _____ Certified _____ Insured Value _____ Return Receipt (PS Form 3811) <input type="checkbox"/> Yes <input type="checkbox"/> No Date Mailed _____ Signature of Accepting Clerk _____	MAILERS INFORMATION Mailed to: _____ Subject: _____ Contents: _____ REMARKS: _____

FB Form 320
1 Jan 83 (Rev) Previous edition dated 1 Mar 81 is obsolete.

INSTRUCTIONS (FB FORM 320)

FB FORM 320 is to be used by units/activities required to mail accountable Official Mail. Completely fill in all blocks of part one and part two, except the shaded areas. The Official Mail Control Officer must sign as the approving official. Part two will be returned to the sender after accountable item(s) has been mailed.

UNIT/ACTIVITY _____ STOP # _____

ATTN: _____