

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mail Handling Procedures for Fort Leavenworth

1. References:

- a. DOD Manual 4525.8-M, DOD Official Mail Manual, 26 December 2001.
<http://www.dtic.mil/whs/directives/corres/pub1.html>
- b. AR 25-50, Preparing and Managing Correspondence, 17 May 2013.
http://www.apd.army.mil/pdf/r25_50.pdf
- c. AR 25-51, Official Mail and Distribution Management, 14 January 2015.
http://www.apd.army.mil/pdf/r25_51.pdf
- d. Domestic Mail Manual (DMM) <http://pe.usps.com/>
- e. International Mail Manual (IMM) <http://pe.usps.com/>

2. This memorandum prescribes policies and procedures for the handling of official mail at Fort Leavenworth. Any outgoing mail not in compliance with these procedures will be returned to the sending organization along with an Official Mail Form, identifying required corrections.

3. Mail reduction is the responsibility of everyone who handles official correspondence. It is upon those responsible for official mail management to take the necessary steps to ensure the mail is delivered to its intended recipient in a timely manner and at the least possible cost. It is imperative that all addresses are typed and complete, and the containers are correctly sealed to prevent openings.

4. To help activities stay within their established fiscal year targets, the following is furnished:

- a. Whenever possible, mail preparation should be reviewed to optimize use of postage reduction practices, such as non-validated and permit mailings.
- b. Use the proper mail class.

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c. Before marking the classification of mail on envelopes 6" x 9 ½" or larger, review the contents to ensure proper mail classification. If you have any questions regarding mail classification, contact the Installation Official Mail Manager, 684-2654, for assistance.

d. Special mail services (i.e. registered, certified, insured, certificates of mailing, return receipts, special handling, Express) are available at the discretion of the organization. Items for shipment, Monday through Friday, must be presented as shown below:

USPS Special Services: Monday – Friday 0800 – 1200 and 1300-1500; exception, 1st Wednesday of the month, closed.

If during the time the center is closed and an urgent item needs to be mailed, please contact the Installation Official Mail Manager at 684-2654 or the Post Postal Officer at 684-2653.

e. Addressing of official mail and correspondence. The following inscription is required in the upper left corner of all official mail envelopes:

DEPARTMENT OF THE ARMY

Official Business

(1) Use white file labels for both return and mailing addresses. The mailing label will be placed in the center of the address side. Mailing address must be in compliance with AR 25-50, chapter 5.

(2) It is a mandatory requirement that the return address includes the Zip+4. See below for correct format. NOTE: Do not use office symbols in the return address when preparing for bulk mailings.

f. Mail addressed to a foreign country must have the full name of the post office and country of the destination written in CAPITAL LETTERS. The postal delivery zone number (if any) should also be included. The address should have a uniform left margin, and the country (spelled out) MUST BE THE ONLY ITEM ON THE LAST LINE OF THE ADDRESS. "USA" will be placed under "Official Business" in the upper left corner of the envelope.

Department of the Army
Adjutant General
861 McClellan Ave
Fort Leavenworth KS 66027-1361
Official Business 54
USA

MS. C Apple
Apartado 306B
46807 Puerto Vallarta, Jalisco
MEXICO

g. Receipt of personal, unofficial, or non-mission related mail is PROHIBITED. The dispatch of personal, unofficial, and non-mission-related correspondence and mail (such as telephone bills, credit card bills, mortgage payments, and so forth) is strictly prohibited. As a guideline, personally addressed mail shall only be considered official if it includes a duty title. The return address alone does not determine official mail. Mail addressed to unit members by title will be considered official and shall be delivered as such. Delivery of mission or professionally related mail is authorized as official mail.

h. To ensure that activities are charged the proper amount of postage; mailers will place their account number directly under the return address as shown below:

DEPARTMENT OF THE ARMY
Adjutant General
861 McClellan Ave
Fort Leavenworth KS 66027-1361
Official Business 54 or (54)

i. Mailers should send all on-post correspondence, except that addressed to quarters or post office boxes, through the AG Mail and Distribution Center in Standard Form 65 series envelopes (shotgun envelopes). Ensure that outgoing mail is arranged as follows:

- (1) Separated by class of mail.
- (2) Separated by size of envelope.
- (3) Separate foreign mail from domestic mail.

5. The United States Postal Service (USPS) in Kansas City processes all business and flat envelopes by Optical Character Reader (OCR). To ensure your mail is processed properly and within the delivery time you expect, the below suggestions are provided:

- a. Ensure that all mail is addressed properly in compliance with AR 25-51, Official Mail and Distribution Management, Chapter 2, paragraph 2-12 and AR 25-50, Preparing and Managing Correspondence, Chapter 5.
- b. Ensure that addresses are placed in the proper area of the business envelope. Ensure that addresses are placed in the proper area of the flat mailings.
- c. Ensure that addresses are typewritten or machine printed in dark ink on a light background. All lines of the address should be formatted with a uniform left margin. Address characters must not touch and should be equally spaced.

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Lines of the address should be parallel to the bottom of the envelope. Be sure to include all pertinent information such as apartment, floor, suite numbers, and directional codes.

6. Establish good mailing habits. Always use the smallest envelope possible. It is permissible to fold correspondence, even for general officers. Place six to seven sheets of paper in a letter size envelope provided it does not exceed ¼ -inch in thickness. Fold the document crisply, so it will be as flat as possible.

7. Request this information be disseminated to each individual who prescribes, creates, designs, or prepares official pieces for mailing or distribution.

8. POC, Installation Official Mail Manager, 684-2654.

//original signed//
Adjutant General

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