



UNIT MAIL PERSONNEL TRAINING CLASS



COULD THIS BE YOUR UNIT MAILROOM?





OVERVIEW



- 1. Qualifications of the Unit Mailroom Personnel**
- 2. Responsibilities of your Unit Mailroom Personnel**
- 3. Unit Mailroom Operations**
- 4. Preserving Mail Security and Consequences**
- 5. Questions**



QUALIFICATIONS OF UNIT MAILROOM PERSONNEL



Qualifications of Unit Mail Personnel



Unit Postal Officers/Alternates Will:

Be a U.S. citizen

Be a SSG and above - (Civilians)GS-6 and above

Appointed in writing by Commander and must attend Postal Briefing given by the MPO

If involved in actual mail handling duties, will be appointed on a DD Form 285 as well



Qualifications of Unit Mail Personnel



Unit Mail Clerks, Alternates and Mail Orderlies will:

- Be U.S. Citizens (if required to handle official registered mail which may contain classified material.)
- Have a favorable Entrance National Agency Check (ENTNAC)/ National Agency Check (NAC)
- Have never been relieved for cause from Postal Duties
- Have no record of the following:
 - Conviction by court –martial under the Uniform Code of Military Justice (UCMJ)
 - Punishment under UCMJ Article 15 within the last 12 months for a postal related offense.



Qualifications of Unit Mail Personnel



- Civil convictions other than minor traffic violations
 - Have no unfavorable conduct that casts doubt on a person's honesty, possess high moral standards and military bearing
 - Have no history of psychiatric disorder, alcoholism, or use of hallucinogens, narcotics or habit-forming drugs, unless prescribed by a physician, be financially responsible
 - Be a high school graduate or the equivalent, have a physical profile of at least 211221
- If Civilian:
- Must meet all requirements established by the Office of Personnel Management (OPM).
 - Unit mail orderlies under no circumstance will receive any personal accountable mail from unit mail clerks.



Qualifications of Unit Mail Personnel

Unit Mail Personnel Training

- **Unit Postal Officers** : Will be briefed by the Main APO Servicing Postal Officer or Mailroom Inspector concerning their duties and responsibilities within a week of the Unit Postal Officer being designated.
- Before the briefing is conducted the APO must ensure that a copy of the appointment orders are on file or provided the day of the briefing.
- If involved in actual mail handling duties, will be appointed on a DD Form 285 after passing the written examination.



Qualifications of Unit Mail Personnel



Unit Mail Personnel Training

- **Unit Mail Clerks:** Before entering into mail handling duties, all selected personnel will be instructed in the proper performance of their duties during a 14 day OJT within the unit. Personnel in training will NEVER be left alone in the unit mailroom nor represent the unit mail clerk in any way.
- **Unit Mail Orderlies:** Will be trained by Unit Postal Officers or the Unit Mail Clerks. Unit Mail orderlies will be given a class that emphasizes the importance of postal service, individual responsibility, and the serious consequences of negligence of duty.



Qualifications of Unit Mail Personnel



“REMINDER”

“Mail orderlies are not authorized to deliver personal accountable mail to the addressee”

“Foreign nationals appointed as mail orderlies are not allowed to handle official registered mail under any circumstances...”



Qualifications of Unit Mail Personnel



Designation of Unit Mail Clerks, Mail Orderlies and Unit Postal Officers

- Memos required for unit mailroom personnel are:
 - On-the-Job Training (OJT) for unit mailroom personnel
 - Appointment of Unit Postal Officer(s)
 - Unit Mailroom Access Roster

Note: The Unit Commander's signature is required for the Unit Postal Officer's designation MEMO.



Qualifications of Unit Mail Personnel



(Example of OJT Memorandum)

APAJ-GH-AP

15 January 20XX

MEMORANDUM FOR Commander, 19th AG Postal, Unit # 15440, ATTN: Postal Inspector, APO AP 96205-5440.

SUBJECT: On the Job Training (OJT) for Mail Personnel

1. References: AR 600-8-3, Chapter 2-8.
2. During the period indicated below, the following individual will be allowed in the Unit Mailroom for OJT to become a qualified mail clerk for this unit.

NAME	SSN	OJT
SPC Thorpe, Donald J.	000-00-0000	Unit Mail Clerk

3. In accordance with the above reference, persons training to become unit mail clerks may only observe the mail handling duties and may assist in maintaining the directory files.
4. The point of contact for this action is (Unit Postal Officer).

SIGNATURE BLOCK
RANK, BRANCH
POSITION

NOTE:

Personnel training to become unit mail clerks will OJT for a minimum of 14 working days prior to taking the mail clerk test. The above example will be used for personnel while in a training status.



Qualifications of Unit Mail Personnel



(Example of Appointment of Unit Postal Officers)

EAPC-M

15 January 20XX

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of Unit Postal Officer

1. Effective _____ date _____ the following individuals are appointed as Unit Postal Officer/Alternate Postal Officer:

CPT Slater, Snoop E., 000-00-0000, Unit Postal Officer, DEROS

SSG Chenault, Cynthia M., 000-00-0000, Alternate Postal Officer, DEROS

2. Authority: DoD Postal Manual 4525.6-M, Chapter 15.

3. Purpose: To perform duties as required in cited regulation.

4. Period: Until officially relieved from this appointment.

5. Special Instructions: This appointment supersedes all previous appointments of Unit Postal Officer(s).

6. The point of contact for this action is the undersigned at 724-xxxx.

JOHN SWARTZ
CPT, IN
Commanding

DISTRIBUTION:

- 1 – Appointed Individual
- 1 – Unit Mailroom Files



Qualifications of Unit Mail Personnel



(Example of Unit Mailroom Access Memorandum)

EAPC-M

15 January 20XX

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Access to 1st Signal Bn Unit Mailroom

1. Effective the date of this memorandum, the following individuals are authorized access to the 1st Signal Bn Unit Mailroom.

<u>RANK</u>	<u>NAME</u>	<u>TITLE</u>	<u>DEROS</u>
SPC	Thorpe, Donald J.	Primary Mail Clerk	1 JUN 08
SPC	Smith, John M.	Alt Mail Clerk	1 JUN 08
PFC	Lerned, Bob D.	OJT Mail Clerk	1 JUN 08
SFC	Chenault, Cynthia M.	Alt Postal Officer	1 JUN 08

2. Those personnel conducting official business (i.e. First Sergeant, Commander, OJT personnel) will be escorted at all times by the unit mail personnel.

3. Maintenance personnel and work details will be allowed access only when escorted or under constant surveillance by unit mailroom personnel. **The only individuals authorized unaccompanied access are the unit mail clerks.** The access memorandum will be posted on the front side of the access door.

4. The point of contact for this action is the undersigned at 724--XXXX.

JOHN SWARTZ
CPT, IN
Commanding

DISTRIBUTION:

- 1 – Appointed Individual
- 1 – Unit Mailroom Files
- 1 – MPO Mailroom Inspector



Qualifications of Unit Mail Personnel

**(Appointment of Military Postal Clerk,
Unit Mail Clerk or Mail Orderly)**

(Control and Maintenance of DD FORM 285)

1. DD Form 285 cards for Unit Mail Clerks will be validated by the servicing military post office. The servicing military post office validating official will enter their initials and stamp block 10 of DD Form 285 with the APDS (all purpose date stamp).
2. DD Form 285 for Mail Orderlies will be validated by Unit Postal Officers by entering their initials and date in block 10 of DD Form 285. Mail Orderlies that are authorized to pick up mail from the servicing military post office will be validate by the servicing military post office. The servicing military post office validating official will enter their initials and stamp block 10 of DD Form 285 with the APD (all purpose date stamp).
3. DD Form 285 will be completed in triplicate and distributed as follows:
 - a. The mail clerk or mail orderly.
 - b. The unit mailroom files.
 - c. The servicing military post office.

Only those DD Forms 285 for Mail Orderlies authorized to receive mail at the servicing military post office will be maintained at the servicing military post office.

4. Mail service personnel will present their DD Form 285 at all times when picking up accountable and non-accountable mail.



Qualifications of Unit Mail Personnel

(Examples of DD Form 285)

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <i>(See Instructions on Reverse)</i>		1. DATE EFFECTIVE	2. DATE REVOKED
		15 Aug 01	
3. NAME OF APPOINTEE (Last, First, Middle Initial)			
THORPE, DONALD J.			
4. RANK OR GRADE	5. SSN	6. TITLE OF APPOINTEE	
SFC/E-4	000-00-0000	UNIT MAIL CLERK	
7. ORGANIZATION/ACTIVITY		8. APO, MPO OR CONUS INSTALLATION	
1st Signal Bn		APO AP 96205	
9. MAIL AUTHORIZED TO RECEIVE <i>(Check and Initial)</i>			
10. THIS FORM MUST BE VALIDATED BY THE SERVING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE UNIT'S OFFICIAL SEAL.			
Personal (All)	Official (Except accountable)		
<input checked="" type="checkbox"/> JS	<input type="checkbox"/>		
Personal (Except accountable)	Official Pouches Only		
<input type="checkbox"/>	<input type="checkbox"/>		
Official (All)			
<input checked="" type="checkbox"/> JS	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL		SIGNATURE OF APPOINTEE	
JOHN SWARTZ, CPT, INF		DONALD J. THORPE	

DD Form 285, JUN 67

Item 9. Indicate the correct title of the appointee: Military Postal Clerk, Unit Mail Clerk or Mail Orderly.

Item 7. State the exact activity, i.e., Sq Op, Ship's Name, BN, CO, BSO, NCO Club, Exchange, Official Center, etc.

Items 9 & 10. Appointing official will check box and initial by each type of mail appointee is authorized to receive. Validating official will initial in lower right corner.

Signature of Appointing Official: I have appointed the individual named to receive mail indicated addressed to the specific organization/activity shown. When this appointment is terminated, I will (1) notify the agency through direct mail if required, (2) destroy DD 285 returned by the individual, and (3) complete Item 2 (DD 285) on the Unit File Copy and retain it for the period specified in the applicable service's regulation.

Signature of Appointee: I have studied the instructions in applicable regulations, manuals, and other directives, and am thoroughly familiar with my responsibilities and duties. I will carry this authorization whenever I am engaged in mail handling duties and return it to the appointing official when I am relieved of mail handling duties.

PART I - 8030 PART II - 9030 15 AUG 01

DD Form 285 Reverse, JUN 67

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <i>(See Instructions on Reverse)</i>		1. DATE EFFECTIVE	2. DATE REVOKED
		15 Aug 01	
3. NAME OF APPOINTEE (Last, First, Middle Initial)			
DOE, JOHN A.			
4. RANK OR GRADE	5. SSN	6. TITLE OF APPOINTEE	
SFC/E-4	000-00-0000	UNIT MAIL ORDERLY	
7. ORGANIZATION/ACTIVITY		8. APO, MPO OR CONUS INSTALLATION	
12th Engr Bn		APO AP 96205	
9. MAIL AUTHORIZED TO RECEIVE <i>(Check and Initial)</i>			
10. THIS FORM MUST BE VALIDATED BY THE SERVING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE UNIT'S OFFICIAL SEAL.			
Personal (All)	Official (Except accountable)		
<input checked="" type="checkbox"/> JS	<input type="checkbox"/>		
Personal (Except accountable)	Official Pouches Only		
<input type="checkbox"/>	<input type="checkbox"/>		
Official (All)			
<input checked="" type="checkbox"/> JS	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL		SIGNATURE OF APPOINTEE	
JOHN SWARTZ, CPT, INF		JOHN A. DOE	

DD Form 285, JUN 67

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <i>(See Instructions on Reverse)</i>		1. DATE EFFECTIVE	2. DATE REVOKED
		15 Aug 01	
3. NAME OF APPOINTEE (Last, First, Middle Initial)			
HONG, GOLDONG (FOREIGN NATIONAL)			
4. RANK OR GRADE	5. SSN	6. TITLE OF APPOINTEE	
KGS-4	N/A	MAIL ORDERLY	
7. ORGANIZATION/ACTIVITY		8. APO, MPO OR CONUS INSTALLATION	
Merchants Bank		APO AP 96205	
9. MAIL AUTHORIZED TO RECEIVE <i>(Check and Initial)</i>			
10. THIS FORM MUST BE VALIDATED BY THE SERVING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE UNIT'S OFFICIAL SEAL.			
Personal (All)	Official (Except accountable)		
<input checked="" type="checkbox"/> JS	<input type="checkbox"/>		
Personal (Except accountable)	Official Pouches Only		
<input type="checkbox"/>	<input type="checkbox"/>		
Official (All)			
<input checked="" type="checkbox"/> JS Ins/Cert	<input checked="" type="checkbox"/> No Regs		
SIGNATURE OF APPOINTING OFFICIAL		SIGNATURE OF APPOINTEE	
JOHN SWARTZ, CPT, INF		GOLDONG HONG	

DD Form 285, JUN 67



Qualifications of Unit Mail Personnel



(RELIEF OF APPOINTED PERSONNEL)

When appointed personnel are relieved, the DD Form 285 issued to the individual will be retrieved and destroyed by the appointing authority. The appointing authority will notify the servicing military post office in writing of the revocation.

If the reason for relief is postal related ensure that the reason is stated on the termination letter and that the individual is not appointed to handle mail in the future. The appointing authority will draw a single diagonal line across the unit's copy of DD Form 285 with the word "VOID" written on the line. The revocation date will be placed in Block #2. Attach the voided DD Form 285 card to the revocation memorandum and retain in an inactive file for 2 years after revocation date.



Qualifications of Unit Mail Personnel



(Example of Termination/Revocation Memorandum)

EAPC-M

15 January 20XX

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Termination of Unit Postal Officer/Alternate Unit Postal Officer, Unit Mail Clerk/Orderly or Alternate Unit Mail Clerk/Orderly

1. Effective _____ date _____ the following individual(s) is/are terminated as Unit Postal Officer/Alternate Unit Postal Officer, Unit Mail Clerk/Orderly or Alternate Unit Mail Clerk/Orderly:

CPT Slater, Snoop E., 000-00-0000, Unit Postal Officer
SSG Chenault, Cynthia M., 000-00-0000, Alternate Postal Officer
SPC Thorpe, Donald J., 000-00-0000, Unit Mail Clerk
SPC Doe, John A., 000-00-0000, Unit Mail Orderly

2. Authority: DoD Postal Manual 4525.6-M, C15.7.1.

3. State reason for termination. If reason is postal related ensure that the individual is not reappointed as a postal officer, mail clerk/mail orderly.

4. The point of contact for this action is the undersigned at 724-xxxx.

JOHN SWARTZ
CPT, IN
Commanding

DISTRIBUTION:

- 1 – Appointed Individual
- 1 – Unit Mailroom Files
- 1 – MPO Mailroom Inspector



Qualifications of Unit Mail Personnel



APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY (See Instructions on Reverse)		1. DATE EFFECTIVE 1-10-96	2. DATE REVOKED 5-7-96
3. NAME OF APPOINTEE (Last, First, Middle Initial) HONG, GOLDONG (FOREIGN NATIONAL)			
4. RANK OR GRADE KGS-4	5. SERVICE NUMBER/SSAN		6. TITLE OF APPOINTEE Mail Orderly
7. ORGANIZATION/ACTIVITY Merchants Bank		8. APO, MPO, OR CONUS INSTALLATION APO AP 96205	
9. MAIL AUTHORIZED TO RECEIVE (Check and Initial)		10. THIS FORM MUST BE VALIDATED BY THE SERV- ING AGENCY'S GENERAL PURPOSE DATING STAMP FOR USE TO CLERK MAIL. IN THE CASE OF THE NAVY MAIL ROOM, VALIDATION MAY BE BY SUPERVISOR'S SIGNATURE AND SEAL.	
PERSONAL (ALL) <input type="checkbox"/>	OFFICIAL (Except accountable) <input type="checkbox"/>	<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;"> ADPS </div>	
PERSONAL (Except accountable) <input checked="" type="checkbox"/> <i>JP</i>	OFFICIAL POUCHES ONLY <input type="checkbox"/>		
OFFICIAL (All) <input checked="" type="checkbox"/> <i>JP</i> Ins/Cert	<input checked="" type="checkbox"/> No Regs		
SIGNATURE OF APPOINTING OFFICIAL <i>ROBERT SWARTZ, CPT, INF</i>		SIGNATURE OF APPOINTEE <i>NOTHANA J. JOHNSON</i>	

FIGURE 5 (Example of voided DD Form 285)

MAIL ROOM		
NO ADMITTANCE EXCEPT TO AUTHORIZED PERSONNEL		
MAIL CALL		
DAILY	SAT	SUN & HOL.
1300 THRU 1800 HRS	1300 THRU 1400 HRS	NONE
THIS NOTICE TO BE ATTACHED TO DOORS OF MAIL ROOMS		

DD FORM 1115, 1 MAR 56

FIGURE 6 (Example of DD Form 1115)



RESPONSIBILITIES OF UNIT MAILROOM PERSONNEL



Responsibilities of Unit Mail Personnel



Unit Commanders will:

- Provide adequate space and equipment necessary for the proper handling and security of the mail
- Ensure postal officers, mail clerks and orderlies have sufficient time to efficiently perform their mail-handling duties.
- Periodically check mailroom to ensure it is being maintained in an orderly condition.
- Report and take required action on postal offenses and losses IAW Chapter 14 of the DOD Postal Manual 4525.6-M.



Responsibilities of Unit Mail Personnel



Unit Postal Officers will:

- Ensure mail is picked up at the times specified by the MPO and is handled in an efficient and timely manner.
- Develop SOP's to cover mail security, emergency destruction of mail, and delivery of mail during field exercises (FTXs)
- Supervise operations of unit mailroom IAW DoD 4525.6-M, C1.6.9, C15.1-C15.13 and AR 600-8-3
- Verify daily that all accountable mail has been delivered by comparing the PS Form 3883s and PS Form 3849s.



Responsibilities of Unit Mail Personnel



Unit Mail Clerks, Alternates and Mail Orderlies will:

- Deliver mail and maintain accurate records for accountable mail
- Correct all discrepancies noted on mailroom inspections expeditiously
- Report known or suspected postal offenses to the unit postal officer or commander immediately
- Pick up mail at times specified by the MPO
- Deliver mail only to the actual addressee or authorized designee



Responsibilities of Unit Mail Personnel



Unit Mail Clerks, Alternates and Mail Orderlies will:

- Provide mail service and operate the mailroom IAW DOD Postal Manual 4525.6-M and AR 600-8-3.
- Safeguards mail at all times.
- Maintain an up-to-date mail directory file of all personnel being served, “Due in”, and personnel served that have been transferred during the last 12 months (6 months for personnel who were TDY)
- Perform “PROMPT” directory service on all undeliverable mail using the Electronic Postal Directory and return it to the servicing military post office (MPO) NLT the following workday after receipt of the mail.



UNIT MAILROOM OPERATIONS



Unit Mailroom Operations



(CONTROL OF KEYS AND COMBINATIONS)

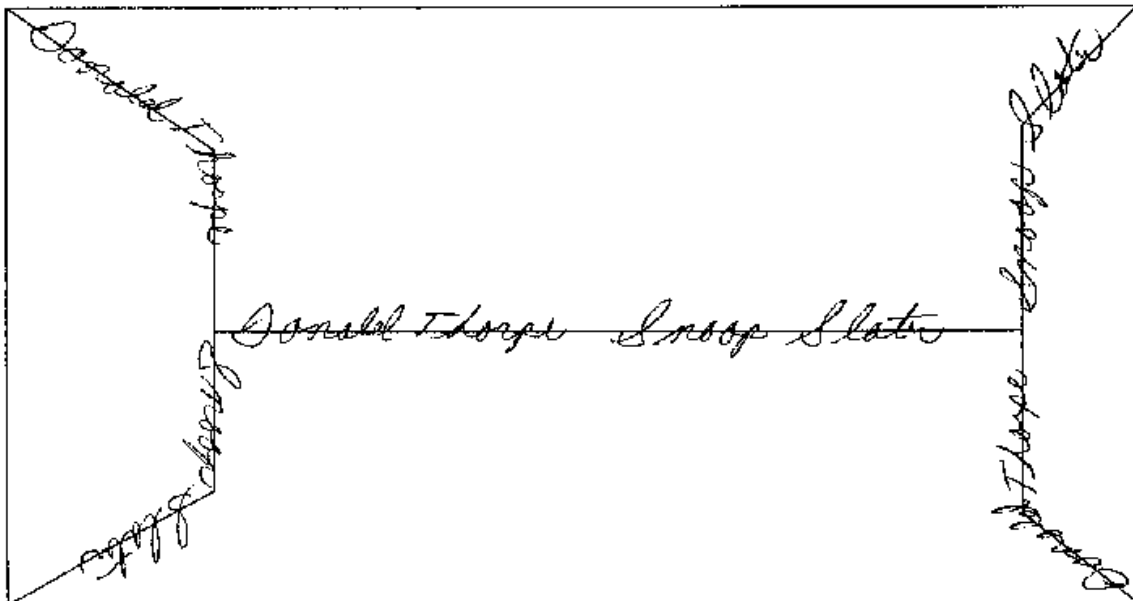
1. The unit mail clerk will keep only one key to the mailroom and any locked containers used for storing mail. These keys must be safeguarded at all times.
2. Combinations of containers used to store registered mail will be changed at least annually or each time there is a change of mail clerks, and whenever an actual or suspected compromise occurs.
3. Each duplicate key and each copy of a combination will be sealed in its own PS Form 3977 (Duplicate Key Envelope). The envelope will be endorsed to show its contents and kept by either the unit commander or the unit postal officer. Both the person holding the duplicate key and the mail clerk holding the original key will sign across the flap of the sealed envelope. These duplicate keys or combination will be strictly accounted for. New envelopes will be prepared when any signatory ends his or her postal duties



Unit Mailroom Operations



UNITED STATES POSTAL SERVICE		Duplicate Key Inventory	
Employee Name (Print Last, First, & MI) <i>THORPE DONALD J.</i>		Instructions See Section 362, Handbook F-1, <i>Post Office Accounting Procedures</i> After the duplicate keys are enclosed and the flap is sealed, both you (the employee to whom the keys are assigned) and the witness to the sealing of this envelope must sign across both flaps on the reverse of this envelope. Affix a distinct and legible postmark across both envelope flaps. Give this signed and postmarked envelope to the appropriate supervisor who will be personally responsible for its protection. If it is necessary for you to withdraw keys temporarily, open this envelope in the presence of a witness. Cut along one end, leaving the signatures and postmarks intact. Both you and the witness must endorse and date the envelope. When the keys are returned, discard the opened envelope and prepare a new envelope. If access to one of your locked receptacles is necessary while you are absent from duty, the appropriate supervisor will remove the key from this envelope in the presence of a designated witness and both will endorse and date this envelope and show reason for withdrawing the key. The supervisor (or designee) and the witness must inventory the contents of the receptacle and certify this inventory. The supervisor must maintain the inventory with the opened envelope.	
Operating Unit <i>1ST SIGNAL BN</i>			
Receptacle	No.	No. Keys	Serial No.
Cash Drawer			
<i>DOOR</i>		<i>1</i>	<i>153728</i>
Stamp Cabinet			
Safe Compartment			
Envelope Drawer			
Designated Witness Name (Print)			
Designated Witness Name (Print)			
PS Form 3977, April 1988			



(Example of PS Form 3977)



Unit Mailroom Operations



(TRANSPORTING MAIL)

1. A closed body vehicle equipped with lockable doors will be used to transport mail to and from mail service activities. If such a vehicle is unavailable and another type is used, unit mail clerks or unit mail orderlies must ride in the compartment that holds the mail, if practical. If there are conditions that prohibit personnel from riding in the compartment with the mail, visual contact of the mail will be maintained at all times.
2. Privately owned vehicles will not be used to transport mail. If an emergency situation occurs, authorization must be requested by the unit commander and approved by the servicing postal activity.



Unit Mailroom Operations



(RECEIPT AND DELIVERY OF MAIL)

1. Only properly appointed unit mail clerks with a valid DD Form 285 in their possession may pick up or deliver mail at the servicing military post office.

2. Unit Postal Officers and **ARE NOT** authorized to pick up or issue mail in the absence of the unit mail clerk unless they have performed the following tasks:
 - a. Passed the Postal Clerk Performance Test.
 - b. Possess a DD Form 285 validated by the Installation Postal Officer or designated representative as an alternate mail clerk in addition to being designated as a Unit Postal Officer.



Unit Mailroom Operations



(RECEIPT AND DELIVERY OF MAIL)

3. Before receipting for mail at the servicing military post office, mail clerks will ensure any damaged mail is properly endorsed and repaired or rewrapped, prior to departing post office. If damaged articles are received in closed bags, they will be repaired and endorsed "Received in Damaged Condition," along with the date of receipt and the identity of the unit repairing the article.
4. Unit drop boxes, purchase of stamps, or Money orders for units geographically isolated from a servicing postal IAW DoD 4525.6M, C3.2.10.1 and C15.9 must be approved. Unit commanders may request authorization from the Installation Postal Officer or Civilian Postal Officer Supervisor for these services.



Unit Mailroom Operations



(RECEIPT AND DELIVERY OF MAIL)

5. Personal mail will be delivered to the addressee or through individual receptacles. Receptacle delivery procedures are contained in paragraph (T). Any competent member of the family who has a valid identification (ID) card may be given accountable and non-accountable mail addressed to the family except mail items endorsed “Restricted Delivery”. However, the sponsor may state in writing that no members other than the sponsor will have access to the sponsor’s mail.

6. Mail addressed to unit members by title (i.e., Commander, 1SG, Supply SGT, etc) is considered official mail, and will be delivered as such.



Unit Mailroom Operations



(RECEIPT AND DELIVERY OF MAIL)

7. Mail addressed in care of another or addressed to more than one addressee may be delivered to any addressee listed in the address. All addressees must be authorized APO privileges.

8. Mail addressed to “Commander of” an individual will be delivered as official mail to the commander. Mail addressed to “Commander of” a receptacle number which does not contain an addressee's name or unit designation will be returned to sender endorsed “Insufficient Address”

9. All mail will be date stamped on the reverse side to show date of receipt

10. Mail opened by mistake will be resealed, endorsed “Opened by Mistake,” and signed by the person opening the mail, if possible, and then returned to the servicing military post office from which received, so it can be forwarded to the correct address



Unit Mailroom Operations



(RECEIPT AND DELIVERY OF MAIL)

11. Customers can control delivery of accountable and non-accountable mail addressed to them by completing PS Form 3801, “Standing Delivery Order” (**FIGURE 9 & 10 in Part II, Accountable Mail**); PS Form 3849, “Delivery Notice / Reminder / Receipt,” (**FIGURE 3 thru 8 in Part II, Accountable Mail**); or by written instructions on a DD Form 2258, “Temporary Mail Disposition Instructions” (**FIGURE 78 thru 80, Part I, Mailroom Operations**), or a letter (letters must be signed by the addressee in the presence of the mail clerk and will be kept on file until withdrawal by the addressee). Customers may only name a person who is authorized MPO privileges by virtue of his or her own status. Customers may not use the PS Form 3801 for the convenience of not retrieving their own mail from the unit mailroom.

12. Addressees can refuse mail they do not want to receive. Non-accountable mail can be refused at the time of delivery or after delivery, if it is returned unopened. Accountable mail can only be refused at the time of delivery, before patron signs for the article. The addressee will be requested to write on the front of the envelope or wrapper “Refused,” and sign and date it. If the addressee declines to make the endorsement, the mail clerk or mail orderly will endorse it “Refused by Addressee,” then date and sign it



Unit Mailroom Operations

(RECEIPT AND DELIVERY OF MAIL)

13. Mail missent to your unit mailroom will be endorsed “Missent” to include your unit address, the date and the mail clerks initials.
14. First-class mail received unsealed will be endorsed “Received Unsealed”. Affix PS Label 21, “Officially Sealed” (if available) to the letter and initial it before delivery.
15. Mail addressed to unit mail clerks and mail orderlies will be processed the same as mail for other members of the unit. **Such mail will not be opened, stored or disposed of within mail work areas.**



Unit Mailroom Operations

(RECEIPT AND DELIVERY OF MAIL)

Yvette M. Chenault 1234 Chocolate Drive Lawton, OK 73501	Stamp
SSG John L. Lerner 121 Evac Box 156, Unit 15279 APO AP 96205-5279	
Received in Damaged Condition at 121 Evac 18 Jan 04 JMC	

FIGURE 9 ("Received In Damaged Condition")

Yvette M. Chenault 1234 Chocolate Drive Lawton, OK 73501	Stamp
Commander HHC 8 th PERSCOM Unit 5316 APO AP 96205-5316	

FIGURE 10 (Example of unit official mail)

Yvette M. Chenault 1234 Chocolate Drive Lawton, OK 73501	Stamp
Commander of Box # 390 APO AP 96205	
Insufficient Address 18 Jan 04 JMC	

FIGURE 11 (Insufficient Address)



Unit Mailroom Operations



(RECEIPT AND DELIVERY OF MAIL)

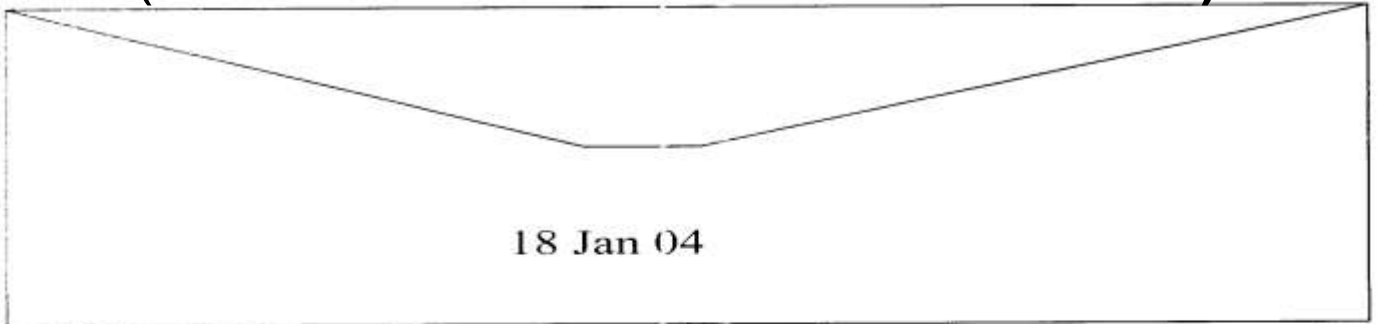


FIGURE 12 (Date stamp on reverse side of letter mail)

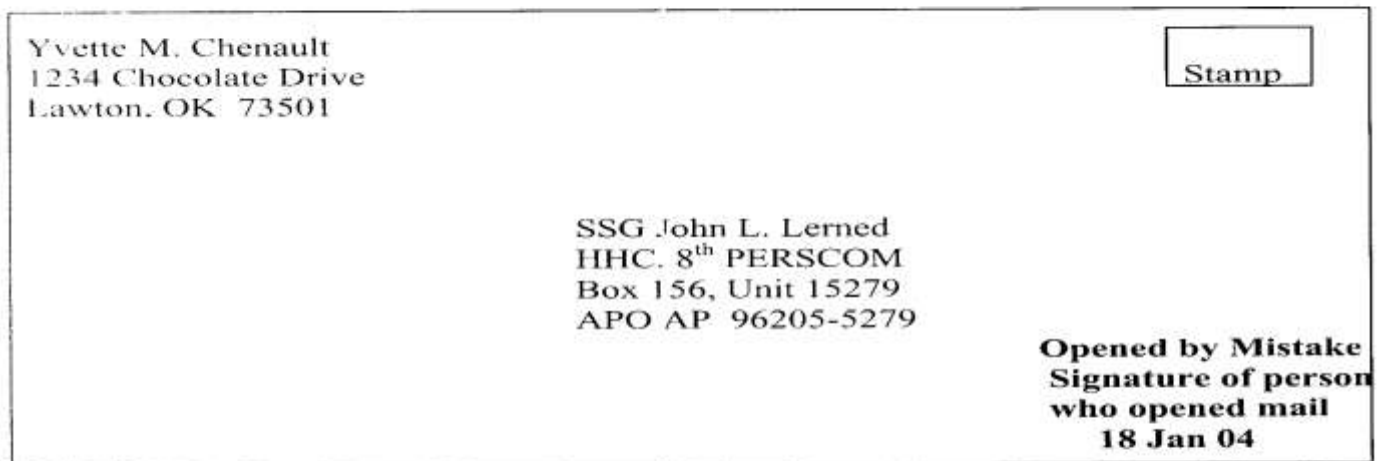


FIGURE 13 (“Opened by Mistake”)

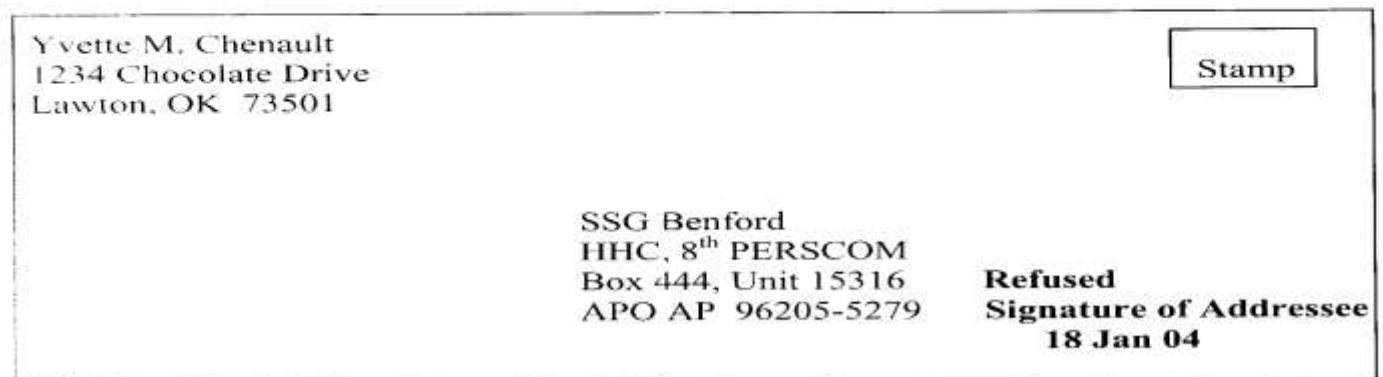


FIGURE 14 (“Refused by Addressee” and endorsed by addressee)



Unit Mailroom Operations

(RECEIPT AND DELIVERY OF MAIL)

Yvette M. Chenault 1234 Chocolate Drive Lawton, OK 73501	Stamp
SSG Benford HHC, 8 th PERSCOM Box 444, Unit 15279 APO AP 96205-5279	Refused by Addressee 18 Jan 04 Mail Clerk Signature

FIGURE 15 (“Refused by Addressee” and no endorsement by addressee)

Yvette M. Chenault 1234 Chocolate Drive Lawton, OK 73501	Stamp
SSG John L. Learned 121 Evac Box 156, Unit 15279 APO AP 96205-5279	Missent To: HHC, 8th PERSCOM APO AP 96205-5316 Date: Mail Clerk Initials:

FIGURE 16 (Missent to your unit address)

Yvette M. Chenault 1234 Chocolate Drive Lawton, OK 73501	Stamp
SSG John L. Learned 121 Evac Box 156, Unit 15279 APO AP 96205-5279	Received Unsealed Date: Mail Clerk Initials:

FIGURE 17 (First-class mail received unsealed)



Unit Mailroom Operations

(DIRECTORY SERVICE)

1. Each unit mailroom is responsible for the preparation and maintenance of a unit mail directory file on all personnel either assigned or attached to the unit, and for those personnel who departed from the unit during the past year.

2. ACTIVE (DA FORM 3955) DIRECTORY CARDS:

Personnel in-processing the unit must prepare two directory cards. Unit mail clerks will maintain one copy for unit mailroom files and take one copy to the servicing military post office directory clerk.

3. The active directory cards for personnel presently being served will, as a minimum, contain the name (Last, First, Middle Initial), grade, SSN, organization, and mailing address (**FIGURE 19**). Annotate family members first names, middle initials, (and last names when different from the sponsor's) in the "Remarks" section on the directory card. Enter "NFM" in the "Remarks" section to indicate there are no family members (**FIGURE 20**). If a sponsor has family members with a different last name, prepare and file separate card for that family member. The unit mail clerk must cross-reference this card with the sponsor's card and maintain it in an identical manner. Follow this procedure for personnel who have a name change (i.e. dual military) (**FIGURE 21**).

4. When a service member is reported absent without leave (AWOL), the unit mail clerk will annotate "AWOL – and effective date" in the Remarks block (**FIGURE 22**).



Unit Mailroom Operations



(DIRECTORY SERVICE)

5. Active directory cards will be maintained in alphabetical order regardless of rank or status (**FIGURE 18**). Some names such as Browne and Brown, or Stevens and Stevenson will match letter for letter up to the end of the shorter name. In such cases, the name with the fewer letters is filed first; thus, Brown precedes Browne, and Stevens before Stevenson. If the last names are exactly alike, use first names and possibly middle initials in determining the order of file.

6. INACTIVE (DA FORM 3955) DIRECTORY CARDS: Personnel departing the unit must complete the directory card on file at the unit mailroom and one additional directory card (**FIGURE 23**). The unit address annotated in “New Organization” block will be lined out and re-entered in “Old Mailing Address” block. Unit mail clerks will maintain one copy for the unit mailroom files and take one copy to the servicing military post office directory clerk.

7. If a service member has departed the unit and did not complete a directory card, the unit mail clerk will complete the card for the service member. (**FIGURE 24**).



Unit Mailroom Operations



(DIRECTORY SERVICE)

8. Service members who are AWOL for 30 days and have been officially declared a deserter will have an inactive card completed by the unit mail clerk. Enter “Moved, Left No Address” in the New Mailing Address block (**FIGURE 22**).

9. PURGE DATES: The purge date is the date (month & year) the DA Form 3955 will be removed from the directory file. The purge date is annotated in the upper right hand corner of the directory card. (Example: when an individual is no longer served by the unit mailroom, you will count 12 months and write the 13th month in the upper right hand corner. If the individual is TDY, count 6 months and place the 7th month in the upper right hand corner. During the first work week of each month, the directory file will be screened and all expired cards will be removed and destroyed.



Unit Mailroom Operations

(DIRECTORY SERVICE)

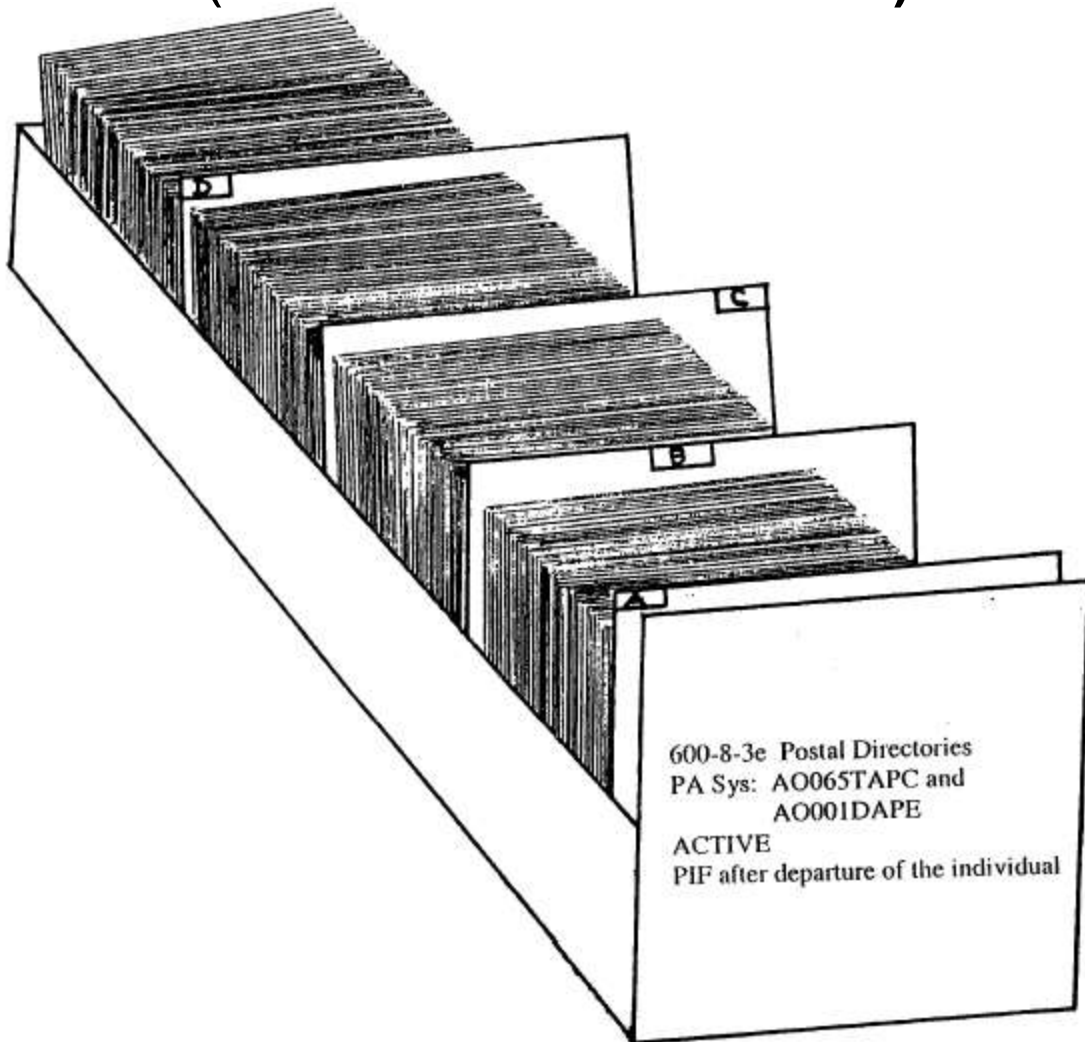


FIGURE 18 (Example of file for Active DA Form 3955 Cards)

*Note: DA Form 3955 cards will be kept on file for 12 months and destroyed the following month after departure of the sponsor or family members. Inactive files labels for Postal directories containing DA Form 3955 cards will look as follows:

600-8-3e Postal Directories PA Sys: AO065TAPC and AO001DAPE	REC TYPE: K
INACTIVE DESTROY 12 MONTHS AFTER THE DEPARTURE MONTH OF THE INDIVIDUAL	



Unit Mailroom Operations



(DIRECTORY SERVICE)

Whitaker, Judy A.		E-4	000-00-0000	PURGE DATA
PRINT NAME (Last, First, MI)		GRADE	SSN	
NEW ORGANIZATION (Complete Designation)			BOX NUMBER	
8th PERSCOM, Box 289, Unit 15316, APO AP 96205			289	
<p>DATA REQUIRED BY THE PRIVACY ACT OF 1974. AUTHORITY: Title 38 USC and DOD/Postal Service Agreement, 2 Feb. 59. PRINCIPAL PURPOSE: To route and forward (Directory) mail. ROUTINE USES: Used by Army military and civilian personnel in mail functions and address inquiries. Data are inspected by commanders, postal officers, and military and civilian inspectors. DISCLOSURE: Voluntary. However, failure to provide the requested information could result in delay/inability to forward mail.</p>				
OLD MAILING ADDRESS (Include BOX No., if any, and ZIP Code)		NEW MAILING ADDRESS (Include ZIP Code)		
DATE DEPARTED OLD ORG.		DATE DUE NEW ORG.		
QUARTERS/OFF POST ADDRESS		REMARKS		
<p>CONSENT: <input checked="" type="checkbox"/> I DO <input type="checkbox"/> I DO NOT CONSENT TO RELEASE THE ABOVE HOME ADDRESS OR SSN TO THIRD PARTIES.</p>		<p>Dependents: Ann M. Whitaker (Wife) Bill S. Whitaker (Son)</p> <p>(IF DEPARTING, COMPLETE BELOW ITEMS)</p>		
SIGNATURE		DATE	ORDER NUMBER	ORDER DATE
<p><i>Judy Whitaker</i></p>		<p>1 AUG 78</p>		
<p>DA FORM 3955 1 FEB 79</p>		<p>EDITION OF 1 AUG 78 MAY BE USED</p> <p>CHANGE OF ADDRESS AND DIRECTORY CARD</p> <p>For use of this form, see AF's 65-1 and 65-75; the proponent agency is TAGCEN.</p>		

FIGURE 19 (Example of DA Form 3955 - Incoming Personnel)



Unit Mailroom Operations



(DIRECTORY SERVICE)

Redstone, Fred D. PRINT NAME (Last, First, MI)	E-4 GRADE	000-00-0000 SSN	PURGE DATA
NEW ORGANIZATION (Complete Designation)			BOX NUMBER
8th PERSCOM, Box 312, Unit 15316, APO AP 96205			312
<p>DATA REQUIRED BY THE PRIVACY ACT OF 1974. AUTHORITY: Title 39 USC and DOD/Postal Service Agreement, 2 Feb. 59. PRINCIPAL PURPOSE: To route and forward (Directory) mail. ROUTINE USES: Used by Army military and civilian personnel in mail functions and address inquiries. Data are inspected by commanders, postal officers, and military and civilian inspectors. DISCLOSURE: Voluntary. However, failure to provide the requested information could result in delay/inability to forward mail.</p>			
OLD MAILING ADDRESS (Include BOX No., if any, and ZIP Code)		NEW MAILING ADDRESS (Include ZIP Code)	
DATE DEPARTED OLD ORG.		DATE DUE NEW ORG.	
QUARTERS/OFF POST ADDRESS		REMARKS	
		NFM	
FOP CONSENT: <input checked="" type="checkbox"/> I DO <input type="checkbox"/> I DO NOT CONSENT TO RELEASE THE ABOVE HOME ADDRESS OR SSN TO THIRD PARTIES.		(IF DEPARTING, COMPLETE BELOW ITEMS)	
SIGNATURE		DATE	ORDER NUMBER
Fred D. Redstone		15 JUN 01	
DA FORM 3955 1 FEB 79		EDITION OF 1 AUG 78 MAY BE USED. CHANGE OF ADDRESS AND DIRECTORY CARD For use of this form, see AR's 65-1 and 65-75; the proponent agency is TAGCEN.	

FIGURE 20 (Example of DA Form 3955 – no family members “NFM”)



Unit Mailroom Operations

(DIRECTORY SERVICE)



Spunky, David T. PRINT NAME (Last, First, MI)		E-5 GRADE	000-00-0000 SSN	PURGE DATA
NEW ORGANIZATION (Complete Designation) 8th PERSCOM, Box 28, Unit 15316, APO AP 96205				BOX NUMBER 28
<small>DATA REQUIRED BY THE PRIVACY ACT OF 1974. AUTHORITY: Title 39 USC and DOD/Postal Service Agreement, 2 Feb. 59. PRINCIPAL PURPOSE: To route and forward (Directory) mail. ROUTINE USES: Used by Army military and civilian personnel in mail functions and address inquiries. Data are inspected by commanders, postal officers, and military and civilian inspectors. DISCLOSURE: Voluntary. However, failure to provide the requested information could result in delay/inability to forward mail.</small>				
OLD MAILING ADDRESS (include BOX No., if any, and ZIP Code)		NEW MAILING ADDRESS (include ZIP Code)		
DATE DEPARTED OLD ORG:		DATE DUE NEW ORG.		
QUARTERS/OFF POST ADDRESS		REMARKS Dependents: Jessica P. Spunky (Wife) Sam J. Brown (Son) <i>(IF DEPARTING, COMPLETE BELOW ITEMS)</i>		
CONSENT: <input checked="" type="checkbox"/> I DO <input type="checkbox"/> I DO NOT CONSENT TO RELEASE THE ABOVE HOME ADDRESS OR SSN TO THIRD PARTIES.		HEADQUARTERS ISSUING ORDERS		
SIGNATURE <i>David Spunky</i>	DATE 10 AUG 01	ORDER NUMBER	ORDER DATE	
DA FORM 1 FEB 79 3955		EDITION OF 1 AUG 78 MAY BE USED CHANGE OF ADDRESS AND DIRECTORY CARD For use of this form, see AR's 65-1 and 65-75; the proponent agency is TAGCEN.		

FIGURE 21 – (Example of DA Form 3955 – Sponsor Cross Reference)



Unit Mailroom Operations



(DIRECTORY SERVICE)

Brown, Sam J. PRINT NAME (Last, First, MI)		CIV GRADE	000-00-0000 SSN	PURGE DATA
NEW ORGANIZATION (Complete Designation)			BOX NUMBER	
8th PERSCOM, Box 28, Unit 15316, APO AP 96205			28	
<p>DATA REQUIRED BY THE PRIVACY ACT OF 1974. AUTHORITY: Title 39 USC and DOD/Postal Service Agreement, 2 Feb 59 PRINCIPAL PURPOSE: To route and forward (Directory) mail. ROUTINE USES: Used by Army military and civilian personnel in mail functions and address inquiries. Data are inspected by commanders, postal officers, and military and civilian inspectors. DISCLOSURE: Voluntary. However, failure to provide the requested information could result in delay/inability to forward mail.</p>				
OLD MAILING ADDRESS (Include BOX No., if any, and ZIP Code)		NEW MAILING ADDRESS (include ZIP Code)		
DATE DEPARTED OLD ORG		DATE DUE NEW ORG:		
QUARTERS/OFF POST ADDRESS		REMARKS (Cross-Reference) Sponsor: Spunky, David T.		
CONSENT: <input checked="" type="checkbox"/> I DO <input type="checkbox"/> I DO NOT CONSENT TO RELEASE THE ABOVE HOME ADDRESS OR SSN TO THIRD PARTIES.		(IF DEPARTING, COMPLETE BELOW ITEMS)		
SIGNATURE		DATE	ORDER NUMBER	ORDER DATE
SIGNATURE OF SPONSOR		10 AUG 01		
DA	FORM 1 FEB 79	3955	EDITION OF 1 AUG 78 MAY BE USED	
CHANGE OF ADDRESS AND DIRECTORY CARD				
For use of this form, see AR's 65-1 and 65-75. The proponent agency is TAGCEN.				

FIGURE 21 – (Example of DA Form 3955 – Dependent Cross Reference)



Unit Mailroom Operations



(DIRECTORY SERVICE)

Smith, Bill J. PRINT NAME (Last, First, MI)		E-3 GRADE	000-00-0000 SSN	SEP 02 PURGE DATA
NEW ORGANIZATION (Complete Designation)				BOX NUMBER
8th PERSCOM, Box 335, Unit 15316, APO AP 96205				335
<small>DATA REQUIRED BY THE PRIVACY ACT OF 1974. AUTHORITY: Title 39 USC and DOD/Postal Service Agreement, 2 Feb. 59. PRINCIPAL PURPOSE: To route and forward (Directory) mail. ROUTINE USES: Used by Army military and civilian personnel in mail functions and address inquiries. Data are inspected by commanders, postal officers, and military and civilian inspectors. DISCLOSURE: Voluntary. However, failure to provide the requested information could result in delay/inability to forward mail.</small>				
OLD MAILING ADDRESS (Include BOX No., if any, and ZIP Code)		NEW MAILING ADDRESS (Include ZIP Code)		
8th PERSCOM Box 335, Unit 15316 APO AP 96205-5316		Moved, Left No Address		
DATE DEPARTED OLD ORG: 9 Aug 01		DATE DUE NEW ORG:		
QUARTERS/OFF POST ADDRESS		REMARKS		
		NFM AWOL - 9 Aug 01		
BJS CONSENT: <input checked="" type="checkbox"/> I DO <input type="checkbox"/> I DO NOT CONSENT TO RELEASE THE ABOVE HOME ADDRESS OR SSN TO THIRD PARTIES.		(IF DEPARTING, COMPLETE BELOW ITEMS)		
SIGNATURE		DATE	ORDER NUMBER	ORDER DATE
Bill J. Smith		28 JUN 01		
DA FORM 1 FEB 78 3955		EDITION OF 1 AUG 78 MAY BE USED.		
CHANGE OF ADDRESS AND DIRECTORY CARD				
For use of this form, see AR's 65-1 and 65-75; the proponent agency is TAGCEN.				

FIGURE 22 – (Example of DA Form 3955 – AWOL over 30 days)



Unit Mailroom Operations



(DIRECTORY SERVICE)

Whitaker, Judy A. PRINT NAME (Last, First, MI)		E-4 GRADE	000-00-0000 SSN	JUN 02 PURGE DATA
NEW ORGANIZATION (Complete Designation)				BOX NUMBER
8th PERSCOM, Box 289, Unit 15316, APO AP 96205				289
<p>DATA REQUIRED BY THE PRIVACY ACT OF 1974. AUTHORITY: Title 39 USC and DOD/Postal Service Agreement, 2 Feb. 59. PRINCIPAL PURPOSE: To route and forward (Directory) mail. ROUTINE USES: Used by Army military and civilian personnel in mail functions and address inquiries. Data are inspected by commanders, postal officers, and military and civilian inspectors. DISCLOSURE: Voluntary. However, failure to provide the requested information could result in delay/inability to forward mail.</p>				
OLD MAILING ADDRESS (Include BOX No., if any, and ZIP Code)		NEW MAILING ADDRESS (Include ZIP Code)		
8th PERSCOM Box 289, Unit 15316 APO AP 96205-5316		HHC 1st Infantry Division Ft Riley, KS 66442		
DATE DEPARTED OLD ORG: 15 May 01		DATE DUE NEW ORG: 15 Jun 01		
QUARTERS/OFF POST ADDRESS		REMARKS		
		Dependents: Ann M. Whitaker (Wife) Bill S. Whitaker (Son)		
JAW CONSENT: <input checked="" type="checkbox"/> I DO <input type="checkbox"/> I DO NOT CONSENT TO RELEASE THE ABOVE HOME ADDRESS OR SSN TO THIRD PARTIES.		(IF DEPARTING, COMPLETE BELOW ITEMS)		
SIGNATURE		HEADQUARTERS ISSUING ORDERS		ORDER DATE
Judy A. Whitaker		A DET 516TH PSB		27 APR 01
DATE		ORDER NUMBER		
14 MAY 01		15-28		
FORM 3955 1 FEB 79		EDITION OF 1 AUG 78 MAY BE USED.		
CHANGE OF ADDRESS AND DIRECTORY CARD				
For use of this form, see AR's 65-1 and 65-75, the proponent agency is TAGCEN.				

FIGURE 23 (Example of DA Form 3955 – Outgoing Personnel)



Unit Mailroom Operations

(DIRECTORY SERVICE)



DCE, JOHN M.		SPC	123-45-6789	JUN 02
PRINT NAME (Last, First, MI)		GRADE	SSN	PURGE DATA
NEW ORGANIZATION (Complete Designation)				BOX NUMBER
845 PERSCOM Box 123, Unit 15316, APO AP 96205				123
<small>DATA REQUIRED BY THE PRIVACY ACT OF 1974. AUTHORITY: Title 39 USC and DOD/Postal Service Agreement, 2 Feb. 59. PRINCIPAL PURPOSE: To route and forward (Directory) mail. ROUTINE USES: Used by Army military and civilian personnel in mail functions and address inquiries. Data are inspected by commanders, postal officers, and military and civilian inspectors. DISCLOSURE: Voluntary. However, failure to provide the requested information could result in delayability to forward mail.</small>				
OLD MAILING ADDRESS (Include BOX No., if any, and ZIP Code)		NEW MAILING ADDRESS (Include ZIP Code)		
845 PERSCOM Box 123 Unit 15316 APO AP 96205-5316		HHC, 1ST INFANTRY DIVISION FT RILEY, KS 66442		
DATE DEPARTED OLD ORG: 15 MAY 01		DATE DUE NEW ORG: 15 JUN 01		
QUARTERS/OFF POST ADDRESS		REMARKS		
		Soldier Departed without preparing Change of address card. Soldier did not consent to release of his address.		
CONSENT: <input type="checkbox"/> I DO <input type="checkbox"/> I DO NOT CONSENT TO RELEASE THE ABOVE HOME ADDRESS OR SSN TO THIRD PARTIES.		(IF DEPARTING, COMPLETE BELOW ITEMS)		
		HEADQUARTERS ISSUING ORDERS		
		A DET, 516th PSB		
SIGNATURE (Type/Class name/rank)	DATE	ORDER NUMBER	ORDER DATE	
Prepared by Mailer K	15 MAY 01	16-20	27 APR 01	
DA FORM 3955	EDITION OF 1 AUG 78 MAY BE USED.		CHANGE OF ADDRESS AND DIRECTORY CARD	
For use of this form, see AR 600-8-3. The preparing agency is ODCSPEN.				

FIGURE 24 – (Example of DA Form 3955 – Prepared by unit mail clerk for soldier who departed without filling card out.)



Unit Mailroom Operations



(ELECTRONIC DIRECTORY SERVICE)

1. Postal Directory is a web based application that allows you to manage, search and print address information. By being web based Postal Directory is available from any computer by simply accessing the Soldier Management System (SMS) at <https://sms.korea.army.mil/> and logging on using your AKO user id and password.

- a. Postal Directory is a module of the SMS. Every postal clerk, unit mailroom clerk, and S1 will have access to the postal locator ensuring that addresses are updated quicker by eventually eliminating the single point of entry for DA 3955 data.

NOTE: The Postal Operations Division will notify all Military Post Offices when to stop using the DA 3955.

Every authorized user has the ability to update address information. By providing enhanced search and printing capabilities the Postal Directory helps ensure that the mail gets to the right address.

- b. The Postal Directory also allows labels to be printed by UIC, MOS, and zip code. The more you use Postal Directory the more you understand its capabilities. The Postal Directory is not just for soldiers; address information for all branches of the Armed Forces and civilians in the Theater will be maintained. As personnel in-process and out-process they have the option to update their information online. The goal of Postal Directory is to provide the most accurate address information possible. By doing so it empowers both organizations and individuals.



Unit Mailroom Operations



(ELECTRONIC DIRECTORY SERVICE)

2. System requirements for the Postal Directory:

- Computer – running Microsoft Windows 2000 or XP
- Network Access – connected to a network able to access the Internet
- Laser Printer (recommended)
- Web Browser – Microsoft Internet Explorer is recommended, but there is no reason that Netscape or some other browser will not work.
- Microsoft Word - is required for printing the labels
- Sheet Labels – Postal Directory is designed to work with Avery 5161 and 5162 labels
- AKO User ID – If you do not have an AKO account or do not know your password go to <https://www.us.army.mil>



Unit Mailroom Operations



(ELECTRONIC DIRECTORY SERVICE)

NOTE: For Korean employees, Contractors, Air Force, Navy and Marine personnel to receive an AKO account they must be sponsored by a member of the APO, or anyone with an existing AKO account.

- a. The Korean employee will need to make up a SSN with 9 numbers in order for an SMS account to be created for them (suggest 999-last 5 digits of Korean Service Number). Contractors will enter their SSN.
- b. Korean employee/contractor goes to AKO website (with sponsor there as guide), click on register for AKO.
- c. Go to "Create Guest Account" and follow the prompts from there. Enter SSN in the block even though required it will be tied to their SMS account.



Unit Mailroom Operations



(ELECTRONIC DIRECTORY SERVICE)

d. Sponsor will receive an email from AKO prompting them to approve the request. (Sponsor Management can be found under "My Workspace" on AKO page).

e. Person should be able to logon within 24 hours. If you are assigned as a unit mail clerk and do not have an SMS account contact the servicing MPO to obtain an account.



Unit Mailroom Operations



(DISPOSITION OF UNDELIVERABLE MAIL)

1. Mail that cannot be delivered to the addressee is considered to be undeliverable mail. This undeliverable mail will be disposed of promptly and properly as defined in DoD Postal Manual 4525.6-M, Chapter 3 and AR 600-8-3 Chapter 4.

Screen all undeliverable mail against the unit daily status report or alpha roster before conducting directory service. Unit mail clerks can obtain a copy of the unit daily status report or alpha roster from the S-1 section. Maintain this report under Army Record Keeping Information Management System (ARIMS formerly known as MARKS) file # 600-8-3d.



Unit Mailroom Operations



(DISPOSITION OF UNDELIVERABLE MAIL)

2. Undeliverable mail must be endorsed with the reason for non-delivery or endorsed with the correct forwarding address (**FIGURE 25-34**). Endorsements will be made on the front of the mail whenever possible. The initial forwarding address will be placed below and to the right of the original address. After using all available space on the front of the mail, write “OVER” on the front and place additional endorsements on the back. Unit mail clerks will:

a. Enter their initials and the date directory service was given below the endorsement.

b. Write in omitted elements of the name, if known. Do not write, stamp, or cover the name of the addressee.



Unit Mailroom Operations



(DISPOSITION OF UNDELIVERABLE MAIL)

- c. Draw a single diagonal line through the incorrect address with a pen. Line through any bar codes which may be imprinted on the front lower right side or on the back side of the mail being directorized. Totally obliterate this code with a black marker.
- d. Make endorsements neat and legible, using the minimum space required.
- e. Back-stamp each piece of mail given directory service, to indicate date of receipt.
- f. If the individual has departed on permanent change of station and mail is being forwarded using a military unit as a forwarding address, include a “due-in date” “estimated date of arrival”. This is not necessary once the due-in date has passed.



Unit Mailroom Operations



(DISPOSITION OF UNDELIVERABLE MAIL)

3. Mail addressed for individuals that are due to arrive will be handled as follows:

a. Hold the mail for 15 days past the anticipated arrival date. If mail is unclaimed at that time, determine the individual's status by contacting your S-1 section or the military or civilian personnel office, and make disposition of the mail accordingly.

b. If there is no indication of a due-in date or the due in date has passed, but you have reason to believe that the individual is due to arrive because the mail is being forwarded, the sender has the same last name, or some other similar reason, hold it for 30 days.



Unit Mailroom Operations



(DISPOSITION OF UNDELIVERABLE MAIL)

c. If the mail is still unclaimed at the end of the hold period and if there is no indication that the individual is due to arrive at a later date, it will be endorsed “Attempted-Not Known” and returned to the servicing military post office.

d. Screen mail being held for due-in personnel against the directory at least weekly.

4. The servicing military post office monitors directory mail being returned by unit mail clerks to ensure that it is endorsed neatly and properly. If illegible or incorrect endorsements are frequently noted by the servicing military post office after the unit mail clerk has been briefed on correct directory procedures, the unit commander or postal officer will be advised.



Unit Mailroom Operations



(DISPOSITION OF UNDELIVERABLE MAIL)

5. Unit mail clerks will return all undeliverable mail to the servicing military post office daily. Sort and band mail separately as follows:

- a. All mail with forwarding address
- b. Attempted Not-Known
- c. Undeliverable as Addressed
- d. Missent
- e. Refused By Addressee
- f. Opened By Mistake
- g. Insufficient Address
- h. AWOL – Moved, Left No Address
- i. Casualty Mail



Unit Mailroom Operations



(DISPOSITION OF UNDELIVERABLE MAIL)

k. Undeliverable as Addressed Standard A and Standard B Mail Single Piece Rate Mail with No Endorsement from the Sender (See DoD 4525.6M, page 19-20 and C3.T3 & C3.T4 *Interim Change)

1. Standard A Mail weighing less than 16 ounces- Undeliverable As Addressed (Catalogs, newsletters, pamphlets, etc)

2. Standard B Mail weighing 16 ounces or more Undeliverable As Addressed (Library mail, bound printed matter, parcel post, special standard mail)

Second Class Magazines & Inter Theater Newspapers

1. With forwarding address
2. With PS Form 3579
3. Forwarding Period Expired – Undeliverable As Addressed

l. Second Class Newspapers (CONUS) – Undeliverable As Addressed (See DOD 4525.6M, page 94, Table C3.T2)



Unit Mailroom Operations



(DISPOSITION OF UNDELIVERABLE MAIL)

m. Uncancelled Mail

1. Domestic Mail
2. International Mail

TIME FRAME FOR HOLDING UNDELIVERABLE MAIL

Status	Time Frame	Additional Time Frame	Endorsement After Time Frame Expires
AWOL	Hold mail 30 Days	None	Moved-Left No Address
Personnel Due To Arrive	Hold mail 15 days days past anticipated arrival date.	Hold additional 15 days if you have reason to believe individual is	Attempted – Not Known
Casualties	Hold 24 hours	None Forwarding to Sevicing Military Post Office	Under Cover Endorsed Deceased / Search Patient / Hospital Search



Unit Mailroom Operations

(UNDELIVERABLE FIRST CLASS MAIL)

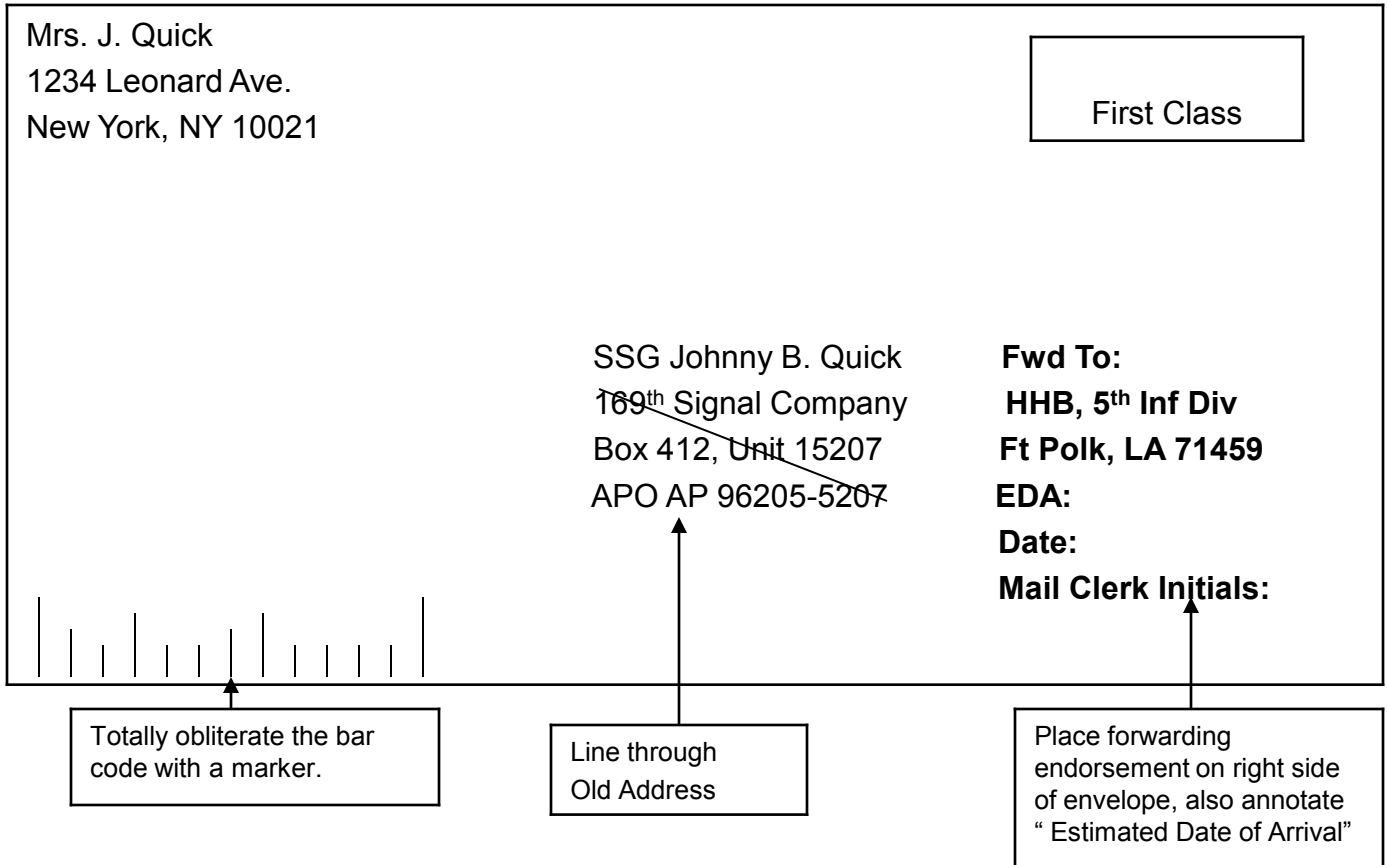


FIGURE 25 - First Class Mail with no mailer endorsement (DA Form 3955 on file)

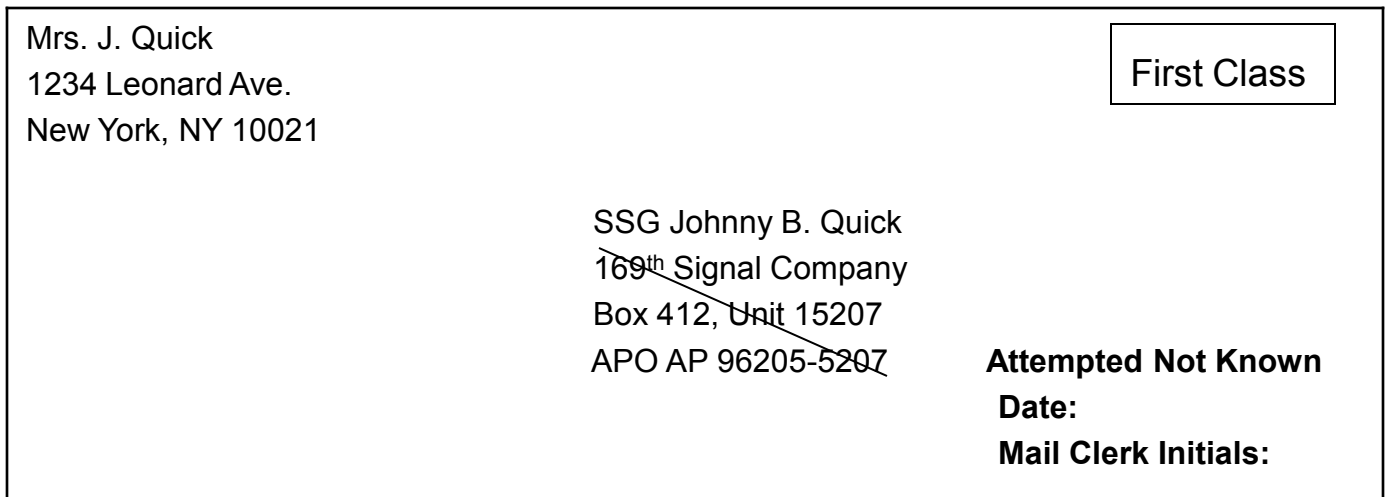


FIGURE 26 – First Class Mail no mailer endorsement (No record of DA Form 3955)



Unit Mailroom Operations

(UNDELIVERABLE FIRST CLASS MAIL)

Mrs. J. Quick
1234 Leonard Ave.
New York, NY 10021

**PRIORITY
MAIL**

Postage

**Change of Address Due
To Official Orders**

SSG Johnny B. Quick
~~169th Signal Company~~
Box 412, Unit 15207
~~APO AP 96205-5207~~

Fwd To:
HHB, 5th Inf Div
Ft Polk, LA 71459
EDA:
Date:
Mail Clerk Initials:

FIGURE 27 – Priority Mail (DA Form 3955 on file)

Mrs. J. Quick
1234 Leonard Ave.
New York, NY 10021

**PRIORITY
MAIL**

Postage

SSG Johnny B. Quick
~~169th Signal Company~~
Box 412, Unit 15207
~~APO AP 96205-5207~~

Attempted Not Known :
Date:
Mail Clerk Initials:

FIGURE 28 – Priority Mail (No record of DA Form 3955)



Unit Mailroom Operations

(UNDELIVERABLE FIRST CLASS MAIL)

Leisure Travels
 P.O. Box 777
 New York, NY 11305

First Class

ADDRESS CORRECTION REQUESTED

SSG Johnny B. Quick
~~169th Signal Company~~
 Box 412, Unit 15207
 APO AP 96205-5207

Fwd To:
HHB, 5th Inf Div
Ft Polk, LA 71459
EDA:
Date:
Mail Clerk Initials:

FIGURE 29 – First Class Mail with Mailer Endorsement (Address Correction Requested) (DA Form 3955 on file)

Leisure Travels
 P.O. Box 777
 New York, NY 11305

First Class

ADDRESS CORRECTION REQUESTED

SSG Johnny B. Quick
~~169th Signal Company~~
 Box 412, Unit 15207
 APO AP 96205-5207

Attempted Not Known
Date:
Mail Clerk Initials:

FIGURE 30 – First Class Mail with Mailer Endorsement (Address Correction Requested) (No record of DA Form 3955)



Unit Mailroom Operations

(UNDELIVERABLE FIRST CLASS MAIL)

First USA Bank
 123 Tecan St
 Vecaville, CA 95688

First Class

FORWARDING SERVICE REQUESTED

SSG Johnny B. Quick
~~169th Signal Company~~
 Box 412, Unit 15207
 APO AP 96205-5207

Fwd To:
HHB, 5th Inf Div
Ft Polk, LA 71459
EDA:
Date:
Mail Clerk Initials:

FIGURE 31 – First Class Mail with Mailer Endorsement (Forwarding Service Requested) (DA Form 3955 on file)

First USA Bank
 123 Tecan St
 Vecaville, CA 95688

First Class

FORWARDING SERVICE REQUESTED

SSG Johnny B. Quick
~~169th Signal Company~~
 Box 412, Unit 15207
 APO AP 96205-5207

Attempted Not Known
Date:
Mail Clerk Initials:

FIGURE 32 – First Class Mail with Mailer Endorsement (Forwarding Service Requested) (No record of DA Form 3955)



Unit Mailroom Operations

(UNDELIVERABLE FIRST CLASS MAIL)

CENTRAL BANK
P.O. Box 1005
Charlotte, NC 28212

First Class

RETURN SERVICE REQUESTED

SSG Johnny B. Quick
~~169th Signal Company~~
Box 412, Unit 15207
~~APO AP 96205-5207~~

New Address:
HHB, 5th Inf Div
Ft Polk, LA 71459
EDA:
Date:
Mail Clerk Initials:

FIGURE 33 – First Class Mail with Mailer Endorsement (Return Service Requested) (DA Form 3955 on file)

CENTRAL BANK
P.O. Box 1005
Charlotte, NC 28212

First Class

RETURN SERVICE REQUESTED

SSG Johnny B. Quick
~~169th Signal Company~~
Box 412, Unit 15207
~~APO AP 96205-5207~~

Attempted Not-Known
Date:
Mail Clerk Initials:

FIGURE 34 – First Class Mail with Mailer Endorsement (Return Service Requested) (No record of DA Form 3955)



Unit Mailroom Operations

(UNDELIVERABLE PERIODICALS SECOND CLASS MAIL)

1. Periodical (Magazines) that are undeliverable will be handled as outlined below:

NOTE: All undeliverable periodicals will be returned to the servicing APO for disposition except catalogs which can be freely distributed at the unit mailroom.

a. All periodical (magazines) for overseas personnel reassigned in an area served by the same postmaster (for example, APO AP 96XXX to APO AP 96XXX) will be forwarded for 60 days after the service member's departure. The mailroom clerk will endorse this mail "Advise Your Correspondent or Publisher of Your Correct Mailing Address" and "Change of Address Due to Official Orders."

* Exception: In the Pacific theater of operations (between APO/FPO 96XXX and APO/FPO Seattle 98XXX MPO's), all periodical (magazines) will be treated as if the MPO is served by the same postmaster when forwarding periodical (magazines).

b. All periodical (magazines) addressed to personnel who have been reassigned to an area not served by the same post master (for example, APO AP 96XXX to CONUS) will be forwarded for 60 days following the member's departure. Mail clerks will endorse this mail "Change of Address Due to Official Orders" and "Advise Your Correspondent or Publisher of Your Correct Mailing Address."



Unit Mailroom Operations

(UNDELIVERABLE PERIODICALS SECOND CLASS MAIL)

- c. The first copy of periodical (magazines) that are received after the 60 day forwarding period or if a forwarding address is unknown (i.e. no records of DA Form 3955 or PS Form 3579) shall be handled as follows. Complete PS Form 3579, listing the forwarding address and marked “Not Deliverable as Addressed - Unable to Forward,” and affix near the old address. Return the publication to the servicing military post office for processing.

 - d. All periodical (magazines) received after the PS Form 3579 has been prepared will be endorsed with “Forwarding Period Expired – Undeliverable as Addressed”.
2. Periodical (newspapers) that are undeliverable will be handled as outlined in the following instructions:
- a. Periodical (newspapers) addressed to personnel who have been reassigned to an area served by the same postmaster (for example, APO AP 96XXX to APO AP 96XXX) will be forwarded for 60 days after the service member’s departure. The mailroom clerk will endorse this mail “Advise Your Correspondent or Publisher of Your Correct Mailing Address” and “Change of Address Due to Official Orders”.



Unit Mailroom Operations

(UNDELIVERABLE PERIODICALS SECOND CLASS MAIL)

* Exception: In the Pacific theater of operations (between APO/FPO 96XXX and APO/FPO Seattle 98XXX MPO's), all periodical (newspapers) will be treated as if the MPO is served by the same postmaster when forwarding periodical (newspapers).

b. Periodical (newspapers) addressed to personnel who have been reassigned to an area not served by the same postmaster (for example, APO AP 96XXX to CONUS or APO AP 96XXX to APO AE 09XXX) WILL NOT be forwarded following the member's departure.

c. The first copy of periodical (newspapers) received after the 60 day forwarding period or if undeliverable because individual is reassigned to an area not served by the same postmaster shall be handled as follows. Complete PS Form 3579, listing the forwarding address and marked "Not Deliverable as Addressed – Unable to Forward", and affix near the old address. Return the publication to the servicing military post office for processing.



Unit Mailroom Operations

(UNDELIVERABLE PERIODICALS SECOND CLASS MAIL)

d. All periodical (newspapers) received after the PS Form 3579 has been prepared will be endorsed with “Forwarding Period Expired – Undeliverable as Addressed”.

3. Maintain a record of PS Form 3579's. The name of the publication, name of addressee, and date of notification will be maintained at the unit mailroom in a computer file or log to prevent sending duplicate notifications to publishers (**FIGURE 35**).



Unit Mailroom Operations

(UNDELIVERABLE PERIODICALS SECOND CLASS MAIL)

MAGAZINE	DATE OF PS FORM 3579	ADDRESSE NAME
TIME	15 Jan 03	SSG Doe, John A.
	17 Aug 03	PFC Brown, James B.
MAGAZINE	DATE OF PS FORM 3579	ADDRESSEE NAME
NEWSWEEK	23 May 03	SGT Ashley, Robert L.
	27 Nov 03	PFC Smith, Katy A.
MAGAZINE	DATE OF PS FORM 3579	ADDRESSEE NAME
MODERN ARCHITECTURE	9 Aug 03	SSG Quick, Johnny B
	9 Aug 03	PFC Madison, Ronald M.
	11 Sep 03	SGT Spunky, David T.

FIGURE 35 – Sample PS Form 3579 Log

Unit Mailroom Operations

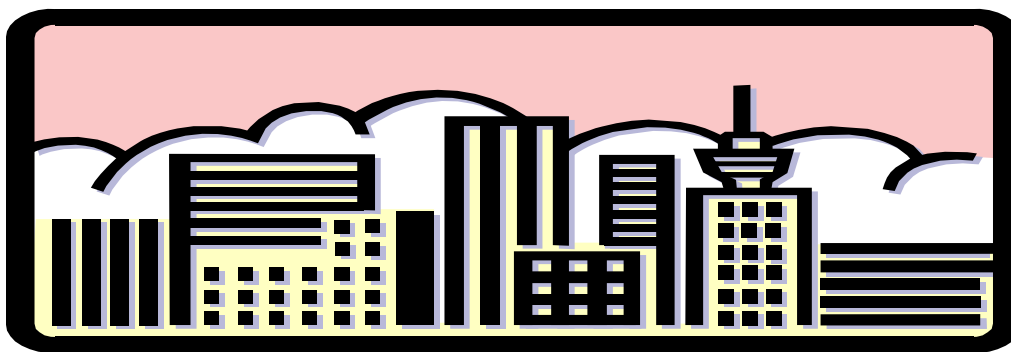


PERIODICAL (MAGAZINE)
(CONUS OR INTER THEATER
(APO AP 96XXX to APO AP 96XXX)
60 DAY FORWARDING PERIOD
DA FORM 3955 ON FILE



MODERN ARCHITECTURE
MAGAZINE

January 20XX



SSG JOHNNY B. QUICK
~~169th SIGNAL COMPANY~~
BOX 5, UNIT 15027
APO AP 96205-5027

ADVISE YOUR CORRESPONDENT
OR PUBLISHER OF YOUR
CORRECT MAILING ADDRESS

CAHNGE OF ADDRESS DUE TO
OFFICIAL ORDERS

FWD TO: HHB, 5th Inf Div
FT Polk, LA 71459

Date:
EDA:
Mail Clerk Initials:

Using hand printing, gummed
Labels, or rubber stamps place
Endorsements on left side of
address label

Line through
Old address

Using hand printing, gummed
labels, or rubber stamps place
forwarding endorsement below
and to the right of address
label. Also annotate "Estimated
Date of Arrival".

FIGURE 36 (PERIODICAL – MAGAZINE)

Unit Mailroom Operations

PERIODICAL (MAGAZINE)
(CONUS OR INTER THEATER
(APO AP 96XXX to APO AP 96XXX)
FIRST COPY AFTER 60 DAY
FORWARDING PERIOD EXPIRES
DA FORM 3955 ON FILE



MODERN ARCHITECTURE
MAGAZINE

January 20XX



SSG JOHNNY B. QUICK
~~169th SIGNAL COMPANY~~
BOX 5, UNIT 15027
~~APO AP 96205-5027~~

Mark reason if
No forwarding
Address.

United States Postal Service
Notice of Undeliverable Periodical

<input type="checkbox"/> No Such Number	<input type="checkbox"/> No Such Street	<input type="checkbox"/> Attempted not Known
<input type="checkbox"/> Unclaimed	<input type="checkbox"/> Refused	<input type="checkbox"/> Insufficient Address
<input checked="" type="checkbox"/> Not Deliverable as Addressed — Unable to Forward		

Initials	Date	Route Number
JRT	10 Jan 05	

Moved to the Following New Address:
Number, Street, Apt/Suite No., PO Box, Private Mail Box (PMB)

City	<input type="checkbox"/> No Change
State and ZIP + 4	<input type="checkbox"/> No Change

PS Form 3579, June 2000

Date

Affix PS Form 357
Near the old address

Forwarding address
If know.

FIGURE 37 (PERIODICAL – MAGAZINE)

Unit Mailroom Operations

PERIODICAL (MAGAZINE)
(CONUS OR INTER THEATER
(APO AP 96XXX to APO AP 96XXX)

All ISSUES RECEIVED
AFTER PS FORM 3579 HAS BEEN PREPARED
DA FORM 3955 ON FILE



MODERN ARCHITECTURE
MAGAZINE

January 20XX



SSG JOHNNY B. QUICK
~~169th SIGNAL COMPANY~~
~~BOX 5, UNIT 15027~~
~~APO AP 96205-5027~~

FORWARDING PERIOD EXPIRED
UNDELIVERABLE AS ADDRESSED
DATE:
MAIL CLERK INTIALS:

Line through
Old address

Using hand printing, gummed
labels, or rubber stamps place
endorsement below and to the
right of address label.

FIGURE 38 (PERIODICAL – MAGAZINE)

Unit Mailroom Operations

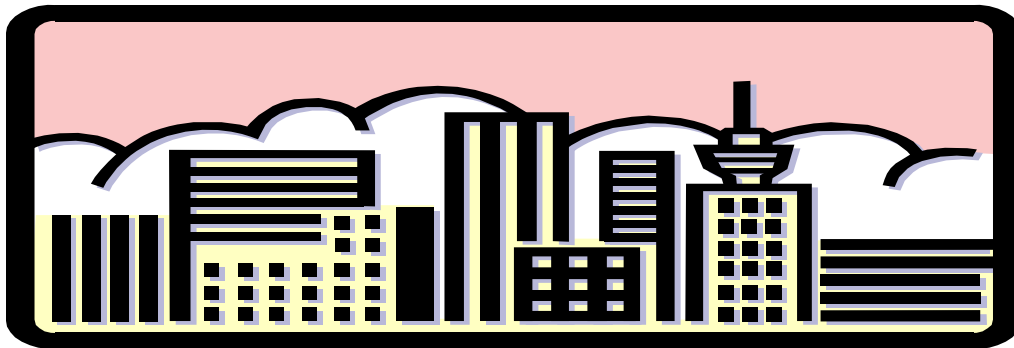


PERIODICAL (MAGAZINE)
(CONUS OR INTER THEATER
(APO AP 96XXX to APO AP 96XXX)
(NO RECORD OF DA FORM 3955
OR PS FROM 3579)
FIRST COPY



MODERN ARCHITECTURE
MAGAZINE

January 20XX



SSG JOHNNY B. QUICK
~~169th SIGNAL COMPANY~~
BOX 5, UNIT 15027
~~APO AP 96205-5027~~

Mark reason if
No forwarding
Address.

United States Postal Service
Notice of Undeliverable Periodical

<input type="checkbox"/> No Such Number	<input type="checkbox"/> No Such Street	<input type="checkbox"/> Attempted not Known
<input type="checkbox"/> Unclaimed	<input type="checkbox"/> Refused	<input type="checkbox"/> Insufficient Address
<input checked="" type="checkbox"/> Not Deliverable as Addressed — Unable to Forward		

Initials	Date	Route Number
JRT	10 Jan 05	

Moved to the Following New Address:
Number, Street, Apt/Suite No., PO Box, Private Mail Box (PMB)

City	<input type="checkbox"/> No Change
State and ZIP + 4	<input type="checkbox"/> No Change

PS Form 3579, June 2000

Date

Affix PS Form 357
Near the old address

Forwarding address
If know.

FIGURE 39 (PERIODICAL – MAGAZINE)

Unit Mailroom Operations



PERIODICAL (MAGAZINE)
(CONUS OR INTER THEATER
(APO AP 96XXX to APO AP 96XXX)
(NO RECORD OF DA FORM 3955
BUT PS FORM 3579 IS ON FILE)



ALL ISSUES RECEIVED
AFTER PS FORM 3579 HAS BEEN PREPARED

MODERN ARCHITECTURE
MAGAZINE

January 20XX



SSG JOHNNY B. QUICK
~~169th SIGNAL COMPANY~~
BOX 5, UNIT 15027
~~APO AP 96205-5027~~

FORWARDING PERIOD EXPIRED
UNDELIVERABLE AS ADDRESSED
DATE:
MAIL CLERK INITIALS:

Line through
Old address

Using hand printing, gummed
labels, or rubber stamps place
endorsement below and to the
right of address label.

FIGURE 40 (PERIODICAL – MAGAZINE)



Unit Mailroom Operations

PERIODICAL (NEWSPAPER)
(INTER THEATER ONLY)
(APO AP 96XXX TO APO AP 96XXX)
60 DAY FORWARDING PERIOD
DA FORM 3955 ON FILE



THE HAYES DAILY NEWS

140 w. 10th ST.
HAYS. KS 67638

Second Class
Postage Paid



~~SSG JOHNNY B. QUICK
169th SIGNAL COMPANY
BOX 5, UNIT 15027
APO AP 96205-5027~~

ADVISE YOUR CORRESPONDENT
OR PUBLISHER OF YOUR
CORRECT MAILING ADDRESS

CAHNGE OF ADDRESS DUE TO
OFFICIAL ORDERS

FWD TO: HHB, 5th Inf Div
FT Polk, LA 71459

Date:
EDA:
Mail Clerk Initials:

Using hand printing, gummed
Labels, or rubber stamps place
Endorsements on left side of
address label

Line through
Old address

Using hand printing, gummed
labels, or rubber stamps place
forwarding endorsement below
and to the right of address
label. Also annotate "Estimated
Date of Arrival".

FIGURE 41 (PERIODICAL – NEWSPAPER)

Unit Mailroom Operations



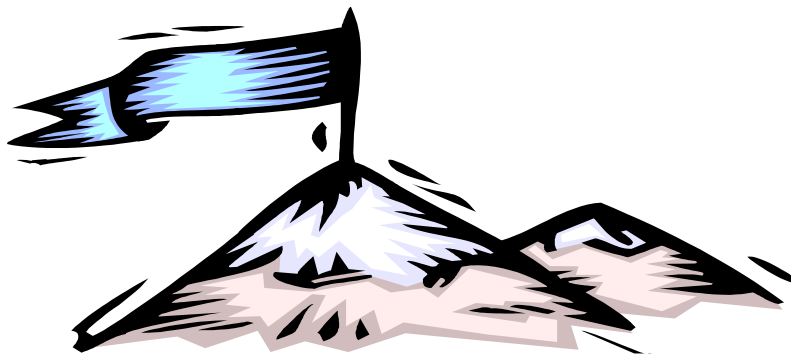
PERIODICAL (NEWSPAPER)
(INTER THEATER ONLY
(APO AP 96XXX TO APO AP 96XXX)
FIRST COPY AFTER 60 DAY
FORWARDING PERIOD EXPIRES
DA FORM 3955 ON FILE



THE HAYES DAILY NEWS

140 w. 10th ST.
HAYS. KS 67638

Second Class
Postage Paid



SSG JOHNNY B. QUICK
~~169th SIGNAL COMPANY~~
BOX 5, UNIT 15027
APO AP 96205-5027

Mark reason if
No forwarding
Address.

United States Postal Service
Notice of Undeliverable Periodical

No Such Number No Such Street Attempted not Known

Unclaimed Refused Insufficient Address

Not Deliverable as Addressed — Unable to Forward

Initials	Date	Route Number
JRT	10 Jan 05	

Moved to the Following New Address:
Number, Street, Apt/Suite No., PO Box, Private Mail Box (PMB)

City No Change

State and ZIP + 4 No Change

PS Form 3579, June 2000 Date

Affix PS Form 357
Near the old address

Forwarding address
If know.

FIGURE 42 (PERIODICAL – NEWSPAPER)

Unit Mailroom Operations



PERIODICAL (NEWSPAPER)
(INTER THEATER ONLY
(APO AP 96XXX TO APO AP 96XXX)



**All ISSUES RECEIVED
AFTER PS FORM 3579 HAS BEEN PREPARED
DA FORM 3955 ON FILE**

THE HAYES DAILY NEWS

140 w. 10th ST.
HAYS. KS 67638

Second Class
Postage Paid



SSG JOHNNY B. QUICK
~~169th SIGNAL COMPANY~~
~~BOX 5, UNIT 15027~~
~~APO AP 96205-5027~~

FORWARDING PERIOD EXPIRED
UNDELIVERABLE AS ADDRESSED
DATE:
MAIL CLERK INTIALS:

Line through
Old address

Using hand printing, gummed
labels, or rubber stamps place
endorsement below and to the
right of address label.

FIGURE 43 (PERIODICAL – NEWSPAPER)



Unit Mailroom Operations

PERIODICAL (NEWSPAPER)
(INTER THEATER ONLY
(APO AP 96XXX TO APO AP 96XXX)
(NO RECORD OF DA FORM 3955
BUT PS FORM 3579 IS ON FILE)



ALL ISSUES RECEIVED AFTER PS FORM 3579 HAS BEEN PREPARED

THE HAYES DAILY NEWS

140 w. 10th ST.
HAYS. KS 67638

Second Class
Postage Paid



~~SSG JOHNNY B. QUICK
169th SIGNAL COMPANY
BOX 5, UNIT 15027
APO AP 96205-5027~~

FORWARDING PERIOD EXPIRED
UNDELIVERABLE AS ADDRESSED
DATE:
MAIL CLERK INTIALS:

Line through
Old address

Using hand printing, gummed
labels, or rubber stamps place
endorsement below and to the
right of address label.

FIGURE 44 (PERIODICAL – NEWSPAPER)



Unit Mailroom Operations

PERIODICAL (NEWSPAPER)

(CONUS ONLY)

FIRST COPY AFTER INDIVIDUAL
HAS RETURNED TO CONUS

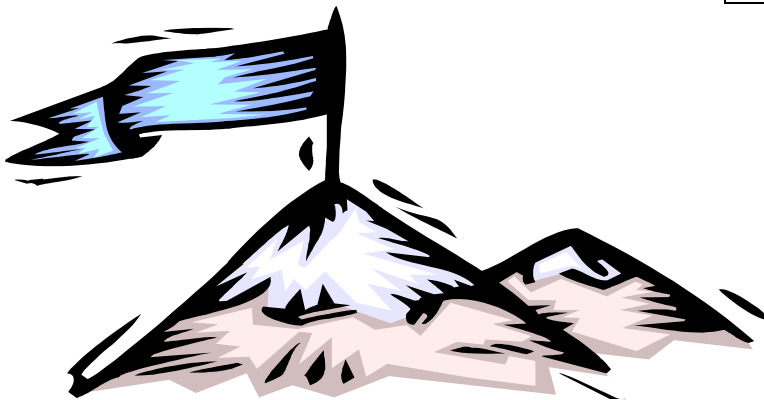
DA FORM 3955 ON FILE



THE HAYES DAILY NEWS

140 w. 10th ST.
HAYS. KS 67638

Second Class
Postage Paid



SSG JOHNNY B. QUICK
~~169th SIGNAL COMPANY~~
BOX 5, UNIT 15027
APO AP 96205-5027

Mark reason if
No forwarding
Address.

United States Postal Service

Notice of Undeliverable Periodical

No Such Number No Such Street Attempted not Known

Unclaimed Refused Insufficient Address

Not Deliverable as Addressed — Unable to Forward

Initials

Date

Route Number

JRT

10 Jan 05

Moved to the Following New Address:

Number, Street, Apt./Suite No., PO Box, Private Mail Box (PMB)

City

No Change

State and ZIP + 4

No Change

PS Form 3579, June 2000

Date

Affix PS Form 357
Near the old address

Forwarding address
If know.

FIGURE 45 (PERIODICAL – NEWSPAPER)



Unit Mailroom Operations



PERIODICAL (NEWSPAPER)
(CONUS ONLY)
ALL ISSUES RECEIVED
AFTER PS FORM 3579 HAS BEEN PREPARED
DA FORM 3955 ON FILE

THE HAYES DAILY NEWS

140 w. 10th ST.
HAYS. KS 67638

Second Class
Postage Paid



~~SSG JOHNNY B. QUICK
169th SIGNAL COMPANY
BOX 5, UNIT 15027
APO AP 96205-5027~~

UNDELIVERABLE AS ADDRESSED
DATE:
MAIL CLERK INTIALS:

Line through
Old address

Using hand printing, gummed
labels, or rubber stamps place
endorsement below and to the
right of address label.

FIGURE 46 (PERIODICAL – NEWSPAPER)



Unit Mailroom Operations

(UNDELIVERABLE STANDARD A)

(THIRD CLASS MAIL)

LEISURE TRAVELS
 P.O. BOX 777
 NEW YORK, NY 11305

Presorted Std
 U.S. Postage
 Paid

SGT Roger R. Jensen
~~169th Signal Company~~
 Box 392, Unit 15207
 APO AP 96205-5207

Undeliverable As Addressed
Date:
Mail Clerk Initials:

FIGURE 47 – Standard A (Third Class Mail) with no Mailer Endorsement (DA Form 3955 on file) *Return to the post office for disposition

LEISURE TRAVELS
 P.O. BOX 777
 NEW YORK, NY 11305

Nonprofit
 Organization
 U.S. Postage
 Paid

SGT Roger R. Jensen
~~169th Signal Company~~
 Box 392, Unit 15207
 APO AP 96205-5207

Undeliverable As Addressed
Date:
Mail Clerk Initials:

FIGURE 48 – Standard A (Third Class Mail) with no Mailer Endorsement (No record of DA Form 3955 on file) *Return to the post office for disposition



Unit Mailroom Operations

(UNDELIVERABLE STANDARD A)

(THIRD CLASS MAIL)

First USA Bank
 123 Tecan St
 Vacaville, CA 95688
CHANGE SERCIVE REQUESTED

Bulk Rate
 U.S. Postage
 Paid

SGT Roger R. Jensen
~~169th Signal Company~~
~~Box 392, Unit 15207~~
~~APO AP 96205-5207~~

Undeliverable As Addressed
Date:
Mail Clerk Initials:

FIGURE 49 – Standard A (Third Class Mail) with Mailer Endorsement (Change Service Requested) DA Form 3955 on file)

First USA Bank
 123 Tecan St
 Vacaville, CA 95688
CHANGE SERCIVE REQUESTED

Presorted Std
 U.S. Postage
 Paid

SGT Roger R. Jensen
~~169th Signal Company~~
~~Box 392, Unit 15207~~
~~APO AP 96205-5207~~

Undeliverable As Addressed
Date:
Mail Clerk Initials:

FIGURE 49 – Standard A (Third Class Mail) with Mailer Endorsement (Change Service Requested) (No record of DA Form 3955)



Unit Mailroom Operations

(UNDELIVERABLE STANDARD A)

(THIRD CLASS MAIL)

CENTRAL BANK
 P.O. Box 1005
 Charlotte, NC 28212
ADDRESS SERCIVE REQUESTED

Nonprofit
 Organization
 U.S. Postage
 Paid

**Change of Address Due
 To Official Orders**

SGT Roger R. Jensen
~~169th Signal Company~~
~~Box 392, Unit 15207~~
~~APO AP 96205-5207~~

Fwd To:
53 Trans Bn
Ft Hood, TX 76321
EAD:
Date:
Mail Clerk Initials:

FIGURE 51 – Standard A (Third Class Mail) with Mailer Endorsement (Address Service Requested) DA Form 3955 on file)

CENTRAL BANK
 P.O. Box 1005
 Charlotte, NC 28212
ADDRESS SERCIVE REQUESTED

Bulk Rate
 U.S. Postage
 Paid

SGT Roger R. Jensen
~~169th Signal Company~~
~~Box 392, Unit 15207~~
~~APO AP 96205-5207~~

Undeliverable As Addressed
Date:
Mail Clerk Initials:

FIGURE 52 – Standard A (Third Class Mail) with Mailer Endorsement (Address Service Requested) (Forwarding Address is known) (No record of DA Form 3955)



Unit Mailroom Operations

(UNDELIVERABLE STANDARD A)

(THIRD CLASS MAIL)

CENTRAL BANK
 P.O. Box 1005
 Charlotte, NC 28212
FORWARDING SERVICE REQUESTED

Presorted Std
 U.S. Postage
 Paid

**Change of Address Due
 To Official Orders**

SGT Roger R. Jensen
~~169th Signal Company~~
~~Box 392, Unit 15207~~
~~APO AP 96205-5207~~

Fwd To:
53 Trans Bn
Ft Hood, TX 76321
EAD:
Date:
Mail Clerk Initials:

FIGURE 53 – Standard A (Third Class Mail) with Mailer Endorsement (Forwarding Service Requested) (DA Form 3955 on file)

CENTRAL BANK
 P.O. Box 1005
 Charlotte, NC 28212
FORWARDING SERVICE REQUESTED

Nonprofit
 Organization
 U.S. Postage
 Paid

SGT Roger R. Jensen
~~169th Signal Company~~
~~Box 392, Unit 15207~~
~~APO AP 96205-5207~~

Undeliverable As Addressed
Date:
Mail Clerk Initials:

FIGURE 54 – Standard A (Third Class Mail) with Mailer Endorsement (Forwarding Service Requested) (No record of DA Form 3955)



Unit Mailroom Operations

(UNDELIVERABLE STANDARD A)

(THIRD CLASS MAIL)

CENTRAL BANK
 P.O. Box 1005
 Charlotte, NC 28212
RETURN SERCIVE REQUESTED

Bulk Rate
 U.S. Postage
 Paid

SGT Roger R. Jensen
~~169th Signal Company~~
~~Box 392, Unit 15207~~
~~APO AP 96205-5207~~

New Address:
53 Trans Bn
Ft Hood, TX 76321
EAD:
Date:
Mail Clerk Initials:

FIGURE 55 – Standard A (Third Class Mail) with Mailer Endorsement (Return Service Requested) (DA Form 3955 on file)

CENTRAL BANK
 P.O. Box 1005
 Charlotte, NC 28212
RETURN SERCIVE REQUESTED

Presorted Std
 U.S. Postage
 Paid

SGT Roger R. Jensen
~~169th Signal Company~~
~~Box 392, Unit 15207~~
~~APO AP 96205-5207~~

Undeliverable As Addressed
Date:
Mail Clerk Initials:

FIGURE 56 – Standard A (Third Class Mail) with Mailer Endorsement (Return Service Requested) (No record of DA Form 3955)



Unit Mailroom Operations

(UNDELIVERABLE STANDARD B)

(FOURTH CLASS MAIL)

MONTGOMERY WARDS
Chicago, IL 60630

Fourth Class
U.S. Postage Paid
Chicago, IL
Permit No. 1

**Change of Address Due
To Official Orders**

SGT Roger R. Jensen
~~169th Signal Company~~
Box 392, Unit 15207
APO AP 96205-5207

Fwd To:
53 Trans Bn
Ft Hood, TX 76321
EAD:
Date:
Mail Clerk Initials:

**FIGURE 57 – Standard B (Fourth Class Mail) with no Mailer Endorsement
(DA Form 3955 on file) *Return to the post office for disposition**

MONTGOMERY WARDS
Chicago, IL 60630

Fourth Class
U.S. Postage Paid
Chicago, IL
Permit No. 1

SGT Roger R. Jensen
~~169th Signal Company~~
Box 392, Unit 15207
APO AP 96205-5207

Undeliverable As Addressed
Date:
Mail Clerk Initials:

**FIGURE 58 – Standard B (Fourth Class Mail) with no Mailer Endorsement
(No record of DA Form 3955) *Return to the post office for disposition**



Unit Mailroom Operations

(UNDELIVERABLE STANDARD B)

(FOURTH CLASS MAIL)

MONTGOMERY WARDS
Chicago, IL 60630

ADDRESS CORRECTION REQUESTED

Fourth Class
U.S. Postage Paid
Chicago, IL
Permit No. 1

**Change of Address Due
To Official Orders**

SGT Roger R. Jensen
~~169th Signal Company~~
Box 392, Unit 15207
~~APO AP 96205-5207~~

Fwd To:
53 Trans Bn
Ft Hood, TX 76321
EAD:
Date:
Mail Clerk Initials:

FIGURE 59 – Standard B (Fourth Class Mail) with Mailer Endorsement (Address Correction Requested) (DA Form 3955 on file)

MONTGOMERY WARDS
Chicago, IL 60630

ADDRESS CORRECTION REQUESTED

Fourth Class
U.S. Postage Paid
Chicago, IL
Permit No. 1

SGT Roger R. Jensen
~~169th Signal Company~~
Box 392, Unit 15207
~~APO AP 96205-5207~~

Undeliverable As Addressed
Date:
Mail Clerk Initials:

FIGURE 60 – Standard B (Fourth Class Mail) with Mailer Endorsement (Address Correction Requested) (No record of DA Form 3955)



Unit Mailroom Operations

(UNDELIVERABLE STANDARD B)

(FOURTH CLASS MAIL)

MONTGOMERY WARDS
Chicago, IL 60630

**FORWARDING AND RETURN
POSTAGE GUARANTEED**

Fourth Class
U.S. Postage Paid
Chicago, IL
Permit No. 1

**Change of Address Due
To Official Orders**

SGT Roger R. Jensen
~~469th Signal Company~~
Box 392, Unit 15207
~~APO AP 96205-5207~~

Fwd To:
53 Trans Bn
Ft Hood, TX 76321
EAD:
Date:
Mail Clerk Initials:

**FIGURE 61 – Standard B (Fourth Class Mail) with Mailer Endorsement
(Forwarding and Return Postage Guaranteed) (DA Form 3955 on file)**

MONTGOMERY WARDS
Chicago, IL 60630

**FORWARDING AND RETURN
POSTAGE GUARANTEED**

Fourth Class
U.S. Postage Paid
Chicago, IL
Permit No. 1

SGT Roger R. Jensen
~~469th Signal Company~~
Box 392, Unit 15207
~~APO AP 96205-5207~~

Undeliverable As Addressed
Date:
Mail Clerk Initials:

**FIGURE 62 – Standard B (Fourth Class Mail) with Mailer Endorsement
(FORWARDING AND RETURN POSTAGE GUARANTEED) (No record of
DA Form 3955)**



Unit Mailroom Operations

(UNDELIVERABLE STANDARD B)

(FOURTH CLASS MAIL)

MONTGOMERY WARDS
Chicago, IL 60630

**FORWARDING AND RETURN POSTAGE
GUARANTEED, ADDRESS CORRECTION
REQUESTED**

Fourth Class
U.S. Postage Paid
Chicago, IL
Permit No. 1

**Change of Address Due
To Official Orders**

SGT Roger R. Jensen
~~169th Signal Company~~
Box 392, Unit 15207
~~APO AP 96205-5207~~

Fwd To:
53 Trans Bn
Ft Hood, TX 76321
EAD:
Date:
Mail Clerk Initials:

**FIGURE 63 – Standard B (Fourth Class Mail) with Mailer Endorsement
(FORWARDING AND RETURN POSTAGE GUARANTEED, ADDRESS
CORRECTION REQUESTED) (DA Form 3955 on file)**

MONTGOMERY WARDS
Chicago, IL 60630

**FORWARDING AND RETURN POSTAGE
GUARANTEED, ADDRESS CORRECTION
REQUESTED**

Fourth Class
U.S. Postage Paid
Chicago, IL
Permit No. 1

SGT Roger R. Jensen
~~169th Signal Company~~
Box 392, Unit 15207
~~APO AP 96205-5207~~

Undeliverable As Addressed
Date:
Mail Clerk Initials:

**FIGURE 64 – Standard B (Fourth Class Mail) with Mailer Endorsement
(FORWARDING AND RETURN POSTAGE GUARANTEED, ADDRESS
CORRECTION REQUESTED) (No record of DA Form 3955)**



Unit Mailroom Operations

(UNDELIVERABLE STANDARD B)

(FOURTH CLASS MAIL)

MONTGOMERY WARDS
Chicago, IL 60630

**DO NOT FORWARD, ADDRESS CORRECTION
REQUESTED, RETURN POSTAGE QUARANTEED**

Fourth Class
U.S. Postage Paid
Chicago, IL
Permit No. 1

SGT Roger R. Jensen
~~169th~~ Signal Company
Box 392, Unit 15207
APO AP 96205-5207

Undeliverable As Addressed
Date:
Mail Clerk Initials:

**FIGURE 65 – Standard B (Fourth Class Mail) with Mailer Endorsement
(DO NOT FORWARD, ADDRESS CORRECTION REQUESTED, RETURN
POSTAGE QUARANTEED) (DA Form 3955 on file)**

MONTGOMERY WARDS
Chicago, IL 60630

**DO NOT FORWARD, ADDRESS CORRECTION
REQUESTED, RETURN POSTAGE QUARANTEED**

Fourth Class
U.S. Postage Paid
Chicago, IL
Permit No. 1

SGT Roger R. Jensen
~~169th~~ Signal Company
Box 392, Unit 15207
APO AP 96205-5207

Undeliverable As Addressed
Date:
Mail Clerk Initials:

**FIGURE 66 – Standard B (Fourth Class Mail) with Mailer Endorsement
(DO NOT FORWARD, ADDRESS CORRECTION REQUESTED, RETURN
POSTAGE QUARANTEED) (No record of DA Form 3955)**



Unit Mailroom Operations

(UNDELIVERABLE STANDARD B)

(FOURTH CLASS MAIL)

MONTGOMERY WARDS
Chicago, IL 60630

DO NOT FORWARD

Fourth Class
U.S. Postage Paid
Chicago, IL
Permit No. 1

SGT Roger R. Jensen
~~169th Signal Company~~
Box 392, Unit 15207
APO AP 96205-5207

Undeliverable As Addressed
Date:
Mail Clerk Initials:

**FIGURE 67 – Standard B (Fourth Class Mail) with Mailer Endorsement
(DO NOT FORWARD) (DA Form 3955 on file)**



Unit Mailroom Operations



(AWOL PERSONNEL)

Hold mail until the individual has been AWOL for 30 days. After the 30th day endorse mail “Moved, Left No Address” and return to the servicing military post office

Bill Smith
123 Tecan St
Vacaville. CA 95688

First
Class

PVT Alvis R. Major
~~169th Signal Company~~
Box 389, Unit 15207
APO AP 96205-5207

Moved, Left No Address
Date:
Mail Clerk Initials:

FIGURE 68 – First Class Mail with no Mailer endorsement (AWOL over 30 days)
***Return to the post office for disposition**

Mrs. J. Quick
1234 Leonard Ave.
New York, NY 10021

**PRIORITY
MAIL**

Postage

SSG Johnny B. Quick
~~169th Signal Company~~
Box 412, Unit 15207
APO AP 96205-5207

Moved, Left No Address
Date:
Mail Clerk Initials:

FIGURE 69 – Priority Mail (AWOL over 30 days)



Unit Mailroom Operations

(AWOL PERSONNEL)



Leisure Travels
P.O. Box 777
New York, NY 11305

First
Class

ADDRESS CORRECTION REQUESTED

SSG Johnny B. Quick
~~169th Signal Company~~
Box 412, Unit 15207
APO AP 96205-5207

Moved, Left No Address
Date:
Mail Clerk Initials:

FIGURE 70 – First Class Mail with Mailer endorsement (ADDRESS CORRECTION REQUESTED) (AWOL over 30 days)

First USA Bank
123 Tecan St
Vacaville, CA 95688

First
Class

FORWARDING SERVICE REQUESTED

SSG Johnny B. Quick
~~169th Signal Company~~
Box 412, Unit 15207
APO AP 96205-5207

Moved, Left No Address
Date:
Mail Clerk Initials:

FIGURE 71 – First Class Mail with Mailer endorsement (FORWARDING SERVICE REQUESTED) (AWOL over 30 days)



Unit Mailroom Operations (AWOL PERSONNEL)

CENTRAL BANK
P.O. Box 1005
Charlotte, NC 28212

First
Class

RETURN SERVICE REQUESTED

SSG Johnny B. Quick
~~169th Signal Company~~
Box 412, Unit 15207
APO AP 96205-5207

Moved, Left No Address
Date:
Mail Clerk Initials:

FIGURE 72 – First Class Mail with Mailer endorsement (ADDRESS CORRECTION REQUESTED) (AWOL over 30 days)

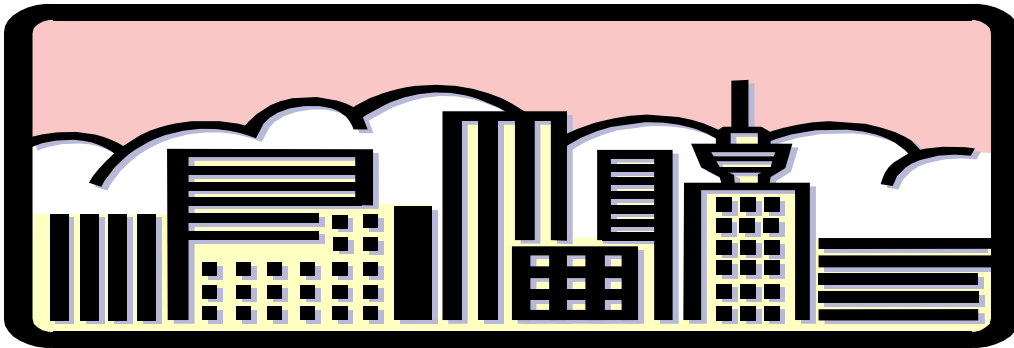
Unit Mailroom Operations



**PERIODICAL (MAGAZINE)
PERSONNEL WHO ARE AWOL
OVER 30 DAYS
PREPARE PS FORM 3579
FOR FIRST COPY**

**MODERN ARCHITECTURE
MAGAZINE**

January 20XX



SSG JOHNNY B. QUICK
~~169th SIGNAL COMPANY~~
BOX 5, UNIT 15027
~~APO AP 96205-5027~~

Mark reason



United States Postal Service

Notice of Undeliverable Periodical

<input type="checkbox"/> No Such Number	<input type="checkbox"/> No Such Street	<input type="checkbox"/> Attempted not Known
<input type="checkbox"/> Unclaimed	<input type="checkbox"/> Refused	<input type="checkbox"/> Insufficient Address
<input checked="" type="checkbox"/> Not Deliverable as Addressed — Unable to Forward		

Initials	Date	Route Number
JRT	10 Jan 05	

Moved to the Following New Address:
Number, Street, Apt/Suite No., PO Box, Private Mail Box (PMB)

City	<input type="checkbox"/> No Change
------	------------------------------------

State and ZIP + 4	<input type="checkbox"/> No Change
-------------------	------------------------------------

PS Form 3579, June 2000	Date
-------------------------	------

Affix PS Form 357
Near the old address

**FIGURE 73 - (PERIODICAL – MAGAZINE – AWOL OVER 30 DAYS)
PERIODICAL (MAGAZINE)**



Unit Mailroom Operations

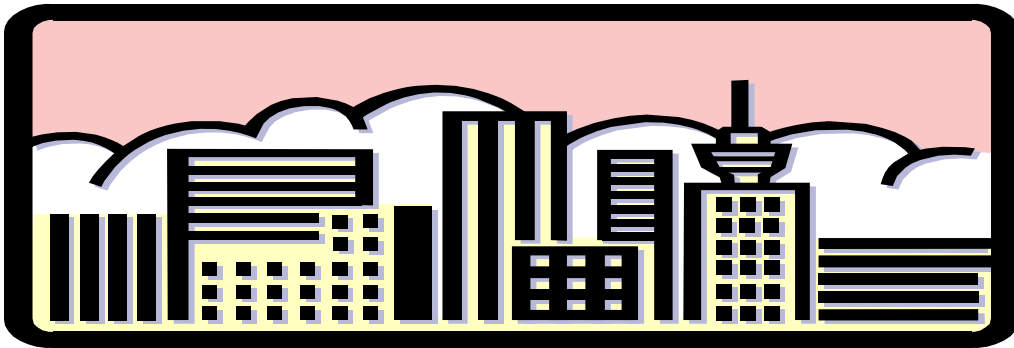
PERIODICAL (MAGAZINE)
PERSONNEL WHO ARE AWOL
OVER 30 DAYS



ALL ISSUES RECEIVED
AFTER PS FORM 3579 HAS BEEN PREPARED

MODERN ARCHITECTURE
MAGAZINE

January 20XX



SSG JOHNNY B. QUICK
~~169th SIGNAL COMPANY~~
~~BOX 5, UNIT 15027~~
~~APO AP 96205-5027~~

FORWARDING PERIOD EXPIRED
UNDELIVERABLE AS ADDRESSED
DATE:
MAIL CLERK INTIALS:

Line through
Old address

Using hand printing, gummed
labels, or rubber stamps place
endorsement below and to the
right of address label.

FIGURE 74 (PERIODICAL – MAGAZINE – AWOL OVER 30DAYS)
PERIODICAL (NEWSPAPER)



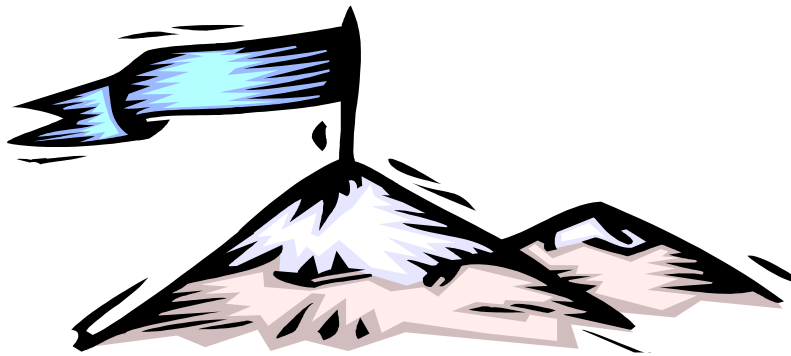
Unit Mailroom Operations

PERIODICAL (NEWSPAPER)
PERSONNEL WHO ARE AWOL
OVER 30 DAYS
PREPARE PS FORM 3579
FOR FIRST COPY



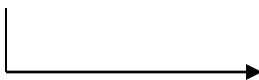
THE HAYES DAILY NEWS
140 w. 10th ST.
HAYS. KS 67638

Second Class
Postage Paid



SSG JOHNNY B. QUICK
~~169th SIGNAL COMPANY~~
BOX 5, UNIT 15027
APO AP 96205-5027

Mark reason



United States Postal Service

Notice of Undeliverable Periodical

- No Such Number No Such Street Attempted not Known
 Unclaimed Refused Insufficient Address
 Not Deliverable as Addressed — Unable to Forward

Initials	Date	Route Number
JRT	10 Jan 05	

Moved to the Following New Address:
Number, Street, Apt./Suite No., PO Box, Private Mail Box (PMB)

City No Change

State and ZIP + 4 No Change

PS Form 3579, June 2000

Date

Affix PS Form 357
Near the old address

FIGURE 75 (PERIODICAL – NEWSPAPER – AWOL OVER 30DAYS)
PERIODICAL (NEWSPAPER)



Unit Mailroom Operations

PERIODICAL (NEWSPAPER)
(INTER THEATER ONLY
(APO AP 96XXX TO APO AP 96XXX)



**All ISSUES RECEIVED
AFTER PS FORM 3579 HAS BEEN PREPARED
DA FORM 3955 ON FILE**

THE HAYES DAILY NEWS

140 w. 10th ST.
HAYS. KS 67638

Second Class
Postage Paid



~~SSG JOHNNY B. QUICK
169th SIGNAL COMPANY
BOX 5, UNIT 15027
APO AP 96205-5027~~

FORWARDING PERIOD EXPIRED
UNDELIVERABLE AS ADDRESSED
DATE:
MAIL CLERK INTIALS:

Line through
Old address

Using hand printing, gummed
labels, or rubber stamps place
endorsement below and to the
right of address label.

**FIGURE 76 (PERIODICAL – NEWSPAPER – AWOL OVER 30 DAYS)
THIRD CLASS MAIL (AWOL OVER 30 DAYS)**



Unit Mailroom Operations (AWOL PERSONNEL)



Leisure Travels
P.O. Box 777
New York, NY 11305

Presorted Std
U.S. Postage
Paid

SGT Roger R. Jensen
~~169th Signal Company~~
Box 392, Unit 15207
~~APO AP 96205-5207~~

Undeliverable As Addressed
Date:
Mail Clerk Initials:

FIGURE 77 – Standard A (Third Class Mail) with no Mailer Endorsement (AWOL over 30 days) *Return to the post office for disposition

First USA Bank
123 Tecan St
Vacaville, CA 95688

CHANGE SERVICE REQUESTED

Bulk Rate
U.S. Postage
Paid

SGT Roger R. Jensen
~~169th Signal Company~~
Box 392, Unit 15207
~~APO AP 96205-5207~~

Undeliverable As Addressed
Date:
Mail Clerk Initials:

FIGURE 78 – Standard A (Third Class Mail) with Mailer Endorsement (Change Service Requested) (AWOL over 30 days)



Unit Mailroom Operations (AWOL PERSONNEL)



CENTRAL BANK
P.O. Box 1005
Charlotte, NC 28212
ADDRESS SERCIVE REQUESTED

Bulk Rate
U.S. Postage
Paid

SGT Roger R. Jensen
~~169th Signal Company~~
~~Box 392, Unit 15207~~
~~APO AP 96205-5207~~

Moved, Left No Address
Date:
Mail Clerk Initials:

FIGURE 79 – Standard A (Third Class Mail) with Mailer Endorsement (Address Service Requested) (AWOL over 30 days)

CENTRAL BANK
P.O. Box 1005
Charlotte, NC 28212
FORWARDING SERVICE REQUESTED

Nonprofit
Organization
U.S. Postage
Paid

SGT Roger R. Jensen
~~169th Signal Company~~
~~Box 392, Unit 15207~~
~~APO AP 96205-5207~~

Moved, Left No Address
Date:
Mail Clerk Initials:

FIGURE 80 – Standard A (Third Class Mail) with Mailer Endorsement (Forwarding Service Requested) (AWOL over 30 days)



Unit Mailroom Operations

(AWOL PERSONNEL)

CENTRAL BANK
 P.O. Box 1005
 Charlotte, NC 28212
RETURN SERVICE REQUESTED

Presorted Std
 U.S. Postage
 Paid

SGT Roger R. Jensen
~~169th Signal Company~~
~~Box 392, Unit 15207~~
~~APO AP 96205-5207~~

Moved, Left No Address
Date:
Mail Clerk Initials:

FIGURE 81 – Standard A (Third Class Mail) with Mailer Endorsement (Return Service Requested) (AWOL over 30 days)

FOURTH CLASS MAIL (AWOL OVER 30 DAYS)

MONTGOMERY WARDS
 Chicago, IL 60630

Fourth Class
 U.S. Postage Paid
 Chicago, IL
 Permit No. 1

SGT Roger R. Jensen
~~169th Signal Company~~
~~Box 392, Unit 15207~~
~~APO AP 96205-5207~~

Moved, Left No Address
Date:
Mail Clerk Initials:

FIGURE 82 – Standard B (Fourth Class Mail) with no Mailer Endorsement (AWOL over 30 days) *Return to the post office for disposition



Unit Mailroom Operations (AWOL PERSONNEL)



MONTGOMERY WARDS
Chicago, IL 60630

ADDRESS CORRECTION REQUESTED

Fourth Class
U.S. Postage Paid
Chicago, IL
Permit No. 1

SGT Roger R. Jensen
~~169th Signal Company~~
Box 392, Unit 15207
~~APO AP 96205-5207~~

Moved, Left No Address
Date:
Mail Clerk Initials:

FIGURE 83 – Standard B (Fourth Class Mail) with Mailer Endorsement (Address Service Requested) (AWOL over 30 days)

MONTGOMERY WARDS
Chicago, IL 60630

**FORWARDING AND RETURN
POSTAGE GUARANTEED**

Fourth Class
U.S. Postage Paid
Chicago, IL
Permit No. 1

SGT Roger R. Jensen
~~169th Signal Company~~
Box 392, Unit 15207
~~APO AP 96205-5207~~

Moved, Left No Address
Date:
Mail Clerk Initials:

FIGURE 84 – Standard B (Fourth Class Mail) with Mailer Endorsement (Forwarding and Return Postage Guaranteed) (AWOL over 30 days)



Unit Mailroom Operations (AWOL PERSONNEL)



MONTGOMERY WARDS
Chicago, IL 60630

**FORWARDING AND RETURN POSTAGE
GUARANTEED, ADDRESS CORRECTION
REQUESTED**

Fourth Class
U.S. Postage Paid
Chicago, IL
Permit No. 1

SGT Roger R. Jensen
~~169th Signal Company~~
Box 392, Unit 15207
~~APO AP 96205-5207~~

**Moved, Left No Address
Date:
Mail Clerk Initials:**

FIGURE 85 – Standard B (Fourth Class Mail) with Mailer Endorsement (Forwarding and Return Postage Guaranteed, Address Correction Requested) (AWOL over 30 days)

MONTGOMERY WARDS
Chicago, IL 60630

**DO NOT FORWARD, ADDRESS CORRECTION
REQUESTED, RETURN POSTAGE GUARANTEED**

Fourth Class
U.S. Postage Paid
Chicago, IL
Permit No. 1

SGT Roger R. Jensen
~~169th Signal Company~~
Box 392, Unit 15207
~~APO AP 96205-5207~~

**Moved, Left No Address
Date:
Mail Clerk Initials:**

FIGURE 86 – Standard B (Fourth Class Mail) with Mailer Endorsement (Do Not Forward, Address Correction Requested, Return Postage Guaranteed) (AWOL over 30 days)



Unit Mailroom Operations (AWOL PERSONNEL)

MONTGOMERY WARDS
Chicago, IL 60630

DO NOT FORWARD

Fourth Class
U.S. Postage Paid
Chicago, IL
Permit No. 1

SGT Roger R. Jensen
~~169th Signal Company~~
Box 392, Unit 15207
APO AP 96205-5207

Moved, Left No Address
Date:
Mail Clerk Initials:

FIGURE 87 – Standard B (Fourth Class Mail) with Mailer Endorsement (Do Not Forward) (AWOL over 30 days)



Unit Mailroom Operations



(CASUALTY MAIL)

Mail for casualties will be forwarded under cover by the unit mail clerk to the servicing military post office. Place the mail in a large envelope and endorse the envelope with one of the following endorsements (Deceased, Search, or Hospital Search). DO NOT place these endorsements on the mail. Mail for casualties will not be returned to sender or forwarded to next of kin. Once absolute verification is obtained that next of kin has been notified, the Casualty Mail Directory will forward the mail to the next of kin. If a forwarding address is not available the Casualty Mail Directory will return to sender with proper endorsements.



Unit Mailroom Operations



(MPS MAIL)

Provide directory service promptly for undeliverable MPS items. Do not forward these items if the addressee has been transferred to CONUS or an MPO that would require the item to transit the USPS mail system.

SPC Williams B. Doe

40th Trans Co
Box 29, Unit 15211
APO AP 96218-5211

MPS

SGT Walter H. Smith
~~17th Signal Battalion~~
~~Box 33, Unit 17213~~
~~APO AP 96205-7213~~

Fwd To:
1/72 Infantry Bn
APO AP 96224
EAD:
Date:
Mail Clerk Initials:

FIGURE 88 – Endorsement for MPS Mail Eligible to be Forwarded

2LT Roger C. Weber
HHC. 12th Avn Bde
Box 12, Unit 19632
APO AP 96224-9632

MPS

SGT Don E. Sutton
~~1st MI BN, A Co~~
~~Box 12, Unit 15430~~
~~APO AP 96205-5430~~

Forwarding Not Authorized
Return To Sender
Date:
Mail Clerk Initials:

FIGURE 89 – Endorsement for MPS Mail not Eligible to be Forwarded. Mail cannot be forwarded to the United States without postage. The post office will determine the postage required to forward the article.



Unit Mailroom Operations



INTRA/INTER-THEATER DELIVERY SERVICE (IDS)

All official mail addressed to units within the theater to include Europe and Japan will be stamped IDS not MPS.

MAIL DELIVERY RECEPTACLES

1. Procurement and installation of mail receptacles is the responsibility of the using unit. The mail receptacles will be procured through the unit supply channels using GSA. Before installing receptacles, numbers used shall be coordinated with the serving postal activity.
2. Assignment of receptacles:
 - a. Receptacles are assigned for the individual's exclusive use and will be used for the delivery of mail only. Receptacles will not be issued to official and quasi-official activities.
 - b. Do not assign a receptacle to more than one person. (A sponsor and authorized dependents are considered to be one person).
 - c. When each member of a married couple has MPO privileges in his or her own right by virtue of his or her civilian or military status, each may be assigned a separate receptacle if so desired, even if the couple is assigned to the same location. However, they will be encouraged to share a receptacle.
 - d. Assign the receptacle which has been unused for the longest time.



Unit Mailroom Operations



(MAIL DELIVERY RECEPTACLES)

e. Record the customer's name, (Last, First, Middle Initial) and date of receptacle issue, on a DD Form 2262 (Receptacle Record) **(FIGURE 93)**. Maintain a roster of mail receptacle assignments and status of PS Form 3801 to help in sorting the mail. See example below:

MAIL RECEPTACLE ASSIGNMENTS

Issued To	Receptacle #	PS Form 3801
SSG Doe, John	23	NO
SPC Kirby, Keith	41	NO
PFC Moss, Henry	15	YES
INACTIVE	10	
INACTIVE	05	
DO NOT ISSUE	28	



Unit Mailroom Operations



(MAIL DELIVERY RECEPTACLES)

f. Label the rear of each assigned receptacle to identify the receptacle holder and number. If a dependent living with a sponsor has a different last name, both the sponsor's and the dependent's name will be included on the label. The box number for retired personnel and widows of retirees will be preceded by the letter "R" (FIGURE 90 - 92).

54 DOE, J.

Figure 90 (Single Last Name Label)

54 DOE, J/SMITH, A.

Figure 91 (Different Last Name Label)

R54 DOE, J.

Figure 92 (Retiree Name Label)



Unit Mailroom Operations

(MAIL DELIVERY RECEPTACLES)

RECEPTACLE RECORD		1. PS FORM 3801 DATA		2. RECEPTACLE NUMBER	
		ON FILE	<input checked="" type="checkbox"/> NOT ON FILE	62	
3. NAME OF RECEPTACLE HOLDER <i>(Last, First, Middle Initial)</i>	4. DATE ISSUED <i>(YYYYMMDD)</i>	5. RECEPTACLE COMBINATION	6. DATE CLOSED <i>(YYYYMMDD)</i>	7. DATE COMBINATION CHANGED <i>(YYYYMMDD)</i>	
Kirk, James T.	1999/05/03	A,B,C	2000/05/01	2000/05/03	
Candy, John E.	2001/11/03	B,C,F			

DD FORM 2262, JUN 2000

PREVIOUS EDITION IS OBSOLETE.

INSTRUCTIONS	
1. All entries must be typed or printed.	4. Closure of Receptacle. Enter the date of closure and the date combination was changed (combination must be changed within five duty days from date of closure). Enter the new combination below the old combination.
2. PS Form 3801 Data. Indicate by inserting an "X" in the appropriate box.	5. File the receptacle record at the rear of the file (inactive) and issue the receptacles that have been closed the longest.
3. Issue of Receptacle. Type or print name of receptacle holder and date issued.	6. Maintain a current record of receptacle maintenance data, i.e., repairs, etc., and maintain a separate section in the file for damaged receptacles awaiting maintenance.
RECEPTACLE MAINTENANCE RECORD	
8. DATE <i>(YYYYMMDD)</i>	9. TYPE OF MAINTENANCE
2001/12/15	Lost Key (work order # 153) submitted 2001/12/16
2001/12/20	Key cylinder inoperative (new cylinder ordered 2001/12/21)

DD FORM 2262 (BACK), JUN 2000

1011, UPG, 2000 472-11640202

FIGURE 93 (DD FORM 2262 – RECEPTACLE RECORD)



Unit Mailroom Operations

(MAIL DELIVERY RECEPTACLES)

- g. The combination or the key will be given to the receptacle holder using
- DD Form 2263 (Mailing Address/Combination Notice) and the holder will be advised to memorize the combination and read the general instructions contained on the form (**FIGURE 94**). Do not give the combination to anyone other than the sponsor or authorized family members who have been designated as having access.
- 3. Maintenance of receptacle and receptacle record cards.
- a. If possible, number the receptacles vertically, in rows of nine either left to right or right to left (**FIGURE 95**).
- b. Combinations will be changed any time a combination is believed to be compromised and when a receptacle is withdrawn. Changing the combination is a very simple process. After ensuring that all mail has been removed from the receptacle do the following: (**FIGURE 96 & 97**)
- (1) Using the old combination from the DD Form 2262 open the receptacle. If the old combination is not available, then open the receptacle from the rear by sliding the latch locking device to the left, and pushing the receptacle door open.
- (2) Remove the cover plate by withdrawing the two brass screws (G). Then loosen the screw (E) holding the three tumblers in place. **DO NOT REMOVE THE SCREW.**
- (3) Carefully move the tongue of the washer (F) at least three spaces to the left or right and tighten the retaining screw. You have now set the new combination.



Unit Mailroom Operations



(MAIL DELIVERY RECEPTACLES)

c. Steps to determining the new combination setting. On the reverse side of the receptacle door, directly above the bottom tumbler is a red mark (c). This mark is used to align the tumbler's notch (D), when rotating the dial (A), located on the front, in either direction.

(1) Begin with the bottom tumbler closest to the receptacle door rotating the combination dial three complete turns to the right. Stop when the notch on the tumbler is aligned with the red mark.

(2) Record the new setting on a sheet of paper or DD Form 2262, Combination Record. (If the combination should fall in between two letters, such as letters A and B, then record the combination as AB).

(3) Rotating the dial to the left, pass the first setting one time. Stop when the notch on the middle tumbler is aligned with the red mark. Record the setting.

(4) Rotating the dial to the right, stop when the third tumbler is aligned with the red mark. Record the setting.

(5) Turn the latch key (B) to the left to verify that the new combination is working properly. (Each tumbler must be correctly aligned to open the receptacle door). Recheck the new combination by opening the receptacle using the combination, then replace the cover plate.



Unit Mailroom Operations

(MAIL DELIVERY RECEPTACLES)

MAILING ADDRESS/COMBINATION NOTICE

1. Your Complete Mailing Address Is:

John E. Candy
A Co. 122nd Signal Bn
Unit 15086, Box 62
APO AP 96224

2. General Instructions:

- a. Check your receptacle daily.
- b. Notify all correspondents and publishers of your correct mailing address.
- c. Do not allow unauthorized personnel overseas to receive mail through your receptacle.
- d. do not place or store items in the receptacle; it is issued only so you can receive mail placed there.
- e. Promptly advise your local facility of any temporary or permanent change in status, i. e., leave, TDY, TAD, reassignment, etc.
- f. Any component member of your family who has a valid ID card may be given the receptacle combination or any mail addressed to the family except restricted delivery mail. However, you may state in writing that no member other than yourself is authorized access to the receptacle combination or mail placed therein.

(To avoid compromise of your combination, memorize and destroy this portion)

3. Your Combination Is: B, C, F

4. How to Open:

- a. Turn dial indicator left/right three times and stop at: B
- b. Turn dial left/right pass first combination number and stop at: C
- c. Turn dial left/right stopping at: F
- d. Turn latch key left/right to open.

DD Form 2263 82 Jan

★ U.S.G.P.O.: 1988-217-834/89203

FIGURE 94 (DD Form 2263 – Mailing Address/Combination Notice) MAIL RECEPTACLES



Unit Mailroom Operations

(MAIL DELIVERY RECEPTACLES)

Mail receptacles may be a combination or key type. They are used to deliver personal mail to the assigned holder and their authorized family members. Mail receptacles are assigned to patrons, at no cost, for the sole purpose of receiving mail through them. Receptacles cannot be used for business or for personal gain.

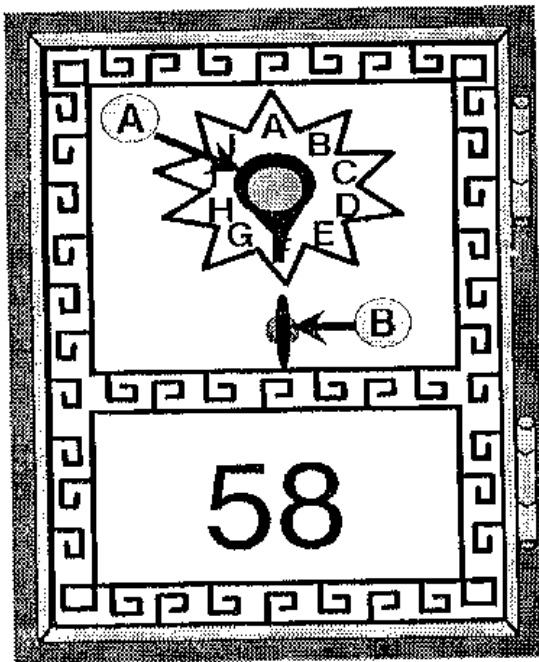


FIGURE 96
Sample, Mail Receptacle
Door (Front Side)
(Combination type)

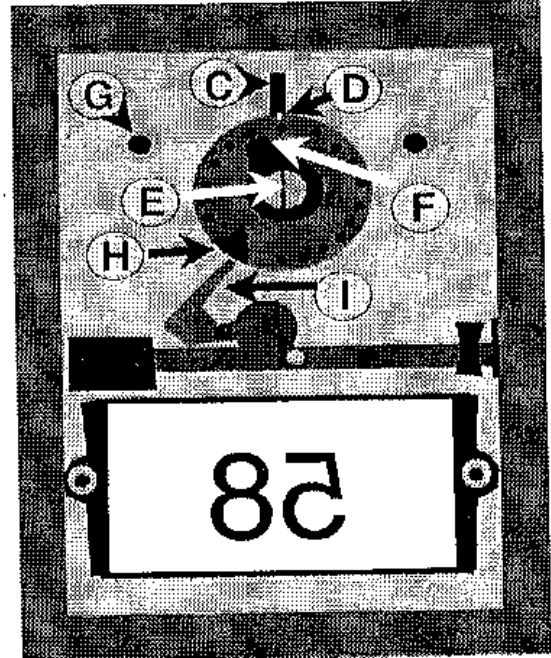


FIGURE 97
Sample, Mail Receptacle
Door (Reverse Side)
(Combination type)



Unit Mailroom Operations

(MAIL DELIVERY RECEPTACLES)



PARTS OF THE COMBINATION TYPE MAIL RECEPTACLE

PART	DESCRIPTION
A	Combination dial.
B	Latch key.
C	Red-engraved mark (alignment).
D	Top opening of the three tumblers when aligned with the engraved mark.
E	Tumblers retaining screw. This screw should not be removed, only loosen.
F	Washer/Tongue. Moving this washer/tongue to the right or left will change the combination.
G	Inserts for the brass screws to the cover plate (cover plate not shown).
H	Bottom opening of the three tumblers when properly aligned with the engraved mark.
I	Latch locking device (activated by turning front latch key to the left to open the receptacle door).



Unit Mailroom Operations



(MAIL DELIVERY RECEPTACLES)

d. Steps for changing keylock cylinders. Change keylock cylinders whenever a key is believed to be compromised and when a receptacle is withdrawn. Change keylock cylinders by rotating them with other separate nest of receptacles. The following instructions apply when changing keylock cylinders **(FIGURE 98 & 99)**.

Remove cylinder retaining screws.

Remove keylock cylinder from mounting position.

Insert new keylock cylinder.

Remount by reinserting retaining screws.

Annotate new cylinder serial number on DD Form 2262.

e. Do not make major repair to receptacles. Facility engineers are responsible for their repair. Receptacle maintenance repairs will be recorded on the reverse side of DD Form 2262 in the “Receptacle Maintenance Record” section **(FIGURE 93)**.

f. Routine and preventive maintenance, such as lubricating the moving parts, is the responsibility of the mail clerk.



Unit Mailroom Operations

(MAIL DELIVERY RECEPTACLES)

- g. Spot-check the receptacle windows and doors daily for damage.**
- h. If a receptacle cannot be secured, immediately close it and issue a new receptacle to the holder.**
- i. Separate receptacle record cards shall be maintained for each receptacle. These records will be filed under ARIMS (formerly known as MARKS) file # 600-8-3j (FIGURE 100).**

Forms for assigned receptacles are filed in numerical order in an ACTIVE file.

(2) Forms for unassigned receptacles are filed in chronological order by closure date in an INACTIVE file.

(3) Forms for unassigned receptacles that are closed out, broken, or not issuable are filed numerically in a file marked "DO NOT ISSUE."

4. Withdrawal of receptacles.

a. All mail will be removed from the receptacle and provided directory service.

b. Remove the name label and block the receptacle with PS Item 0-53, which is available from your servicing postal activity. If PS Item 0-53 is not available, tape a piece of cardboard or paper to completely cover the back of the receptacle.

c. Remove the receptacle record card from the active file and record the date of receptacle closure.



Unit Mailroom Operations

(MAIL DELIVERY RECEPTACLES)

PARTS OF THE KEYLOCK TYPE MAIL RECEPTACLE

<u>PART</u>	<u>DESCRIPTION</u>
A	Key hole/cylinder slot
B	Key cylinder
C	Key cylinder retaining screws
D	Key cylinder plate
E	Key cylinder plate retaining screws
F	Latch locking device (operated by turning the latch key to the left to open the receptacle door).



Unit Mailroom Operations



(MAIL DELIVERY RECEPTACLES)

RECEPTACLE RECORD		1. PS FORM 3801 DATA		2. RECEPTACLE NUMBER	
		ON FILE	NOT ON FILE	71	
3. NAME OF RECEPTACLE HOLDER <i>(Last, First, Middle Initial)</i>	4. DATE ISSUED <i>(YYYYMMDD)</i>	5. RECEPTACLE COMBINATION	6. DATE CLOSED <i>(YYYYMMDD)</i>	7. DATE COMBINATION CHANGED <i>(YYYYMMDD)</i>	
		J, B, H			

RECEPTACLE RECORD		1. PS FORM 3801 DATA		2. RECEPTACLE NUMBER	
		ON FILE	NOT ON FILE	61	
3. NAME OF RECEPTACLE HOLDER <i>(Last, First, Middle Initial)</i>	4. DATE ISSUED <i>(YYYYMMDD)</i>	5. RECEPTACLE COMBINATION	6. DATE CLOSED <i>(YYYYMMDD)</i>	7. DATE COMBINATION CHANGED <i>(YYYYMMDD)</i>	
Dixon, Joseph P.	2000/04/15	H, I, B	2000/11/22	2000/11/22	

DO NOT ISSUE (DD FORM 2262) File Numerically

RECEPTACLE RECORD		1. PS FORM 3801 DATA		2. RECEPTACLE NUMBER	
		ON FILE	NOT ON FILE	63	
3. NAME OF RECEPTACLE HOLDER <i>(Last, First, Middle Initial)</i>	4. DATE ISSUED <i>(YYYYMMDD)</i>	5. RECEPTACLE COMBINATION	6. DATE CLOSED <i>(YYYYMMDD)</i>	7. DATE COMBINATION CHANGED <i>(YYYYMMDD)</i>	
Johnson, John J.	1999/07/08	J, C, F	2000/07/03	2000/07/05	
		B, H, G			

RECEPTACLE RECORD		1. PS FORM 3801 DATA		2. RECEPTACLE NUMBER	
		ON FILE	NOT ON FILE	64	
3. NAME OF RECEPTACLE HOLDER <i>(Last, First, Middle Initial)</i>	4. DATE ISSUED <i>(YYYYMMDD)</i>	5. RECEPTACLE COMBINATION	6. DATE CLOSED <i>(YYYYMMDD)</i>	7. DATE COMBINATION CHANGED <i>(YYYYMMDD)</i>	
Wells, David L.	1999/02/24	D, F, J	2000/02/20	2000/02/21	
		F, I, G			

INACTIVE (DD FORM 2262) File Chronologically By Closure Date

RECEPTACLE RECORD		1. PS FORM 3801 DATA		2. RECEPTACLE NUMBER	
		ON FILE	NOT ON FILE	66	
3. NAME OF RECEPTACLE HOLDER <i>(Last, First, Middle Initial)</i>	4. DATE ISSUED <i>(YYYYMMDD)</i>	5. RECEPTACLE COMBINATION	6. DATE CLOSED <i>(YYYYMMDD)</i>	7. DATE COMBINATION CHANGED <i>(YYYYMMDD)</i>	
Quick, Johnny B.	2001/08/16	B, I, C			

RECEPTACLE RECORD		1. PS FORM 3801 DATA		2. RECEPTACLE NUMBER	
		ON FILE	NOT ON FILE	65	
3. NAME OF RECEPTACLE HOLDER <i>(Last, First, Middle Initial)</i>	4. DATE ISSUED <i>(YYYYMMDD)</i>	5. RECEPTACLE COMBINATION	6. DATE CLOSED <i>(YYYYMMDD)</i>	7. DATE COMBINATION CHANGED <i>(YYYYMMDD)</i>	
Beck, Henry M.	2000/08/09	G, J, H			

RECEPTACLE RECORD		1. PS FORM 3801 DATA		2. RECEPTACLE NUMBER	
		ON FILE	NOT ON FILE	62	
3. NAME OF RECEPTACLE HOLDER <i>(Last, First, Middle Initial)</i>	4. DATE ISSUED <i>(YYYYMMDD)</i>	5. RECEPTACLE COMBINATION	6. DATE CLOSED <i>(YYYYMMDD)</i>	7. DATE COMBINATION CHANGED <i>(YYYYMMDD)</i>	
Kirk, James T.	1999/05/03	A, B, C	2000/05/01	2000/05/03	
Gandy, John R.	2001/11/03	B, C, F			

ACTIVE (DD FORM 2262) File Numerically

600-8-3j Postal Lockbox
Assignments
PA Sys: AO065TAPC
Dest upon reassignment of lockbox

FIGURE 100 (Example file for Receptacle Record Cards)



Unit Mailroom Operations



(MAIL DELIVERY RECEPTACLES)

d. Change the key lock cylinder or combination within 5 working days of closure and record the key serial number or new combination and date of change on the receptacle record card and file in the back of the inactive file.

5. Combinations and Keys.

a. A key lock cylinder or combination will be changed any time a key or combination is believed to be compromised and when a receptacle is withdrawn.

b. The serial number of the key or the combination, will be recorded on the DD Form 2262 receptacle record card under block # 5 “Receptacle Combination”.

c. Supervisors will ensure that adequate supplies of key lock cylinders are retained where key-type receptacles are installed. Cylinders may be rotated with other separate nests of receptacles.

d. Worn, lost, or broken keys will be replaced by the activity issuing the receptacle without charge to the members. Contact your local DPW to have new keys made. At least two duplicate keys will be retained for each receptacle. The combination entered on the receptacle record card is the only combination retained. Duplicate keys and combinations will be kept in a key box or container that can be secured. Store in a safe place out of customer reach.



Unit Mailroom Operations



(MAIL DELIVERY RECEPTACLES)

6. Delivery of mail through the receptacles.

a. Only matter which bears postage, official postal notices, or other matter authorized by the major command may be placed in mail delivery receptacle.

b. Compare the name on the mail with the name label on the receptacle before placing mail in the receptacles. When the names do not match, route the mail to the directory section for processing. Mail addressed to “Occupant” or “Resident” of a receptacle number will not be delivered to the receptacle holder. It will be returned to the servicing postal activity endorsed “Insufficient Address”.

c. If the mail is properly addressed to the receptacle number, an individual holder may receive, through the receptacle, mail addressed to the following:

(1) Sponsor or family member.

(2) Relative or other persons residing in the household (whether permanent or temporary).

d. When it is necessary to deliver non-accountable articles too large to fit in receptacles, store in a manner that allows easy retrieval. Use PS Form 3907 (Notice to Call At Window), to notify customers of their mail. Prepare the form the same day the article is sorted for delivery. Unit mail clerks must check the appropriate box on the front of the form to indicate the reason for the notice.

To reduce consumption, PS Form 3907 may be overprinted with lines or laminated. The self location, receptacle number, date the form was prepared, and the addressee’s last name must be included on the reverse side of PS Form 3907


(FIGURE 101 & 102).



Unit Mailroom Operations



(MAIL DELIVERY RECEPTACLES)



Post Office Box -- Mail Pickup Notice
Notificación para reclamar correspondencia

Please give this notice to a clerk during business hours. We are holding some of your mail for the reason(s) indicated below:

Por favor entregue esta notificación al empleado de la ventanilla durante las horas laborales. Tenemos correspondencia para reclamar en la ventanilla de servicio debido a que:

- The article is too large for your box
El artículo es demasiado grande para su apartado
- There is too much mail to fit into your box
Hay demasiada correspondencia para acomodarse en su apartado
- Postage Due
Se debe pagar
- The mail requires a signature
La correspondencia requiere una firma

PS Form 3907, December 1993 U.S. GOVERNMENT PRINTING OFFICE: 1994-384-002

FIGURE 101 (Notice To Call At Window – Front Side)

C 104 10 AUG 01 BROWN

A 153 20 AUG 01 BULLARD

B 103 22 SEP 01 KING _____

B 105 27 SEP 01 SHAW _____

FIGURE 102 (Notice To Call At Window – Not Laminated – Reverse Side)



Unit Mailroom Operations



(MAIL DELIVERY RECEPTACLES)

e. Use DD Form 2258 (Temporary Mail Disposition Instructions) to mark receptacles whose holders are temporarily absent for any reason (**FIGURE 104 & 105**).

It is also used to mark advance mail receptacles of incoming personnel (**FIGURE 106**). Only the box holder, a family member or a postal clerk may complete and sign the form. Also, only the holder of a receptacle or a family member may authorize the forwarding of their mail.

Receptacle holders will sign this form when possible to show that the forwarding address or instructions for disposition of mail were provided. If a change of status is received from a source other than the receptacle holder, note the source on the form.

Mail shall be held for personnel who are temporarily absent unless the addressee requests in writing that mail be forwarded or delivered to an agent. The agent must be an authorized MPO user. Mail may be held in the receptacle; however, if the accumulation is such that it will not fit in the receptacle, the overflow shall be bundled together.



Unit Mailroom Operations

(MAIL DELIVERY RECEPTACLES)

f. Storage of articles awaiting delivery (**FIGURE 103**). If shelving is available, use the following procedure. Using a color marker, packages are legibly coded with the shelf location (normally an alpha identifier), receptacle number and day the article was received. The color of the marker differs from month to month to detect old mail. If color coding is not used, then write on the package the shelf location, box number, day, month and year the package was received. If shelving is not available, legibly code parcels box number, day, month, and year parcel was received. NOTE: When processing mail, store accountable mail separate from non-accountable mail.

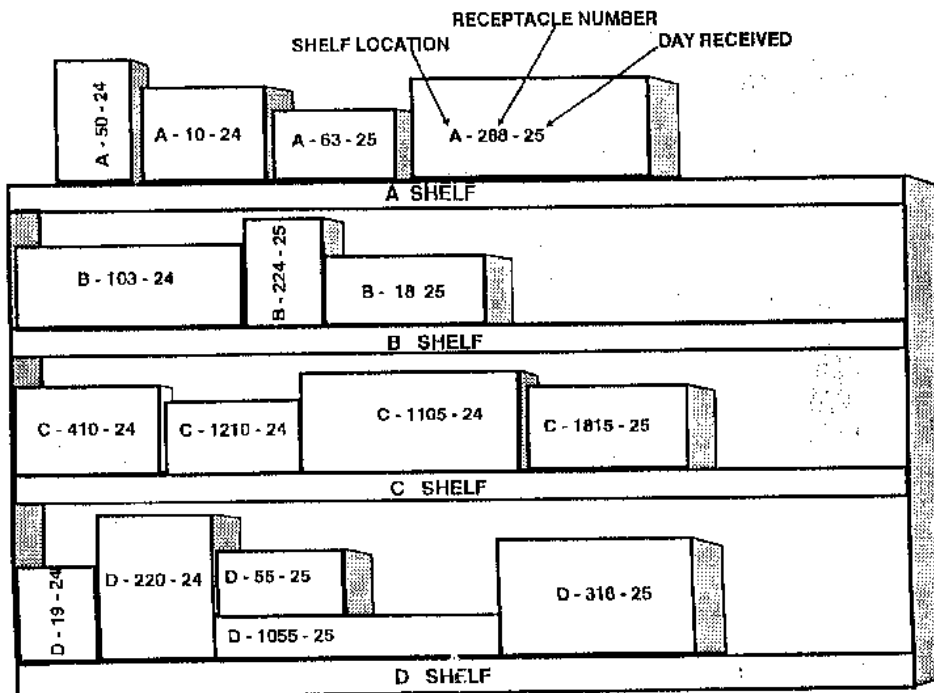


FIGURE 103 (Sample Storage of Articles Awaiting Delivery)



Unit Mailroom Operations



(MAIL DELIVERY RECEPTACLES)

DD FORM 2258 – TEMPORARY MAIL DISPOSITION INSTRUCTIONS

TEMPORARY MAIL DISPOSITION INSTRUCTIONS			
NAME (Last, First, MI) (Print):		RECEPTACLE NUMBER	
DOE, JOHN A.		54	
STATUS			
ADV ARG	LEAVE	CONFIRM	
<input checked="" type="checkbox"/> TDY	HOSPITAL	AWOL	
EFFECTIVE DATES TO FWD OR HOLD MAIL (Yr, Mo, Day)			
FROM: 98 11 05	TO: 99 02 15		
<input checked="" type="checkbox"/> FORWARD ALL MAIL		<input type="checkbox"/> HOLD ALL MAIL	
FORWARD ONLY			
LETTERS	PARCELS	NEWSPAPERS/MAG	
PAYCHECK(S)	OTHER (Use Specific)		
COMPLETE FORWARDING ADDRESS:			
JOHN A. DOE 428 ABS/IMM PSC 88, BOX 5000 APO AE 098221			
SPECIAL INSTRUCTIONS:			
SIGNATURE OF RECEPTACLE HOLDER:		DATE (Yr, Mo, Day)	
<i>John A. Doe</i>		98 11 03	
FOR ADVANCE RECEPTACLE ASGN, LIST NAME OF SPONSOR AND DUTY PHONE IN THE SPECIAL INSTRUCTIONS BLOCK			
DD FORM 2258 82 Jan U.S. GOVERNMENT PRINTING OFFICE: 1981-305-997-100			

FIGURE 104

Patron Notifies the Unit Mail Clerk of an Absence

TEMPORARY MAIL DISPOSITION INSTRUCTIONS			
NAME (Last, First, MI) (Print):		RECEPTACLE NUMBER	
DOE, JOHN A.		54	
STATUS			
ADV ARG	LEAVE	CONFIRM	
TDY	<input checked="" type="checkbox"/> HOSPITAL	AWOL	
EFFECTIVE DATES TO FWD OR HOLD MAIL (Yr, Mo, Day)			
FROM:	TO: 99 05 15		
<input type="checkbox"/> FORWARD ALL MAIL		<input checked="" type="checkbox"/> HOLD ALL MAIL	
FORWARD ONLY			
LETTERS	PARCELS	NEWSPAPERS/MAG	
PAYCHECK(S)	OTHER (Use Specific)		
COMPLETE FORWARDING ADDRESS:			
SPECIAL INSTRUCTIONS:			
POC: 1stSgt Smith EXT: 7851			
SIGNATURE OF RECEPTACLE HOLDER:		DATE (Yr, Mo, Day)	
<i>Jonathan A. Morech</i>		98 03 23	
FOR ADVANCE RECEPTACLE ASGN, MAIL CLERK SIGNS DD FORM 2258			
DD FORM 2258 82 Jan U.S. GOVERNMENT PRINTING OFFICE: 1981-305-997-100			

Figure 105

Patron Fails to Notify the Unit Mail Clerk of an Absence



Unit Mailroom Operations



(MAIL DELIVERY RECEPTACLES)

A DD Form 2258 for an advance mail receptacle must include the sponsor's name, rank and duty phone or point of contact in the special instructions block. Write in the due-in date and, using RED INK, draw a diagonal line through the face of the form, from the top to the bottom. Do not assign the box earlier than 90 days prior to the first day of the reporting month.

RED DIAGONAL LINE

MAIL CLERK SIGNS DD FORM 2258

TEMPORARY MAIL DISPOSITION INSTRUCTIONS			
NAME (Last, First, MI) (Print): DOE, JOHN A.		RECEPTACLE NUMBER 54	
STATUS			
<input checked="" type="checkbox"/> ADV ASSG	<input type="checkbox"/> LEAVE	<input type="checkbox"/> CONFINED	
<input type="checkbox"/> TDY	<input type="checkbox"/> HOSPITAL	<input type="checkbox"/> AWOL	
EFFECTIVE DATES TO FWD OR HOLD MAIL: (Yr, Mo, Day)			
FROM:		TO:	
<input type="checkbox"/> FORWARD ALL MAIL		<input checked="" type="checkbox"/> HOLD ALL MAIL	
FORWARD ONLY			
<input type="checkbox"/> LETTERS	<input type="checkbox"/> PARCELS	<input type="checkbox"/> NEWSPAPERS/MAG	
<input type="checkbox"/> PAYCHECK(S)	<input type="checkbox"/> OTHER (Use Special)		
COMPLETE FORWARDING ADDRESS:			
SPECIAL INSTRUCTIONS: SPONSOR: SGT MARY JONES EXT: 5478 DUE IN: 26 SEP 98			
SIGNATURE OF RECEPTACLE HOLDER: <i>Jonathan A. Morock</i>		DATE (Yr, Mo, Day) 98 07 18	
FOR ADVANCE RECEPTACLE ASSGN, LIST NAME OF SPONSOR AND DUTY PHONE IN THE SPECIAL INSTRUCTIONS BLOCK			

DD FORM 2258 02 Jan 98 U.S. GOVERNMENT PRINTING OFFICE: 1997 O-388-978

FIGURE 106 (DD Form 2258 – Temporary Mail Disposition Instructions For Advance Assignment of Mail Receptacle)



Unit Mailroom Operations

(MAIL DELIVERY RECEPTACLES)

7. Checking assigned receptacles. C3.3.5, DoD Postal Manual 4525.6-M, states that mail receptacles (lock-boxes) will be checked at least monthly for mail accumulation, old mail, or nonuse.

ADDRESSEE NOT AUTHORIZED MPO PRIVILEGES

Personnel not authorized MPO privileges are not authorized to receive mail through an authorized user's receptacle. If unauthorized users are detected receiving mail through an authorized holder's receptacle, the holder will be notified of the infraction and the mail will be returned to the servicing postal activity annotated "Addressee Not Authorized MPO Privileges" (**FIGURE 108**).

Chonghye Chong
Seoul, Korea

Golddong Hong
Box 23, Unit 15207
~~**APO AP 96205**~~

**Addressee Not Authorized
MPO Privileges**

Date:

Mail Clerk Initials

:

FIGURE 108 – Addressee Not Authorized MPO Privileges



Unit Mailroom Operations



(UNIT MAILROOM INSPECTIONS)

1. All unit mailroom inspections will be rated satisfactory or unsatisfactory accordingly. Any two of the following items checked with “NO” on the Inspection Checklist located at Appendix C, will constitute an unsatisfactory rating: 2, 4, 10, 15, 20, 21, 22, 24, 27i, 28 & 29. A total of any eight items checked “NO” will also warrant an unsatisfactory rating. If questions #18 or #36 are checked “NO” on any inspection, the unit will automatically receive an unsatisfactory rating.

2. All unsatisfactory rated mailroom inspections will be re-inspected within 15 working days.



Unit Mailroom Operations



EVACUATION PLANNING

-The following priorities are established for use in arranging evacuation, affording protection, and, if necessary, ensuring destruction of mail and postal effects.

- Official registered mail will be given priority when emergency evacuation actions are conducted by unit mailrooms:

- a. Official registered mail
- b. Directory service cards
- c. Other accountable mail
- d. All remaining mail
- e. All other records, equipment, mail sacks, and furniture.

- When possible the personnel conducting emergency destruction should ensure there is a witness. Personnel conducting emergency destruction will submit a list of items destroyed to the servicing military post office.



Unit Mailroom Operations



(PROCEDURES FOR HANDLING SUSPICIOUS LETTER OR PACKAGE BOMBS)

1. When the unit mail clerk determines that a piece of mail may contain a bomb, explosives, or other suspicious material that would endanger life or property, he/she will immediately evacuate all personnel from the unit mailroom and immediate area and notify the unit postal officer, Military Police, and servicing military post office.
2. DO NOT OPEN the piece of mail! DO NOT handle the piece of mail! If possible, isolate the piece of mail and let the Military Police take charge of it.
3. Some indicators that will help unit mail clerks to identify potentially dangerous mail: **(FIGURE 109)**
 - (a) Marked with restrictive endorsements, such as “PERSONAL” OR “CONFIDENTIAL”.
 - (b) Show a city or state in the postmark that does not match the return address.
 - (c) Excessive postage.
 - (d) Addressed to title only or wrong title with name.
 - (e) Badly typed or written or misspelled words.
 - (f) Have no return address, or have one that can't be verified as legitimate.
 - (g) Have protruding wires, strange odors or stains.
 - (h) Are of unusual weight, given their size, or are lopsided or oddly shaped.
 - (i) Are unexpected or from someone unfamiliar to you.
 - (j) Are addressed to someone no longer with your organization or are otherwise outdated.



Unit Mailroom Operations



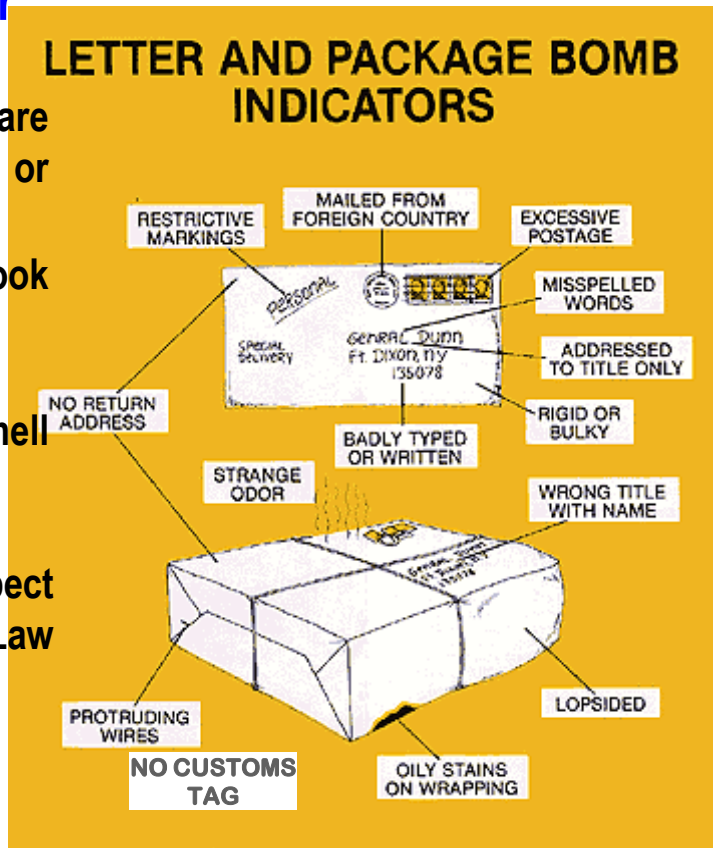
USFK

Force Protection Advisory

If you receive a suspicious letter or package

What should you do?

- 1 Handle with Care
Don't Shake or Bump
- 2 Isolate and look for Indicators
- 3 Don't Open, Smell or Taste
- 4 Treat it as Suspect
Call Local Law Enforcement



If parcel is open and/or a threat is identified

For a Bomb

For Radiological

For Biological or Chemical

Evacuate	Immediately	Limit	Exposure	-	Isolate	-	Handle
Contact	Local	Law	Distance	(Evacuate	Contact	Local	Law
Enforcement		Shield	yourself	from	Enforcement		
		Contact	Local Law Enforcement	Wash your hands with soap and warm water			



Local Law Enforcement Desk _____
Fire Department _____

FIGURE 109 - INDICATORS FOR LETTER AND PACKAGE BOMBS



Unit Mailroom Operations



(PROCEDURES FOR HANDLING) (ANTHRAX THREATS)

1. In addition to indicators listed in paragraph (3) above, look for white power substances to identify potentially dangerous letters/parcels.
2. What you should do if you receive an anthrax threat by mail?
 - (1) Do not try to open, smell or taste the contents of the letter/parcel?
 - (2) Do not shake or empty the contents.
 - (3) Evacuate the immediate area.
 - (4) Isolate the parcel and double bag the letter or package in zipper-type or zip lock type plastic bags using latex gloves, if possible, and a particulate mask.

NOTE: The items listed below can be ordered through General Services Administration (GSA). Use the following assigned national stock numbers when ordering these items:

ITEM	NSN #
Mask with exhalation valve	4240-01-492-0177
Nitrile Glove, Size: Small	8415-01-492-0176
Nitrile Glove, Size: Medium	8415-01-492-0179
Nitrile Glove, Size: Large	8415-01-492-0178
Nitrile Glove, Size: X-Large	8415-01-492-0180

- (5) Immediately wash your hands with soap and water.
- (6) Notify your immediate supervisor, military police, and Postal Inspector at the servicing military post office.
- (7) Ensure that all persons who have touched the letter wash their hands with soap and water immediately.
- (8) List all persons who have touched the letter and/or envelope. Include contact information. Provide the list to the postal inspector.
- (9) Place all items worn when in contact with the suspected mail-piece in plastic bags and keep them wherever you change your clothes and have them available for law enforcement agents.
- (10) As soon as practical, shower with soap and water.



Unit Mailroom Operations



(MAILING ADDRESS)

All mail should have the “plus four” zip code in the addressee’s address. The “plus four” is the last four digits of the UNIT number. The plus four is to be used on both personal and official mail. Sample addresses are shown below:

OFFICIAL

Commander
ATTN: EAPC-M
8th PERSCOM
UNIT 15317
APO AP 96205-5317

PERSONAL

SSG Elvis Presley
HHC 8th PERSCOM
Unit 15316, Box # _____
APO AP 96205-5316

PSC

SSG Elvis Presley
PSC 450, Box # 1
APO AP 96206-0001



Unit Mailroom Operations

(ACCOUNTABLE MAIL)



1. The unit mail clerk will properly receipt for accountable mail from the servicing military post office. Delivery will be accomplished on PS Form 3883 (Firm Delivery Receipt for Accountable Mail) **(FIGURE 1)**. NOTE: Unit mail clerks WILL NOT complete PS Form 3883. The servicing military post office accountable mail clerk will complete PS Form 3883.
 - a. Unit mail clerks will visually inspect all accountable mail for verification of correct unit address, damage and/or need of repair prior to its acceptance and will also verify each accountable number to insure it is listed correctly on PS Form 3883.
 - b. Unit mail clerks will sign for accountable mail on the PS Form 3883 as the AGENT of their unit. The assumption of custody begins when the mail clerk receives the yellow copy of the PS Form 3883 and the accountable mail item(s).
 - c. The unit mailroom file copy of PS Form 3883 will be filed under (Insured, Certified, Registered, Express, Delivery Confirmation and Return Receipt For Merchandise). File numerically by the bill number **(FIGURE 2)**.
 - d. Unit mail clerks will not sign for “Restricted Delivery” mail from the servicing military post office, except for official accountable mail designated on PS Form 3801, i.e., Commander **(FIGURE 11)**.
 - e. Accountable mail will be covered at all times by a chain of receipts, from the time of acceptance from the servicing military post office on PS Form 3883, until final delivery to the addressee or authorized agent on PS Form 3849 or it is returned to the servicing military post office on PS Form 3877.

2. Accountable mail will be processed by the unit mail clerk in the following manner:
 - a. Unit mail clerks will obtain the yellow copy of (PS Form 3883) for all accountable mail received from the servicing military post office. Accountable mail received by mail clerks as ordinary mail will be returned to the servicing military post office for proper accountability.
 - b. Unit mail clerks will utilize PS Form 3849 to notify addressees of arrival of accountable articles. This form will be prepared the day the article is received by the unit mail clerk. Place the PS Form 3849 in assigned mail receptacles along with ordinary mail. **(FIGURE 3 thru 8)**. Prepare a separate PS Form 3849 for each accountable article. DO NOT deliver more than one accountable article per PS Form 3849.



Unit Mailroom Operations

(ACCOUNTABLE MAIL)



(PS FORM 3883)

United States Postal Service
Firm Delivery Receipt for Accountable and Bulk Delivery Mail

5199 9990 0004 7974 9443 (B)

(A) Certified Delivery Confirmation Service Express Mail Insured Recorded Delivery Registered Return Receipt for Merchandise Signature Confirmation Service

Mail Form No. 121 Spec. Hosp. / #25

Article Number	Code	Office of Origin (International)	Article Number	Code	Office of Origin (International)
RR418425711	JMC	(D)	(E)		
RR619321613	JMC				
RR712619017	JMC				
RR816111321	JMC				

* CODE: DC = Received in Damaged Condition. OS = Officially Sealed. R = Return Receipt Requested. RE = Re-enveloped. RW = Returned to Writer.

(F) Date of Delivery Today's Date

(G) Delivered By (Clerk/Carrier) Registry Clerk

Received the pieces described above

Received By (Print Name) (J)

Signature of Addressee/Agent X Unit Mail Clerk (K)

Postmark - Delivery Office (H) AFCS

Form 3849 Barcode Number (If delivered using scanning option)

If using handheld scanner option, have recipient sign Form 3849.

PS Form 3883, November 1999 110399-00-B-2013 1- Delivery

FIGURE 1 (PS FORM 3883 - Firm Delivery Receipt for Accountable Mail)



Unit Mailroom Operations



(ACCOUNTABLE MAIL)

INSTRUCTIONS FOR COMPLETING PS FORM 3883

1. COMPLETED BY APO ACCOUNTABLE MAIL CLERK

Block A. Check the appropriate block for class of mail.

Block B. Enter name of unit receiving the mail. Also enter the bill number which will be numbered in sequence beginning with #1 at the beginning of the calendar year.

Block C. List the appropriate article number for each accountable article. Line through unused blocks.

Block D. Use the appropriate code.

Block E. Office of origin use ONLY for international mail.

Block F. Date article(s) were delivered.

Block G. Complete signature of the accountable mail clerk.

Block H. Stamp with the All Purpose Date Stamp (APDS).

2. COMPLETED BY UNIT MAIL CLERKS

Block I. Number of articles signed for.

Block J. Printed name of mail clerk receiving mail.

Block K. Signature of mail clerk receiving mail.

NOTE: All forms shall be signed in ballpoint pen.



Unit Mailroom Operations

(ACCOUNTABLE MAIL)



United States Postal Service Firm Delivery Receipt for Accountable and Bulk Delivery Mail				5199 9990 0004 7974 9535	
<input type="checkbox"/> Certified <input type="checkbox"/> COD	<input type="checkbox"/> Delivery Confirmation Service	<input type="checkbox"/> Express Mail <input type="checkbox"/> Insured	<input checked="" type="checkbox"/> Recorded Delivery <input checked="" type="checkbox"/> Registered	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Signature Confirmation Service
				Mail for/DIP No. 2	
United States Postal Service Firm Delivery Receipt for Accountable and Bulk Delivery Mail				5199 9990 0004 7974 9528	
<input type="checkbox"/> Certified <input type="checkbox"/> COD	<input type="checkbox"/> Delivery Confirmation Service	<input type="checkbox"/> Express Mail <input type="checkbox"/> Insured	<input checked="" type="checkbox"/> Recorded Delivery <input checked="" type="checkbox"/> Registered	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Signature Confirmation Service
				Mail for/DIP No. 1	
600-8-3g Post Office (01) Accountable Mail Receipts PS Form 3883 - REGISTERED COFF 31 Dec 01, Dest Jan 04					
United States Postal Service Firm Delivery Receipt for Accountable and Bulk Delivery Mail				5199 9990 0004 7974 9913	
<input checked="" type="checkbox"/> Certified <input type="checkbox"/> COD	<input type="checkbox"/> Delivery Confirmation Service	<input type="checkbox"/> Express Mail <input type="checkbox"/> Insured	<input type="checkbox"/> Recorded Delivery <input type="checkbox"/> Registered	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Signature Confirmation Service
				Mail for/DIP No. 2	
United States Postal Service Firm Delivery Receipt for Accountable and Bulk Delivery Mail				5199 9990 0004 7975 0005	
<input checked="" type="checkbox"/> Certified <input type="checkbox"/> COD	<input type="checkbox"/> Delivery Confirmation Service	<input type="checkbox"/> Express Mail <input type="checkbox"/> Insured	<input type="checkbox"/> Recorded Delivery <input type="checkbox"/> Registered	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Signature Confirmation Service
				Mail for/DIP No. 1	
600-8-3g Post Office (01) Accountable Mail Receipts PS Form 3883 - CERTIFIED COFF 31 Dec 01, Dest Jan 04					
United States Postal Service Firm Delivery Receipt for Accountable and Bulk Delivery Mail				5199 9990 0004 7974 9361	
<input type="checkbox"/> Certified <input type="checkbox"/> COD	<input type="checkbox"/> Delivery Confirmation Service	<input type="checkbox"/> Express Mail <input checked="" type="checkbox"/> Insured	<input type="checkbox"/> Recorded Delivery <input type="checkbox"/> Registered	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Signature Confirmation Service
				Mail for/DIP No. 2	
United States Postal Service Firm Delivery Receipt for Accountable and Bulk Delivery Mail				5199 9990 0004 7974 9344	
<input type="checkbox"/> Certified <input type="checkbox"/> COD	<input type="checkbox"/> Delivery Confirmation Service	<input checked="" type="checkbox"/> Express Mail <input type="checkbox"/> Insured	<input type="checkbox"/> Recorded Delivery <input type="checkbox"/> Registered	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Signature Confirmation Service
				Mail for/DIP No. 1	
600-8-3g Post Office (01) Accountable Mail Receipts PS Form 3883 - INSURED COFF 31 Dec 01, Dest Jan 04					

FIGURE 2 (Example of files for PS Form 3883)



Unit Mailroom Operations

(ACCOUNTABLE MAIL)



United States Postal Service Sorry We Missed You! We Can't Deliver for You		Today's Date 3 Oct 01	Sender's Name Ann M. Baker
Item is a:	Available for Pick-up After 3 Oct 01	Time: 1530	We will redeliver or you or your agent can pick up. See reverse.
<input checked="" type="checkbox"/> Post Office (See back) Bldg # 1184	Date:		
<input checked="" type="checkbox"/> Letter	For Delivery: (Enter total number of items delivered by service type)	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item	
<input type="checkbox"/> Large envelope, magazine, catalog, etc.	For Notice Left: (Check applicable item)	Article Number(s) R 126 799 871	
<input type="checkbox"/> Parcel	<input type="checkbox"/> Express Mail (we will attempt to deliver on the next delivery day unless you instruct the post office to hold it.)	<input checked="" type="checkbox"/> Registered	
<input type="checkbox"/> Restricted Delivery	<input type="checkbox"/> Certified	<input type="checkbox"/> Insured	
<input type="checkbox"/> Perishable item	<input type="checkbox"/> Recorded Delivery	<input type="checkbox"/> Return Receipt for Merchandise	
<input type="checkbox"/> Other	<input type="checkbox"/> Firm Bill	<input type="checkbox"/> Confirmation Signature Confirmation	
Article Requiring Payment	Amount Due	Notice Left Section	
<input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs \$		Customer Name and Address William T. Baker	
<input type="checkbox"/> Final Notice: Article will be returned to sender on		1st Signal Bn Delivered By and Date <i>John Doe 3 Oct 01</i>	
PS Form 3849, November 1999	102595-00-M-0892	Delivery Notice/Reminder/Receipt	

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):

1. Check all that apply in section 3:
 Sign in section 2 below.
 Leave this notice where the carrier can see it

2. Sign Here to Authorize Privacy or to Authorize an Agent to Sign for You

3. Redeliver (Enter day of week)

(Allow at least two delivery days for redelivery, at all your post offices to arrange delivery)

Leave item at my address

(Specify where to leave. Example: "porch," "side door" This option is not available if box is checked on the front requiring your signature at time of delivery.)

Refused Forward Return

PS Form 3849, November 1999 (Reverse)

Delivery Section	
Signature	<input checked="" type="checkbox"/> <i>William T. Baker</i>
Printed Name	William T. Baker
Delivery Address	Box # 449
USPS 5290 0018 8079 0261	

FIGURE 3 (PS FORM 3849 – Delivered to Addressee)



Unit Mailroom Operations

(ACCOUNTABLE MAIL)



United States Postal Service		Today's Date	Sender's Name
Sorry We Missed You! We <input checked="" type="checkbox"/> Deliver for You		3 Oct 01	Bill Dixon
Item is at:	Available for Pick-up After	We will redeliver or you or your agent can pick up. See reverse.	
<input checked="" type="checkbox"/> Post Office (See back)	3 Oct 01		
<input checked="" type="checkbox"/> Bldg # 1184	Date:	Time: 1530	
<input checked="" type="checkbox"/> Letter	For Delivery: (Enter total number of items delivered by service type)	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item	
Large envelope, magazine, catalog, etc.	For Notice Left: (Check applicable item)	Article Number(s)	
Parcel	<input checked="" type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it.)	R 124 991 762	
Restricted Delivery	<input type="checkbox"/> Registered		
Perishable Item	<input type="checkbox"/> Insured		
Other:	<input type="checkbox"/> Return Receipt for Merchandise		
	<input type="checkbox"/> Certified		
	<input type="checkbox"/> Recorded Delivery		
	<input type="checkbox"/> Signature Confirmation		
	<input type="checkbox"/> Farm Bill		
Article Requiring Payment	Amount Due	Notice Left Section	
<input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs	\$	Customer Name and Address	
<input type="checkbox"/> Final Notice: Article will be returned to sender on		Joseph P. Dixon	
PS Form 3849, November 1999	102595-00-M-0882	1st Signal Bn	
		Delivered By and Date	
		John Doe 3 Oct 01	
		Delivery Notice/Reminder/Receipt	

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):

1. a. Check all that apply in section 3;
b. Sign in section 2 below;
c. Leave this notice where the carrier can see it.

2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You:

Joseph P. Dixon

3. Redeliver (Enter day of week).

(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)

Leave item at my address

(Specify where to leave. Example: "porch," "side door". This option is not available if box is checked on the front requiring your signature at time of delivery.)

Refused Forward Return

PS Form 3849, November 1999 (Reverse)

Jeffrey M. Banks	
Delivery Section	
Signature	<input checked="" type="checkbox"/> <i>Jeffrey M. Banks</i>
Printed Name	Jeffrey M. Banks
Delivery Address	Box # 812 (Agents Box #)
USPS	
5290 0018 8079 0261	

NOTE: Enter full address of agent in "Delivery Address" block if agent is not a part of unit mailroom.

FIGURE 4 (PS FORM 3849 – Delivered to Authorized Agent on PS Form 3849)



Unit Mailroom Operations

(ACCOUNTABLE MAIL)



United States Postal Service Sorry We Missed You! We'll Deliver for You		Today's Date 3 Oct 01	Sender's Name Cdr, 4th Armor Bn
Item is at: Post Office (See back) <input checked="" type="checkbox"/> Bldg # 1184		Available for Pick-up After 3 Oct 01 1530	We will redeliver or you or your agent can pick up. See reverse.
<input checked="" type="checkbox"/> Letter <input type="checkbox"/> Large envelope, magazine, catalog, etc. <input checked="" type="checkbox"/> Parcel <input type="checkbox"/> Restricted Delivery <input type="checkbox"/> Perishable Item <input type="checkbox"/> Other		<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item Article Number(s) V 123 456 789	
For Delivery: (Enter total number of items delivered by service type) For Notice Left: (Check applicable item)		<input type="checkbox"/> Registered <input checked="" type="checkbox"/> Insured <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Delivery Confirmation <input type="checkbox"/> Signature Confirmation <input type="checkbox"/> Certified <input type="checkbox"/> Recorded Delivery Firm Bill	
Article Requiring Payment		Amount Due	
<input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs \$		ATTN: CPT David Spunky Delivered By and Date <i>John Doe</i> 3 Oct 01	
<input type="checkbox"/> Final Notice: Article will be returned to sender on		Delivery Notice/Reminder/Receipt	
PS Form 3849, November 1999		102595-00-M-0892	

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):

1. a. Check all that apply in section 3.
 b. Sign in section 2 below.
 c. Leave this notice where the carrier can see it.

2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You.

3. Redeliver (Enter day of week):

(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)
 Leave item at my address

(Specify where to leave. Example, "porch", "side door". This option is not available if box is checked on the front requiring your signature at time of delivery.)
 Refused Forward Return

SEE PS FORM 3801

Delivery Section

Signature	<input checked="" type="checkbox"/>	SIGNATURE OF AGENT
Printed Name		PRINTED NAME OF AGENT
Delivery Address		AGENTS BOX #

USPS 5290 0018 8079 0261

PS Form 3849, November 1999 (Reverse)

FIGURE 5 (PS FORM 3849 – Delivered to Authorized Agent on PS Form 3849)



Unit Mailroom Operations

(ACCOUNTABLE MAIL)



United States Postal Service Sorry We Missed You! We'll Deliver for You		Today's Date 3 Oct 01	Sender's Name Tom Whitaker
Item is a:	Available for Pick-up After 3 Oct 01	1530	We will redeliver or you or your agent can pick up. See reverse.
<input checked="" type="checkbox"/> Post Office (See back) Bldg # 1184	Date:	Time:	
<input type="checkbox"/> Letter <input type="checkbox"/> Large envelope, magazine, catalog, etc. <input checked="" type="checkbox"/> Parcel <input type="checkbox"/> Restricted Delivery <input type="checkbox"/> Perishable item <input type="checkbox"/> Other.	For Delivery: (Enter total number of items delivered by service type) For Notice Left: (Check applicable item) <input type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it.) <input checked="" type="checkbox"/> Certified <input type="checkbox"/> Recorded Delivery Firm Bill	<input type="checkbox"/> Registered <input type="checkbox"/> Insured <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Delivery Confirmation <input type="checkbox"/> Signature Confirmation	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item
Article Requiring Payment		Amount Due	
<input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs		\$	
<input type="checkbox"/> Final Notice: Article will be returned to sender on		Article Number(s) 7001 0320 0004 8009 6448	
PS Form 3849, November 1999		102595-00 M-0892	
		Delivery Notice/Reminder/Receipt	
		Notice Left Section Customer Name and Address Judy A. Whitaker 1st Signal Bn Delivered By and Date John Doe 4 Oct 01	

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):

1. a. Check all that apply in section 3.
b. Sign in section 2 below.
c. Leave this notice where the carrier can see it.

2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You.

3. Redeliver (Enter day of week):

(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)

Leave item at my address

(Specify where to leave. Example's "pouch", "side door". This option is not available if box is checked on the front requiring your signature at time of delivery.)

Return Forward Return

PS Form 3849, November 1999 (Reverse)

Judy A. Whitaker
3051 W. Roxbury
Springfield, MO 65281
SEE PS FORM 3877, DATED 4 OCT 01

Signature

Printed Name

Delivery Address

USPS

5290 0018 8079 0261

FIGURE 6 (PS FORM 3849 – New Forwarding Address)



Unit Mailroom Operations

(ACCOUNTABLE MAIL)



United States Postal Service		Today's Date	Sender's Name
Sorry We Missed You! We ^{can't} Deliver for You		3 Oct 01	Jane Sprinkle
Item is at:	Available for Pick-up After	We will redeliver or you or your agent can pick up. See reverse.	
<input checked="" type="checkbox"/> Post Office (See back) Bldg # 1184	Date: 3 Oct 01	Time: 1530	
Letter: Large envelope, magazine, catalog, etc. <input checked="" type="checkbox"/> Parcel	For Delivery: (Enter total number of items delivered by service type) For Notice Left: (Check applicable item)	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item	
Restricted Delivery Perishable Item Other:	<input type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it.) <input type="checkbox"/> Certified <input type="checkbox"/> Recorded Delivery <input type="checkbox"/> First Bill	<input checked="" type="checkbox"/> Registered <input type="checkbox"/> Insured <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Delivery Confirmation <input type="checkbox"/> Signature Confirmation	
Article Requiring Payment	Amount Due	Article Number(s) R 143 210 412	
<input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs	\$	Notice Left Section Customer Name and Address Lew S. Sprinkle	
<input type="checkbox"/> Final Notice: Article will be returned to sender on		1st Signal Bn	
PS Form 3849, November 1999	102595-00-M-0892	Delivered By and Date John Doe 4 Oct 01 Delivery Notice/Reminder/Receipt	

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID if your agent will pick up, sign below in item 2, and enter agent's name here):

1. Check all that apply in section 3:
 a. Sign in section 2 below.
 b. Leave this notice where the carrier can see it.

2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You

3. Redeliver (Enter day of week):

(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)
 Leave item at my address

(Specify where to leave. Example: "porch", "side door". This option is not available if box is checked on the front requiring your signature at time of delivery.)
 Refused Forward Return

PS Form 3849, November 1999 (Reverse)

Jane Sprinkle 81 West Band Rd (ATTEMPTED-UNKNOWN) Keytesville, MO 65124 SEE PS FORM 3877, DATED 4 OCT 01	
Delivery Section	
Signature	<input checked="" type="checkbox"/>
Printed Name	
Delivery Address	
USPS	
5290 0018 8079 0261	

FIGURE 7 (PS FORM 3849 – Attempted Unknown – Return to Sender)



Unit Mailroom Operations

(ACCOUNTABLE MAIL)



United States Postal Service		Today's Date	Sender's Name
Sorry We Missed You! We ^{can't} Deliver for You		3 Oct 01	Bill Baker
Item is at	Available for Pick-up After	We will redeliver or you or your agent can pick up. See reverse.	
Post Office (See back)	3 Oct 01 1530		
<input checked="" type="checkbox"/> Bldg # 1184	Date:	Time:	
<input checked="" type="checkbox"/> Letter	For Delivery: (Enter total number of items delivered by service type)		<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item
<input type="checkbox"/> Large envelope, magazine, catalog, etc.	For Notice Left: (Check applicable item)		Article Number(s)
<input type="checkbox"/> Parcel	<input type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it)	<input checked="" type="checkbox"/> Registered	R 107 765 531
<input type="checkbox"/> Restricted Delivery	<input type="checkbox"/> Certified	<input type="checkbox"/> Insured	_____
<input type="checkbox"/> Perishable item	<input type="checkbox"/> Recorded Delivery	<input type="checkbox"/> Return Receipt for Merchandise	
<input type="checkbox"/> Other:	<input type="checkbox"/> Firm Bill	<input type="checkbox"/> Delivery Confirmation Signature Confirmation	
Article Requiring Payment			
<input type="checkbox"/> Postage Due	<input type="checkbox"/> COD	<input type="checkbox"/> Customs	Customer Name and Address
Amount Due \$			William T. Baker
<input type="checkbox"/> Final Notice: Article will be returned to sender on			1st Signal Bn
PS Form 3849, November 1999 102596-00-M-0892			Delivered By and Date John Doe 4 OCT 01
			Delivery Notice/Reminder/Receipt

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):	
1. <input checked="" type="checkbox"/> a. Check all that apply in section 3.	Bill Baker
<input type="checkbox"/> b. Sign in section 2 below.	100 Sunshine St.
<input type="checkbox"/> c. Leave this notice where the carrier can see it.	Salisbury, MO 65114
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You	SEE PS FORM 3877, DATED 4 OCT 01
3. (U) Redeliver (1 new day of week)	Delivery Section
(View at least two delivery days for redelivery, or call your post office to arrange delivery.)	Signature
1. I Leave Item at my address	X
(Specify where to leave. Example: "porch", "side door". This option is not available if box is checked on the front requiring your signature at time of delivery.)	Printed Name
<input checked="" type="checkbox"/> Refused <input type="checkbox"/> Forward <input type="checkbox"/> Return	Delivery Address
PS Form 3849, November 1999 (Reverse)	USPS
	5290 0018 8079 0261

FIGURE 8 (PS FORM 3849 – Refused by Addressee – Return to Sender



Unit Mailroom Operations



(ACCOUNTABLE MAIL)

c. When a piece of accountable mail is delivered to the addressee, the delivery clerk will sign and date the “Delivered By and Date” block on the front of the PS Form 3849. If the delivery clerk's signature is illegible, print delivery clerk's name.

d. Date stamp all accountable mail to show date of receipt. Store accountable articles separately from non-accountable articles.

e. Accountable mail will be delivered only to the addressee or an authorized agent. Addressee may designate an agent to receipt for their accountable mail by completing PS Form 3801 (Standing Delivery Order) **(FIGURE 9)**. PS Form 3801 may be used to authorize individuals to receipt for official accountable mail **(FIGURE 10)**. Agents may also be authorized on PS Form 3801 to pick-up “Official Restricted Delivery Mail” **(FIGURE 11)**. Unit mail clerks will require positive identification of all individuals prior to delivery of mail. Personal recognition shall suffice when patrons are known by the mail clerk. If addressee is unknown, compare the name on the patron's ID card with the name on the article.

f. If the accountable mail has not been claimed after 5 days, prepare another PS Form 3849, mark the form to show that it is the final notice and annotate the new date on the article. **(FIGURE 12)**. If the mail still has not been called for within 10 days of the final notice, verify the addressee's status with the CDR, 1SG or the S-1 Section. Complete PS Form 3849 per information received from the unit. Process accountable mail as follows:

(1) If the Express Mail has not been claimed by the third day, prepare another 3849 (second and final notice) and place the form in the individuals mail receptacle. If the Express Mail piece has not been called for after five calendar days from the date of the final notice, annotate disposition of the mail per information received from the unit.

(2) If accountable mail is undeliverable, annotate disposition on back of PS Form 3849 and return article to the servicing military post office on a PS Form 3877. The unit mail clerk will sign and date the “Delivered By and Date” block on the front of PS Form 3849.

(3) If addressee is TDY, on leave, or in hospital, etc., annotate back of PS Form 3849 “HOLD UNTIL (DATE)” **(FIGURE 13)**. The addressee will have 10 calendar days after “HOLD UNTIL (DATE)” to pick up **accountable mail**.



Unit Mailroom Operations



(ACCOUNTABLE MAIL)

PS FORM 3801 (STANDING DELIVERY ORDER)

1. When PS Form 3801 (Standing Delivery Order) is used, and the authorized agent comes to the mailroom to receipt for the accountable mail, the following procedures will be followed:

- a. The mail clerk will verify the identity of the agent by verifying his/her ID Card against the PS Form 3801 on file in the mailroom.
- b. The mail clerk will enter "SEE PS Form 3801" on the reverse side of PS Form 3849 in block #1 (See Figure # 5). The agent will sign and print their name in the "Delivery Section" on the reverse side of PS Form 3849.

PERSONAL MAIL

Name and Address of Firm or Individual (Include Apt./Suite No.)	
John J. Johnson, 8th PERSCOM, Unit 15316, Box 449, APO AP 96205-5316	
By (Signature and title of person signing order) (B)	Telephone No. (C)
<i>John J. Johnson</i>	723-1482
The above-named firm or individual hereby authorizes representatives whose signatures appear below to receive unrestricted registered, certified, insured, c.o.d., express mail, and special delivery mail addressed to or in care of the above-named firm or individual until otherwise notified in writing, and assumes all responsibility for loss, rifling, or damage of said mail after proper delivery. All previous orders are hereby revoked. SPECIAL INSTRUCTIONS: Where RESTRICTED DELIVERY MAIL is to be included, the statement "This authorization is extended to include RESTRICTED DELIVERY MAIL" must be entered on the delivery order by the person signing it. This notation is to be made on the part of the form for signatures of authorized agent. NOTE: Unknown signatures must be identified.	
Signature of Clerk Verifying Customer's Signature (D)	Date (D)
<i>John Doe</i>	3 Oct 04
SIGNATURES OF AUTHORIZED AGENTS	
David L. Wells (E)	<i>David L. Wells</i> (F)
Lew S. Sprinkle	<i>Lew S. Sprinkle</i>
Judy A. Whitaker	<i>Judy A. Whitaker</i>
PS Form 3801, Apr. 1983 STANDING DELIVERY ORDER ☆ U.S.G.P.O.: 1989-242-531/05330	

FIGURE 9 (PS Form 3801 for Personal Mail)



Unit Mailroom Operations



(ACCOUNTABLE MAIL)

INSTRUCTIONS FOR COMPLETING PS FORM 3883

- Block A. Name and address of the individual making authorization.
- Block B. Signature of the individual making authorization (must be signed in the presence of unit mail clerk).
- Block C. Telephone number of the individual making authorization.
- Block D. Signature of mail clerk accepting the completed PS Form 3801 and the date of receipt.
- Block E. Printed or typed name of authorized agents.
- Block F. Signature of the authorized individuals.

Note: PS Form 3801 will not be used to pick up personal non-accountable mail. In addition, PS Form 3801 will not be used as a convenience for picking up accountable personal mail. Every effort should be made by personnel to pick up their own mail. PS Form 3801 will not be used in lieu of obtaining a DD Form 285 card for those who must handle mail on a daily or frequent basis.



Unit Mailroom Operations

(ACCOUNTABLE MAIL)



PS FORM 3801 - OFFICIAL MAIL

Name and Address of Firm or Individual (Include Apt./Suite No.)	
Commander, A Co 1/506th Inf Bn, Unit 15143, APO AP 96224	
By (Signature and title of person signing order)	Telephone No.
(B) JOHN E. CANDY, CPT, IN, Commanding	(C)
<p>The above-named firm or individual hereby authorizes representatives whose signatures appear below to receive unrestricted registered, certified, insured, c.o.d., express mail, and special delivery mail addresses to or in care of the above-named firm or individual until otherwise notified in writing, and assumes all responsibility for loss, rifling, or damage of said mail after proper delivery. All previous orders are hereby revoked. SPECIAL INSTRUCTIONS: Where RESTRICTED DELIVERY MAIL is to be included, the statement "This authorization is extended to include RESTRICTED DELIVERY MAIL" must be entered on the delivery order by the person signing it. This notation is to be made on the part of the form for signatures of authorized agent. NOTE: Unknown signatures must be identified.</p>	
Signature of Clerk Verifying Customer's Signature	Date
D)	
SIGNATURES OF AUTHORIZED AGENTS	
E) Barry V. White	Barry V. White (F)
Tony White	Tony White

PS Form 3801, April 1983

STANDING DELIVERY ORDER

- Block A. Title of the individual (i.e., Supply SGT, Adjutant, etc.)
- Block B. Signature of the individual making authorization (must be signed in the presence of unit mail clerk).
- Block C. Telephone number of the office of title.
- Block D. Signature of mail clerk accepting the completed PS Form 3801 and the date of receipt.
- Block E. Printed or typed name of authorized agents.
- Block F. Signature of the authorized individuals.



Unit Mailroom Operations



(ACCOUNTABLE MAIL)

“ REMINDER ”

Note: PS Form 3801 will not be used to pick up personal non-accountable mail. In addition, PS Form 3801 will not be used as a convenience for picking up accountable personal mail. Every effort should be made by personnel to pick up their own mail. PS Form 3801 will not be used in lieu of obtaining a DD Form 285 card for those who must handle mail on a daily or frequent basis.



Unit Mailroom Operations



(ACCOUNTABLE MAIL)

AUTHORIZATION FOR OFFICIAL RESTRICTED DELIVERY MAIL

Name and Address of Firm or Individual (Include Apt./Suite No.) Commander, A Co 1/506th Inf Bn, Unit 15143, APO AP 96224	
By (Signature and title of person signing order) (B) JOHN E. CANDY, CPT, IN, Commanding	Telephone No. (C) 732-6027
The above-named firm or individual hereby authorizes representatives whose signatures appear below to receive unrestricted registered, certified, insured, c.o.d., express mail, and special delivery mail addresses to or in care of the above-named firm or individual until otherwise notified in writing, and assumes all responsibility for loss, rifling, or damage of said mail after proper delivery. All previous orders are hereby revoked. SPECIAL INSTRUCTIONS: Where RESTRICTED DELIVERY MAIL is to be included, the statement "This authorization is extended to include RESTRICTED DELIVERY MAIL" must be entered on the delivery order by the person signing it. This notation is to be made on the part of the form for signatures of authorized agent. NOTE: Unknown signatures must be identified.	
Signature of Clerk Verifying Customer's Signature (D)	Date
SIGNATURES OF AUTHORIZED AGENTS	
(E) Barry V. White	Barry V. White (F)
Tony White	Tony White
THIS AUTHORIZATION IS EXTENDED TO INCLUDE RESTRICTED DELIVERY MAIL.	
STANDING DELIVERY ORDER	

PS Form 3801, April 1983

FIGURE 11 (PS Form 3801 – OFFICIAL Restricted Delivery Mail)

- Block A. Name and address of the individual making authorization.
- Block B. Signature of the individual making authorization (must be signed in the presence of unit mail clerk.)
- Block C. Telephone number of the individual making authorization.
- Block D. Signature of mail clerk accepting the completed PS Form 3801 and the date of receipt.
- Block E. Printed or typed name of authorized agents.
- Block F. Signature of the authorized individuals.

Block E & F. Enter "THIS AUTHORIZATION IS EXTENDED TO INCLUDE RESTRICTED DELIVERY MAIL"



Unit Mailroom Operations



(ACCOUNTABLE MAIL)

United States Postal Service Sorry We Missed You! We'll Deliver for You		Today's Date 3 Oct 01	Sender's Name Ann M. Baker
Item is at: <input checked="" type="checkbox"/> Post Office (See back) Bldg # 1184	Available for Pick-up After 3 Oct 01	Time: 1530	We will redeliver or you or your agent can pick up. See reverse.
<input checked="" type="checkbox"/> Letter	For Delivery: (Enter total number of items delivered by service type)	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for Item	
<input type="checkbox"/> Large envelope, magazine, catalog, etc.	For Notice Left: (Check applicable item)	Article Number(s) R 126 799 871	
<input type="checkbox"/> Parcel	<input type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it.)	<input checked="" type="checkbox"/> Registered	
<input type="checkbox"/> Restricted Delivery	<input type="checkbox"/> Certified	<input type="checkbox"/> Insured	
<input type="checkbox"/> Perishable Item	<input type="checkbox"/> Recorded Delivery	Return Receipt for Merchandise Delivery Confirmation	
<input type="checkbox"/> Other:	<input type="checkbox"/> Firm Bill	Signature Confirmation	
Article Requiring Payment	Amount Due	Notice Left Section	
<input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs	\$	Customer Name and Address William T. Baker	
<input checked="" type="checkbox"/> Final Notice: Article will be returned to sender on	18 Oct 01	1st Signal Bn	
PS Form 3849, November 1999 102595-00-M-0892		Delivered By and Date	
Delivery Notice/Reminder/Receipt			

**FIGURE 12 – Example PS Form 3849 (Final Notice)
Examples of When to Complete Final Notices**

	1ST Notice	2nd Notice	Return To MPO
EXPRESS	3 Oct XX	6 Oct XX	11 Oct XX
REGISTERED	3 Oct XX	8 Oct XX	24 Oct XX
INSURED	3 Oct XX	8 Oct XX	19 Oct XX
CERTIFIED	3 Oct XX	8 Oct XX	19 Oct XX

NOTE: DATE OF RECEIPT FROM THE SERVICING MILITARY POST OFFICE (3 OCT XX) IS ZERO DAY.



Unit Mailroom Operations



(ACCOUNTABLE MAIL)

NOTE: DO NOT RETURN ACCOUNTABLE MAIL TO MPO UNTIL YOU HAVE VERIFIED THE ADDRESSES STATUS WITH THE CDR, 1SG, OR S-1.

United States Postal Service Sorry We Missed You! We'll Deliver for You		Today's Date 3 Oct 01	Sender's Name Bill Dixon
Item is at Post Office (See back) X Bldg # 1184	Available for Pick-up After Date: 3 Oct 01	Time: 1530	We will redeliver or you or your agent can pick up. See reverse.
<input checked="" type="checkbox"/> Letter	For Delivery: (Enter total number of items delivered by service type)	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item	
<input type="checkbox"/> Large envelope, magazine, catalog, etc.	For Notice Left: (Check applicable item)	Article Number(s) R 124 991 762	
<input type="checkbox"/> Parcel	<input checked="" type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it.)	<input checked="" type="checkbox"/> Registered	
<input type="checkbox"/> Restricted Delivery	<input type="checkbox"/> Certified	<input type="checkbox"/> Insured	
<input type="checkbox"/> Perishable Item	<input type="checkbox"/> Recorded Delivery	<input type="checkbox"/> Return Receipt for Merchandise	
<input type="checkbox"/> Other	<input type="checkbox"/> Firm Bill	<input type="checkbox"/> Delivery Confirmation	
Article Requiring Payment	Amount Due	Notice Left Section	
<input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs	\$	Customer Name and Address Joseph P. Dixon	
<input type="checkbox"/> Final Notice: Article will be returned to sender on		1st Signal Bn	
PS Form 3849, November 1999	102595-00-M-0892	Delivered By and Date	

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):

1. a. Check all that apply in section 3.
b. Sign in section 2 below.
c. Leave this notice where the carrier can see it.

2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You.

3. Redeliver (Enter day of week).

(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)

Leave item at my address

(Specify where to leave. Example "porch", "side door". This option is not available if box is checked on the front requiring your signature at time of delivery.)

4. Refused Forward '11 Return

PS Form 3849, November 1999 (Reverse)

Leave - 1 Oct - 15 Oct 01
HOLD UNTIL (15 Oct 01)

Delivery Section

Signature
X

Printed Name

Delivery Address

USPS

5290 0018 8079 0261

FIGURE 13 – Example PS Form 3849 (Patron is TDY/Leave/Hospital, etc.)



Unit Mailroom Operations



(ACCOUNTABLE MAIL)

c. The mail clerk will return the PS Form 3801 to the unit's file, and deliver the accountable mail to the authorized agent. PS Form 3801 will be maintained under **(ARIMS *formerly known as MARKS* # 600-8-3f Standing Delivery Orders)**.

2. When an agent's name is deleted from PS Form 3801, the unit mail clerk will draw a single line through the agents printed name and signature. The individual who signed the order will initial and enter the date the agent was deleted. DO NOT use white-out to delete an agents name to add a new agent. If a new agent is added, prepare a new form **(FIGURE 14)**.

3. The individual who signed the order (PS Form 3801) will terminate the order before they depart (PCS, ETS, etc). The individual who signed the order will also draw a single diagonal line across the form with the word "VOID" and date of termination written on the line **(FIGURE 15)**. Voided PS Forms 3801 will be filed in an inactive file under ARIMS(formerly known as MARKS) file number 600-8-3f (Standing Delivery Orders).



Unit Mailroom Operations



(ACCOUNTABLE MAIL)

(PS FORM 3811- RETURN RECEIPT)

When PS Form 3811 (Return Receipt) is attached to accountable mail, the mail clerk is responsible to insure that the addressee or authorized agent completes blocks A, B, & C on the receipt. When completed, the return receipt will be returned to the servicing military post office (FIGURE 16).



Unit Mailroom Operations

(ACCOUNTABLE MAIL)



TRANSFERRING ACCOUNTABLE MAIL TO ANOTHER MAIL CLERK

When accountable mail is transferred from mail clerks to other authorized individuals (i.e. primary unit mail clerk goes on leave and transfers accountable mail to alternate mail clerk); it shall be listed and signed for on PS Form 3883. The alternate unit mail clerk will get the original PS Form 3883 and the primary unit mail clerk will get the duplicate.



Unit Mailroom Operations



(ACCOUNTABLE MAIL)

PS FORM 3877 (Firm Mailing Book for Accountable Mail)

1. Whenever accountable mail is undeliverable it will be returned to the servicing military post office promptly with an endorsement as outlined in DoD 4525.6-M Postal Manual, C3.2.7. Mail clerks shall prepare an original and one copy of PS Form 3877 (Firm Mailing Book for Accountable Mail) showing proper disposition of the article (**FIGURE 17 thru 20**). After receiving the return bill from the servicing military post office, the unit mail clerk will then place the endorsement “See PS Form 3877 Dated _____” in block # 1 on the reverse side of PS Form 3849 (**See Figure #6**).
2. The unit mail clerk will retain one copy of PS Form 3877 on file at unit mailroom under ARIMS formerly known as “MARKS” under **Post Office Accountable Mail Receipts**). The servicing military post office will keep the original.



Unit Mailroom Operations



(ACCOUNTABLE MAIL)

DELETING AN AGENTS NAME

Name and Address of Firm or Individual (Include Apt./Suite No.)	
(A) John J. Johnson, 8th PERSCOM, Unit 15316, Box 449, APO AP 96205-5316	
By (Signature and title of person signing order)	Telephone No.
(B) John J. Johnson	723-1482 (C)
<p>The above-named firm or individual hereby authorizes representatives whose signatures appear below to receive unrestricted registered, certified, insured, c.o.d., express mail, and special delivery mail addressed to or in care of the above-named firm or individual until otherwise notified in writing, and assumes all responsibility for loss, rifling, or damage of said mail after proper delivery. All previous orders are hereby revoked. SPECIAL INSTRUCTIONS: Where RESTRICTED DELIVERY MAIL is to be included, the statement "This authorization is extended to include RESTRICTED DELIVERY MAIL" must be entered on the delivery order by the person signing it. This notation is to be made on the part of the form for signatures of authorized agent. NOTE: Unknown signatures must be identified.</p>	
Signature of Clerk Verifying Customer's Signature	Date
(D) John Doe	(D) 3 Oct 04
SIGNATURES OF AUTHORIZED AGENTS	
(E) David L. Wells	(F) David L. Wells
Law S. Sprinkle	(G) Law S. Sprinkle 15 Nov 04
Judy A. Whitaker	Judy A. Whitaker
<p>PS Form 3801, Apr. 1983 STANDING DELIVERY ORDER ☆ U.S.G.P.O.: 1989-242-531/05330</p>	

FIGURE 14 – PS Form 3801 (Deleting Agents Name)

Note: PS Form 3801 will not be used to pick up personal non-accountable mail. In addition, PS Form 3801 will not be used as a convenience for picking up accountable personal mail. Every effort should be made by personnel to pick up their own mail. PS Form 3801 will not be used in lieu of obtaining a DD Form 285 card for those who must handle mail on a daily or frequent basis.



Unit Mailroom Operations

(ACCOUNTABLE MAIL)

“VOID” PS FORM 3801



(A)
Name and Address of Firm or Individual (Include Apt./Suite No.)
John J. Johnson, 8th PDRSQM, Unit 15316, Box 449, APO AP 96205-5316

By (Signature and title of person signing order) (B) Telephone No. (C)
John J. Johnson 783-1482

The above-named firm or individual hereby authorizes representatives whose signatures appear below to receive unrestricted registered, certified, insured, c.o.d., express mail, and special delivery mail addressed to or in care of the above-named firm or individual until otherwise notified in writing, and assumes all responsibility for loss, rifling, or damage of said mail after proper delivery. All previous orders are hereby revoked. SPECIAL INSTRUCTIONS: Where RESTRICTED DELIVERY MAIL is to be included, the statement "This authorization is extended to include RESTRICTED DELIVERY MAIL" must be entered on the delivery order by the person signing it. This notation is to be made on the part of the form for signatures of authorized agent. NOTE: Unknown signatures must be identified.

Signature of Clerk Verifying Customer's Signature (D) Date 3 Oct 04 (D)
John Lee

SIGNATURES OF AUTHORIZED AGENTS

David L. Wells (E)	<i>David L. Wells</i> (F)
Lew S. Sprinkle (G)	<i>Lew S. Sprinkle</i>
Judy A. Whitaker	<i>Judy A. Whitaker</i>

PS Form 3801, Apr. 1983 **STANDING DELIVERY ORDER** ☆ U.S.G.P.O.: 1989-242-531/05330

FIGURE 15 - “VOID” PS FORM 3801

- Block A. Name and address of the individual making authorization.
- Block B. Signature of the individual making authorization (must be signed in the presence of unit mail clerk).
- Block C. Telephone number of the individual making authorization.
- Block D. Signature of mail clerk accepting the completed PS Form 3801 and the date of receipt.
- Block E. Printed or typed name of authorized agents.
- Block F. Signature of the authorized individuals.
- G. Individual terminates the order before they depart (PCS,ETC, etc) by drawing a single diagonal line across the form with the word “VOID”, date of termination written on the line and their initials.



Unit Mailroom Operations



(ACCOUNTABLE MAIL)

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none">Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.Print your name and address on the reverse so that we can return the card to you.Attach this card to the back of the mailpiece, or on the front if space permits.	<p>A. Signature <i>X John E. Candy</i> <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <i>JOHN E. CANDY</i></p> <p>C. Date of Delivery <i>4 OCT 01</i></p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p> <p>3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
<p>1. Article Addressed to: SGT John E. Candy 501st Support Grp Unit 1503, Box 62 APO AP 96258</p>	
<p>2. Article Number (transfer from service label) P 062 916 843</p>	
PS Form 3811, August 2001	Domestic Return Receipt 102595 01-M-2509

FIGURE 16 (PS Form 3811 – Domestic Return Receipt – Front)

UNITED STATES POSTAL SERVICE		First-Class Mail Postage & Fees Paid USPS Permit No. G-10
• Sender: Please print your name, address, and ZIP+4 in this box •		
JESSICA CANDY 1492 South Mountain Road Kansas City, MO 65112		

FIGURE 16 (PS Form 3811 – Domestic Return Receipt – Back)



Unit Mailroom Operations (ACCOUNTABLE MAIL)



PS Form 3877, August 2000

Line	Name and Address of Sender 121 Brac Heap APO AP 96205	Article Number VA 6134187215 (C)	Check type of mail or service:				Postage	Fee	Handling Charge	Meter Stamp Here (if meter or a copy of meter, cover of box and Postmark and Date of Receipt)			Actual Value if Registered	Insured Value	Domestic Return Receipt	SERVICES AND FEES				
			<input type="checkbox"/> Certified	<input type="checkbox"/> Registered Delivery (Domestic)	<input type="checkbox"/> COD	<input type="checkbox"/> Signature Confirmation				<input type="checkbox"/> Registered	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Express Mail				<input type="checkbox"/> Signature Confirmation Insured	DC	RC	SI	RI
			Address Here, Street and PO Address	FD-101	FD-101															
1																				
2			Sable McDaniel																	
3			613 Best Street																	
4			El Paso, TX 79930																	
5			SEE PS FORM 3881, BILL #3																	
6																				
7		VA 6134187215	Assigned Not Known																	
8			Reagan Jbr																	
9			Dept. of Health																	
10			38 Quantright Ave																	
11			Wilderness, VA 18702																	
12			SEE PS FORM 3881, BILL #5																	
13																				
14																				
15																				

Postmaster: Per Article of receiving envelope (1)

Complete by Typewriter, Ink, on Blue Postage Paper

The full declaration is valid in regard to all domestic and international registered mail. The station indicator applies to the instructions of non-registered documents under figures and domestic registered envelopes is \$50 per piece subject to the maximum indicator of \$500. The maximum indicator for international registered mail is \$1000 per piece. The maximum indicator for registered mail is \$5000 in some, but not all countries. The maximum indicator for insured mail is \$5000 for registered and one domestic air letterweight (DL) and \$2500 for insured mail. The maximum indicator for insured mail is \$5000 for registered and one domestic air letterweight (DL) and \$2500 for insured mail. Special handling charges apply only to Special Mail (A) and Standard Mail (B) pieces.

FIGURE 17 (PS Form 3877 – Example Firm Mailing Book for Accountable Mail)
(Forward To and Attempted Not Known)



Unit Mailroom Operations

(ACCOUNTABLE MAIL)



COMPLETED BY UNIT MAIL CLERKS

Block A. Unit returning the mail.

Block B. Check the appropriate block.

Block C. List the article number. Line through the unused blocks.

Block D. Enter reason mail is being returned. **Ensure the entire forwarding address or return address is listed.**

Block E. List the PS Form 3883 bill # which you received the mail on.

Block F. Line through the unused portion of the PS Form 3877.

Block G. Number of article(s) being returned.

COMPLETED BY SERVICING MILITARY POST OFFICE ACCOUNTABLE MAIL CLERK

Block H. Enter number of pieces received from the unit mail clerk.

Block I. Signature of servicing military post office accountable mail clerk.

Block J. Stamp with the All Purpose Date Stamp (APDS).

3. Unit Postal Officers will verify daily that all accountable mail has been delivered by comparing the PS Form 3849 with the PS Form 3883. All PS Form 3849 listed on the appropriate 3883 will be attached to the front of the PS Form 3883. The unit mail clerk will not file the PS Form 3849 until the postal officer has verified delivery and annotated their initials next to the article number on PS Form 3883 and the Post Office Unit Mailroom Inspector has verified each receipt (**FIGURE 21**). Do not file PS Form 3883 until all articles have been delivered and verified by postal officer and Post Office Unit Mailroom Inspector. Maintain PS Forms 3849 and PS Forms 3883 in a folder annotated "AWAITING VERIFICATION OF DELIVERY BY UNIT POSTAL OFFICER" until the unit postal officer verifies delivery.



Unit Mailroom Operations

(ACCOUNTABLE MAIL)



United States Postal Service
Firm Delivery Receipt for Accountable and Bulk Delivery Mail

5199 9990 0004 7974 9443
 (B)

Certified Delivery Confirmation Service Express Mail Recorded Delivery Return Receipt for Merchandise Signature Confirmation Service
 COD Insured Registered

Mail for/Bill No. 121 Rec Hoso / #25

Class	Office of Origin (State and ZIP)	Article Number	Class	Office of Origin (State and ZIP)
1	RR418426711 JMC (D) (E)	11		
2	RR619321613 JMC	12		
3	RR712619017 JMC	13		
4	RR819111321 JMC	14		
5		15		
6		16		
7		17		
8		18		
9		19		
10		20		

* CODE: DC = Received in Damaged Condition. OS = Officially Sealed. R = Return Receipt Requested. RE = Re-enveloped. RW = Returned to Writer.

Date of Delivery: Today's Date
 Received By: (Print Name) (J)
 Signature of Addressee/Agent: X Unit Mail Clerk (K)
 Postmark - Delivery Office: (H) APDS

Delivered By: Registry Clerk

Form 3849 Barcode Number (if delivered using scanning option)

If using handheld scanner option, have recipient sign Form 3849.

PS Form 3883, November 1999 102596-00-B-2013 1- Delivery

FIGURE 21 (Example Postal Officer Verification of Accountable Mail Delivery)

4. Retention periods for accountable mail are illustrated in chart (FIGURE 22) Screen all non-delivered accountable mail against the unit daily status report or alpha roster to determine status of individual before conducting directory service. If the addressee does not pick up accountable mail within time frames noted in chart below, the unit mail clerks will verify the addressees' status with the unit CDR, 1SG, or S-1.

5. PS Form 3849 will be filed numerically by the last two digits of the identifying article number. The forms should be commingled in a single file, however, it is recommended that forms be separated and filed by class of mail. (FIGURE 23) Retain these forms per ARIMS.



Unit Mailroom Operations

(ACCOUNTABLE MAIL)



	Days Held after First notice	Action taken	Days held after final notice	Action taken
EXPRESS	1 working day	Issue 2nd Notice	Hold 5 working days	Return to APO
REGISTERED	5 days	Issue 2nd Notice	Hold 15 days	Return to APO
INSURED	5 days	Issue 2nd Notice	Hold 10 days	Return to APO
CERTIFIED	5 days	Issued 2nd Notice	Hold 10 days	Return to APO

FIGURE 22 (Accountable Mail Retention Periods Chart)



Unit Mailroom Operations

(ACCOUNTABLE MAIL)



EXPRESS

CERTIFIED

United States Postal Service Sorry We Missed You! We'll Deliver for You		Today's Date 5 Jan 05	Sender's Name Tom Whitaker
Item is at: ___ Post Office (See back) X Elder #1184		Available for Pick-up After Date: 5 Jan 05	Time: 1530
___ Letter X Large envelope, magazine, catalog, etc.	For Delivery: (Enter total number of items delivered by service type) For Notice Left: (Check applicable item) ___ Express Mail (We will ___ Registered)	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item	
		Article Number(s) VA 683 786 694 US	

United States Postal Service Sorry We Missed You! We'll Deliver for You		Today's Date 5 Jan 05	Sender's Name Bill Dixon
Item is at: ___ Post Office (See back) X Elder # 1184		Available for Pick-up After Date: 5 Jan 05	Time: 1530
X Letter ___ Large envelope, magazine, catalog, etc.	For Delivery: (Enter total number of items delivered by service type) For Notice Left: (Check applicable item) ___ Express Mail (We will ___ Registered)	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item	
		Article Number(s) VA 683 786 617 US	

INSURED

United States Postal Service Sorry We Missed You! We'll Deliver for You		Today's Date 5 Jan 05	Sender's Name John Doe
Item is at: ___ Post Office (See back) X Elder # 1184		Available for Pick-up After Date: 5 Jan 05	Time: 1530
___ Letter X Large envelope, magazine, catalog, etc.	For Delivery: (Enter total number of items delivered by service type) For Notice Left: (Check applicable item) ___ Express Mail (We will ___ Registered)	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item	
		Article Number(s) RR 143 210 412	

United States Postal Service Sorry We Missed You! We'll Deliver for You		Today's Date 10 Jan 05	Sender's Name Ann M. Maker
Item is at: ___ Post Office (See back) X Elder #1184		Available for Pick-up After Date: 10 Jan 05	Time: 1530
X Letter ___ Large envelope, magazine, catalog, etc.	For Delivery: (Enter total number of items delivered by service type) For Notice Left: (Check applicable item) ___ Express Mail (We will X Registered)	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item	
		Article Number(s) RR 124 991 901	

REGISTERED

FIGURE 23 (PS Form 3849 recommended filing system)



PRESERVING MAIL SECURITY AND CONSEQUENCES



PRESERVING MAIL SECURITY AND CONSEQUENCES



- DoD Personnel must preserve and protect the security of all mail in their custody from unauthorized opening, inspection, reading of contents or covers, tampering, and “DELAY”, or unauthorized acts.
- A military department member or a civilian postal employee who commits or allows any such unauthorized act may be subject to prosecution under the Uniformed Code of Military Justice or by Federal Civilian authorities or to other disciplinary or administrative actions.



QUESTIONS





