

## EXPRESS MAIL SERVICES

**Express mail.** The class of mail afforded the highest priority in handling. This is the most costly method of mailing. Use only to prevent mission failure or financial loss.

**To request express mail service, use POM Form 409**

### EXPRESS SAVER (3 business-day)

Delivery Time Delivery to businesses by 4:30 P.M. and to residences by 7:00 P.M. in 3 business days.

Service Days Monday – Friday. Items dropped off Friday will arrive at destination on Wednesday.

### 2-DAY (2 business-day)

Delivery Time By 4:30 P.M. in 2 business days to most areas (by 7:00 P.M. to residences).

Service Days Monday – Friday. Items dropped off Friday will arrive at destination on Tuesday.

### 2-DAY AM (2 business-day)

Delivery Time By 12:00 P.M. in 2 business days to most areas (by 7:00 P.M. to residences)

Service Days Monday – Friday. Items dropped off Friday will arrive at destination on Tuesday.

### STANDARD OVERNIGHT (Next-business-day afternoon)

Delivery Time Next-business-day delivery by 4:30 P.M. to most U.S. addresses.

Service Days Monday – Friday. Items dropped off Friday will be delivered Monday.

### PRIORITY OVERNIGHT (Next-business-day morning)

Delivery Time Next-business-day delivery by 12:00 P.M. to most U.S. addresses; 4:30 P.M. in some remote areas.

Service Days Monday – Friday. Items dropped off Friday will be delivered Monday.

### FIRST OVERNIGHT (First thing the next-business-day morning)

Delivery Time Next-business-day delivery by 10:00 A.M., depending on destination ZIP code.

Service Days Monday – Friday. Items dropped off Friday will be delivered Monday.

## SPECIAL MAIL SERVICES

**Registered mail** provides added protection. Use this only if required by law or directive. It is slow and expensive. It is for use only with First-Class and Priority mail.

**Certified mail.** Postal service available on any mailable matter sent as First-Class or Priority mail. It provides a receipt to the sender and a record of delivery at the post office of address. A record is not kept at the post office where it is mailed. It is dispatched, handled, and treated in transit as ordinary mail.

**To request special mail service, use POM Form 1-75**

The Government Losses in Shipment Act (40 USC, 721 to 729) and the Government's general self-assurance policy prohibit Federal agencies from using registered and insured mail in order to obtain claims against USPS for indemnity on items lost or damaged in the mail. However, Comptroller General of the US decision (58 Comp.Gen 14, 1978) allows the Government to use registered or insured mail to obtain the "special" services they offer, such as added protection or proof of delivery. IAW AR 25-51, Official Mail and Distribution Management, the following are Army-wide authorized uses as shown in the Selection of Special Mail Services Table.

## SELECTION OF SPECIAL MAIL SERVICES

	Registered	Certified	Return Receipt
Criminal investigation evidence	YES		
Classified documents	YES	YES	
Original vouchers, voided or cancelled checks	YES		
Mailable shipments of Government owned firearms	YES		YES
One-of-a-kind, irreplaceable, sensitive, controlled, rate, or pilferable items and items having a replacement cost in excess of \$20,000	YES		
Final notices to individuals about indebtedness to the Army Emergency Relief Fund	YES		
Environment samples	YES		YES
Notification of radiation exposure	YES		YES
Mailing former evidence to its owner	YES		YES
All actions involving the processing of claims	YES		YES
Letters to establishments being declared "off limits"		YES	
Adverse enlisted and officer efficiency reports and other similar actions		YES	
Controlled test material		YES	
Instructional material marked "For Faculty Use Only"		YES	
Commercial transportation tickets, boarding pass, and Military Airlift Command authorizations when personal delivery or pickup is not available		YES	
Official U.S. Passports required by DoD employees for official travel		YES	
Equal employment opportunity case material to complainants and their representative		YES	YES
Reduction-in-force notices sent to civilian employees on authorized absence		YES	YES
Any communication for which receipt is essential to create or preserve rights granted to the U.S. under a Government contract		YES	YES
Debarment letters		YES	YES
Summonses and subpoenas		YES	YES
Illegally held identification cards		YES	YES
Traffic or driving violations		YES	YES
Letters of revocation or suspension of installation driving privileges		YES	YES
Questionnaire to injured persons		YES	YES
Legal matters and any communications, receipt of which is essential to create or preserve the rights granted to the US Government in connection with criminal proceedings	YES		YES

# UNITED STATES ARMY GARRISON PRESIDIO OF MONTEREY



# INFORMATION GUIDE

## OFFICIAL MAIL and DISTRIBUTION CENTER (OMDC)

FEBRUARY 2014

Administrative Services Division  
Directorate of Human Resources

393 Patton Avenue, Bldg 272  
Monterey, California 93944

### HOURS OF OPERATION

MONDAY to FRIDAY  
0800 to 1130  
1230 to 1600

Telephone Numbers: (831) 242-6375/6215/6319  
For additional information, please email:  
[usarmy.pom.106-sig-bde.mail.pres-asb@mail.mil](mailto:usarmy.pom.106-sig-bde.mail.pres-asb@mail.mil)

POM Forms can be accessed at the U.S. Army  
Garrison Presidio Intranet on AKO at  
<http://www.monterey.army.mil/>

## WHAT IS OFFICIAL MAIL?

Official mail is authorized only for business pertaining solely to the business of the U.S. Federal Government. Postage and fees are paid with appropriated funds.

## ADDRESSING OFFICIAL MAIL

Addresses will be typed. However, the U.S. Postal Service (USPS) allows printed addresses as long as they are legible. Recommended format for return address is:

**Organization/Unit/Agency Name**  
**ATTN: Office Symbol and/or Name (Optional)**  
**Street Number and Street Name (Bldg # is Optional)**  
**Monterey, CA 93944**  
**OFFICIAL BUSINESS**

Envelopes with the preprinted statement "Penalty for Private Use, \$300" will no longer be used. If you still have them on stock, you can still use them by blackening out the statement.

It is the sender's responsibility to ensure that the forwarding address is accurate and the format is correct.

## CLASSES OF MAIL

**First-Class.** Any mailable item weighing less than 13 ounces. First-Class is sealed against inspection and is covered by the private express statutes. Its use is mandatory for correspondence of a personal nature.

**Priority.** Any mailable items meeting the requirements for First-Class matter but weighing over 13 ounces, but less than 70 pounds.

**Second-Class.** For magazines and other periodicals issued at regular, stated frequency of no less than four times per year.

**Third-class.** For printed matter and parcels under 1 pound. Four ounces or less-same rate as First Class. Special bulk rates for larger mailings (at least 200 pieces or 50 pounds).

**Fourth-Class.** "Parcel Post" for packages 1 to 70 pounds.

## PERSONAL MAIL

Personal mail is any correspondence which does not pertain solely to the business of the U.S. Government.

The receipt and dispatch of personal, unofficial, or nonmission related mail and correspondence is prohibited.

Newly assigned personnel may use the OMDC for the receipt of personal, unofficial, nonmission related mail for not more than 60 days. They should contact their local USPS or unit mail room to acquire a new mailing address.

## UNAUTHORIZED USE OF APPROPRIATED FUND POSTAGE

- \* Matter that is not exclusively U.S. Government business
- \* Nonmailable items, in accordance with USPS restrictions
- \* Postcards, unless the cards are Department of Defense (DoD) or Department of the Army-approved forms
- \* Information sent by DoD Components about nonmandatory events
- \* Invitations to social functions to satisfy personal social obligations, even if they are the result of an official position
- \* Personal congratulatory letters from one individual to another in a private capacity
- \* Personal mail, holiday and birthday greetings, retirement announcements, completed employment applications, resumes, and similar material
- \* Correspondence of foreign military personnel. Foreign military personnel who are required by regulations of their own government to file reports will do so at their expense
- \* Anything mailed by concessionaires or their employees
- \* Fund drives not officially endorsed by DoD or the Army
- \* Unofficial biographies and unit histories
- \* Announcements and attendance responses related to Army branch anniversary parties and similar events
- \* Mailings by or for private associations, such as technical and professional organizations, unit associations, wives clubs, Boy Scouts, and so on

## TRANSPORTING OFFICIAL MAIL

In accordance with DoD Postal Manual, when transporting official mail, use a Government-Owned Vehicle, preferably a closed-body vehicle equipped with lockable doors. Do not use Privately-Owned Vehicles (POVs) to transport official mail.

Always protect mail being transported in other than closed-body vehicles from the elements (inclement weather). When transporting mail with passengers who are not authorized to handle mail, they shall not have access to the mail.

## TIPS FOR COST SAVINGS

- \* Use the smallest envelope possible. Do not use large envelopes for correspondence of six pages or less unless contents warrant otherwise. If you must use large or medium envelopes for a small letter or parcel, please fold the envelope and tape it to the size of the letter or parcel. There is a cost difference when using the postage meter machine for small, medium or large letter or parcel. Do not use envelopes with metal fasteners. OMDC has envelopes with preprinted official return address and they are available upon request.
- \* Intra-installation mail. Do not use stamped envelopes for sending or re-mailing correspondence to an organization located within the same building or installation. Use Optional Form 65-B, U.S. Government Message Envelope, popularly known as "shotgun envelope" or any similar envelope.
- \* Mailing several items to one address – cheaper to mail everything in one envelope.
- \* If you have a requirement to send large quantities of official mail, please contact OMDC or send an email to [Usarmy.pom.106-sig-bde.mail.pres-asb@mail.mil](mailto:Usarmy.pom.106-sig-bde.mail.pres-asb@mail.mil) as they may qualify for certain postage discounts using Standard Permit rate.

**ALL official mail for postage, express service or special service received at the OMDC, Bldg 272, POM on or before the cut-off time below will be dispatched by end of business day.**

- \* Request for Express Mail Service must be hand-carried **NLT 1400 of business day.**
- \* Request for Special Mail Service must be hand-carried **NLT 1500 of business day.**
- \* Official mail for postage must be dropped off **NLT 1500 of business day.**