



Joint Task Force National Capital Region Medical **DIRECTIVE**

NUMBER 4525.01
FEB 04 2013

J-1

SUBJECT: Official Mail Management Program

References: See Enclosure

1. PURPOSE. This Directive establishes policy for a Mail Management Program based on the authority of References (a) through (d). It is to provide guidance on mail management within the National Capital Region (NCR) in accordance with References (e) through (g).

2. APPLICABILITY. This Directive applies to the JTF CapMed Headquarters (HQ), Fort Belvoir Community Hospital (FBCH), Walter Reed National Military Medical Center (WRNMMC) [hereafter, FBCH and WRNMMC are referred to as Joint Medical Treatment Facilities (MTFs)], and the Joint Pathology Center.

3. POLICY. It is JTF CapMed policy that:

a. Offices will follow the mail management and mail processing procedures of their respective host installations and meet the requirements of References (e) through (g) as applicable.

b. Appropriate control mechanisms shall be used to ensure that DoD official mail funds and USPS funds remain separate, distinct, and controlled by appropriately authorized personnel.

4. RESPONSIBILITIES

a. Commander, JTF CapMed (CJTF) and Directors. The CJTF and Directors with delegated authority may enter into agreements with Base Support Activities where they are located to use the Base or Post Mail Services.

FEB 04 2013


b. Joint MTF Commanders and Center Directors. Joint MTF Commanders and Center Directors in the NCR, as tenants, will obtain mail service support from their respective host installations.

5. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from the JTF CapMed Issuances Website at www.capmed.mil.

6. EFFECTIVE DATE. This Directive:

a. Is effective upon publishing to the JTF CapMed Website; and

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with JTF CapMed Instruction 5025.01 (Reference (h)). If not, it will expire effective 10 years from the publication date.


STEPHEN L. JONES
Major General, U.S. Army
Acting Commander

Enclosure
References

FEB 04 2013

ENCLOSURE

REFERENCES

- (a) Deputy Secretary of Defense Memorandum, "Authority for Joint Task Force National Capital Region Medical (JTF CapMed)," February 7, 2012
- (b) Deputy Secretary of Defense Action Memorandum, "Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region Medical," January 15, 2009
- (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
- (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
- (e) DoD Instruction 4525.08, "DoD Official Mail Management," August 11, 2006
- (f) OPNAV Instruction 5218.7C, "Navy Official Mail Management Program," February 1, 2011
- (g) DA Memo 24-53, "Office Mail and Distribution Management," September 1, 2004
- (h) JTF CapMed Instruction 5025.01, "Formats and Procedures for the Development and Publication of Issuances," March 5, 2012