

Headquarters
Department of the Army
Washington, DC
20 October 1999

Information Management
Official Mail and Distribution Management

Applicability. This memorandum applies to Headquarters, Department of the Army, and its field operating agencies and Joint/Department of Defense agencies administratively supported by the Department of the Army.

Proponent and exception authority. The proponent of this memorandum is the Administrative Assistant to the Secretary of the Army. The Administrative Assistant has the authority to approve exceptions to this memorandum that are consistent with controlling law and regulation. The Administrative Assistant may delegate this authority in writing to a division chief within the proponent agency who holds the grade of colonel or the civilian equivalent.

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1. Purpose

This memorandum prescribes policy, responsibilities, and procedures for the Official Mail and Distribution Management Program of Headquarters, Department of the Army (HQDA).

*This memo supersedes DA Memo 25-53, dated 15 April 1997.

2. References

Required and related publications are listed in appendix A.

3. Explanation of terms

Abbreviations and special terms appear in the glossary.

4. Responsibilities

a. Administrative Assistant to the Secretary of the Army. The Administrative Assistant to the Secretary of the Army has overall responsibility for the Official Mail and Distribution Management Program.

b. Chief, Correspondence and Records Division, within the Information Management Support Center. The Chief, Correspondence and Records Division, within the Information Management Support Center, is responsible for the operations of Official Mail and Distribution Centers and supervises the HQDA Major Army Command Official Mail Manager, hereinafter referred to as the OMM. The OMM will—

(1) Manage the Mail and Distribution Management Program as prescribed in Army Regulation (AR) 25-51 and establish necessary operating procedures to ensure compliance within HQDA, and Department of Defense (DOD)/Joint activities.

(2) Control the cost of mailings and approve or disapprove all overnight mailings for activities serviced.

(3) Establish budgetary controls and manage the funding of postage (postage meters, stamps, bulk mail permits, and Business Reply Mail permits).

(4) Approve the use of addresses and Zone Improvement Plan (ZIP)+4 Codes for all activities in the Pentagon and those serviced by Army Official Mail and Distribution Centers in the National Capital Region. Notify the U.S. Postal Service (USPS) Address Unit in Silver Springs, MD, so that new addresses are included in the USPS National ZIP Code Directory.

(5) Notify USPS of any changes, deletions, or additions to addresses.

(6) Review requests to lease postage meters and purchase mailing machines.

(7) Periodically evaluate, assist, and train activities in mail management practices and procedures.

(8) Consolidate and report the HQDA major Army command (MACOM) quarterly Positive Accountability Postage Administrative System (PAPAS) Report to the Army OMM in accordance with AR 25-51, paragraph 2-9.

(9) Ensure no more than a 30-day supply of postage is on any meter at the end of each quarter.

(10) Ensure reimbursement of postage when applicable.

c. Defense Post Office, within the Information Management Support Center. The Defense Post Office is managed by the Chief of the Correspondence and Records Division, within the Information Management Support Center, and is located in rooms 1B929 and 1B925. Mail personnel within DPO will—

(1) Receive all incoming mail to the Pentagon, including mail to the USPS on the concourse.

(2) Break down all incoming mail from USPS for pickup by Army, Navy, Air Force, and Marine agencies and activities and the OSA Mail Center. Receive from these same agencies all outgoing mail and deliver to USPS.

(3) Provide messenger service to and from the Pentagon for Army supported activities that are supported by the DPO Satellite Mail Facilities. (Note: Some activities in the National Capital Region provide their own messenger service to and from the Pentagon. These are listed at appendix B.)

(4) Manage the Mail and Distribution Centers at Rosslyn Plaza North and Presidential Towers, coordinating any changes in addresses, customers, or services with the HQDA MACOM OMM, as well as the Navy, Air Force, and Marine OMMs as applicable.

(5) Ensure that outgoing mail is properly prepared and packaged for the most economical handling.

(6) Send a Postage Usage Report to the OMM on the first working day of each quarter, for the preceding quarter. An example of this report is at appendix C. E-mail is the preferred method of receiving this report. Send e-mail to VIRGINIA.COCHRAN@HQDA.ARMY.MIL.

(7) Assign codes for customers and keep track of postage used by each.

(8) Provide bulk and mass mailings and distribution services for HQDA and the HQDA Secretariat. A mass mailing description and preparation instructions are at appendix D.

(9) Notify the OMM of changes in addresses of all customers.

(10) Keep DD Form 577 (Signature Card) on file for customers who pick up accountable mail.

(11) Maintain PS Form 3602-A (Record of Meter Register Reading) for each meter and fill out the form at the end of each business day. This form (booklet) is provided by USPS. The ascending and descending numbers from the meter are written down in columns A and B of the booklet. Add columns A and B (this total should equal the number in column C of the previous day). This procedure ensures that the meter is working correctly. The numbers in column C should always remain the same except when money is added to the meter. If the last column does not remain the same, report the meter for service. This booklet also provides information that is needed for the quarterly Postage Usage Report (app C).

(12) Provide consolidated mail services as described in paragraph 5b(8) below.

d. HQDA MACOM activities personnel. HQDA MACOM activities using postage meters with funds provided by the OMM, whether reimbursable or not, will-

(1) Appoint mail personnel in writing and furnish copies of these appointments to the HQDA MACOM OMM, room 3D679. New mail personnel will receive training within 30 days of assignment and once each year thereafter. Training is provided by the OMM and is announced periodically.

(2) Ensure that outgoing mail prepared by supported activities follows the mail preparation guidelines in the references above and appendix E of this memo.

(3) Support postage meter requirements for customers co-located in their building, when requested. If tenants other than Army activities request service, coordinate with the HQDA MACOM OMM and the other Service's OMM.

(4) Notify the HQDA MACOM OMM of all changes of locations or customers where official mail is to be delivered.

(5) Send a Postage Usage Report for the preceding quarter to the OMM on the first working day of each quarter. An example of this report is at appendix C. E-mail is the preferred method of receiving this report. Send e-mail to VIRGINIA.COCHRAN@HQDA.ARMY.MIL.

(6) Notify the OMM of changes in addresses for all customers.

(7) Keep DD Form 577 on file for customers who pick up accountable mail.

(8) Maintain PS Form 3602-A for each meter and fill out the form at the end of each business day. This form (booklet) is provided by USPS. The ascending and descending numbers from the meter are written down in columns A and B of the booklet. Add columns A and B (this total should equal the number in column C of the previous day). This procedure ensures that the meter is working correctly. The numbers in column C should always remain the same. If the last column does not remain the same, report it for service. This booklet also provides information that is needed for the quarterly Postage Usage Report.

(9) Maintain a 10-day supply of stamps to use for emergencies when meters are down or not operating correctly. These stamps will not be given or sold to anyone. Maintain control of these stamps at all times. This stock is a reportable item on the Postage Usage Report.

e. OSA Center personnel. The OSA Center is managed by the Chief of the Correspondence and Records Division, within the Information Management Support Center, and is located in room 3D679. Mail personnel within the OSA Center will-

(1) Process incoming and outgoing mail for HQDA supported activities in the Pentagon.

(2) Provide regularly scheduled mail or distribution delivery and pickup service to Army activities in the Pentagon. A list of activities with times of deliveries is at appendix F.

(3) Ensure that outgoing mail is properly prepared and packaged for the most economical handling.

(4) Send a Postage Usage Report for the preceding quarter to the OMM on the first working day of each quarter. A sample of this report is at appendix C. E-mail is the preferred method of receiving this report. Send e-mail to VIRGINIA.COCHRAN@HQDA.ARMY.MIL.

(5) Keep DD Form 577 on file for customers who pick up accountable mail.

(6) Maintain PS Form 3602-A for each meter and fill out the form at the end of each business day.

This form (booklet) is provided by USPS. The ascending and descending numbers from the meter are written down in columns A and B of the booklet. Add columns A and B (this total should equal the number in column C of the previous day). This procedure ensures that the meter is working correctly. The numbers in column C should always remain the same except when money is added to the meter. If the last column does not remain the same, report the meter for service. This booklet also provides information that is needed for the quarterly Postage Usage Report (app C).

(7) Maintain no more than a 10-day supply of stamps to use for emergencies when meters are down or not operating correctly. These stamps will not be given or sold to anyone. Maintain control of these stamps at all times in accordance with AR 25-51. This stock is a reportable item on the Postage Usage Report.

5. Policy and procedures

a. General.

(1) The Official Mail and Distribution Centers (OMDCs) are operated for the exclusive use of the U.S. Government in the conduct of official business.

(2) Official Mail and Distribution Centers handle USPS, United Parcel Service (UPS), and Federal Express (FEDX) mail. Mail personnel decide which service will be the most economical to meet the required delivery date.

(3) AR 25-51 allows mail personnel in all Centers to open any outgoing envelope, package, and so forth, once it has been received from the mailer and before postage has been affixed. One reason for opening could be to verify contents, especially when Express Mail or other expensive classes of mail are requested.

(4) The use of Official Mail and Distribution Centers for personal, unofficial, or non-mission mail is prohibited, except for newly assigned personnel, who may receive their personal mail for no more than 60 days while they are establishing an address or acquiring a post office box. Personnel desiring a post office box for personal use must make arrangements directly with USPS.

(5) Mail addressed to Government offices or activities will be delivered to the heads of these offices/activities for their disposition. All incoming and outgoing mail for the OSA, OSA staff, and the Office of the Chief of Staff of the Army (OCSA) is delivered and handled by the OSA Mail Center.

(6) All changes of addresses should be reported to the OMM, room 3D679, not to USPS.

(7) Properly formatted addresses and ZIP+4 Codes must be used in accordance with USPS regulations. Office symbols and room numbers may be added on the optional line. A list of Army activities, in the Pentagon (with their complete mailing addresses and established ZIP+4 Codes) is in appendix G. All Army activities, including those outside the Pentagon will obtain ZIP+4 Codes through the OMM, room 3D679. Unauthorized ZIP+4 Codes will not be used.

(8) For USPS purposes, addresses must be typed or machine printed with no punctuation except for the hyphen between the ZIP Code and the four-digit add-on. Addresses can be typed in upper and lower case letters or in all capital letters. The preferred addressing method is capital letters, since it will move mail faster. Authorized State abbreviations are at appendix H. Other authorized abbreviations are in USPS Publication 28, available in Official Mail and Distribution Centers. Improper addressing causes delays in mailing and will not be accepted by an Official Mail and Distribution Center.

(9) Official Mail and Distribution Centers do not mail or pay for mailings as a result of permanent change of station (PCS) moves or give stamps to personnel going on temporary duty (TDY). Instructions on mailing items to the next duty station or in conjunction with TDY are in appendix I.

(10) Each activity or agency must have on file a DD Form 577 with the Official Mail and Distribution Center that provides the activity or agency with service, in order to pick up accountable mail.

(11) Activities using electronic meter heads will add only one-third of the money in the activity account to a meter at the start of a quarter. If there is more than one meter, the one-third amount will be divided among the meters. More money will not be added to a meter until the balance on it is almost gone. This requirement ensures that a dropped or damaged meter head will not tie up postage money in a meter that does not work.

b. Classes of mail.

(1) First Class Mail is any mailable matter weighing less than 11 ounces. (Mailable matter is defined in AR 25-51.)

(2) Priority Mail is First Class mail weighing 11 ounces or more, not to exceed 70 pounds. First Class and Priority Mail travel at the same rate of speed and will generally reach the furthestmost point from the Pentagon within the United States in 3 days.

(3) Second, Standard (formerly Third Class), and Fourth Class Mail items are generally packages containing publications, catalogs, newsletters, and so forth. Standard Mail examples are contained in AR 25-51. The packages may not exceed 70 pounds in weight and a maximum size of 108 inches in length and girth combined. Instructions on how to measure are in appendix J.

(4) International Mail is official mail sent to foreign countries that is not addressed to Army Post Offices/Fleet Post Offices (APO/FPOs). It must be separated from U.S. domestic mail before delivery to an Official Mail and Distribution Center. International Mail to foreign countries must meet U.S. Customs regulations, and the addressee must make arrangements for clearance and the payment of whatever duties are required for the release of the item. International postage must be paid for these items in accordance with the International Mail Manual. It must have the destination, country code, and city placed on the next to the last line of the address. The country is spelled out on the last line of the address. Proper format is shown in appendix E.

(5) International Mail to APO/FPO military addresses needs no U.S. Customs forms and will be mailed at the U.S. rate.

(6) Accountable Mail is Registered, Certified, FEDX, UPS, Pentagon Recorded Mail, and Express Mail. These must be signed for by an authorized person in order to be picked up. Persons authorized to sign for accountable mail must have a signature card on file with the Mail Center where they pick up mail.

(7) Internal Distribution is mail within the Pentagon or distribution supported by DPO messenger service in the National Capitol Region.

(8) Consolidated Mail is used to forward more than one piece of correspondence to a single addressee to save postage costs. It is sent daily to Army agencies and is opened by the addressee's Official Mail and Distribution Center. However, each piece of mail to the same addressee must still contain a complete mailing address consisting of the activity, office symbol, and location. Consolidated Mail should be separated from regular and international mail before delivery to an Official Mail and Distribution Center. USPS-owned pouches will not be used as containers for consolidated mailings; however, DOD mailbags may be used. Consolidated mail agencies and preparation instructions are listed in appendix K.

c. Special mail services.

(1) Mail that may be sent Certified and Registered is listed in AR 25-51, paragraph 2-31. No exceptions to these will be granted unless mandated by other regulations or law.

(2) Return receipt or insured services will not be used. Mail personnel can track both Certified and Registered mail, and signatures are required for receipt, which makes return receipt or insurance unnecessary and costly. A sender who wishes to determine whether a package reached its destination may contact the servicing Official Mail and Distribution Center.

(3) The uses for Express Mail are contained in AR 25-51, which states that Express Mail will be used only when there is the possibility of loss of life involved or the U.S. Government would incur a financial liability if the mail were not received the next day. The use of Federal Express will be for the same reasons. Suspense dates are not a reason for using an overnight service. Requests for any overnight delivery services will be in writing to the HQDA MACOM OMM, room 3D679, or by e-mail to VIRGINIA.COCHRAN@HQDA.ARMY.MIL. These requests must be fully justified.

(4) Express Mail and overnight FEDX services are not always delivered the next day. Federal Express and USPS guarantee their delivery the next day, but statistics show a 65 percent success rate for USPS and an 85 percent success rate for FEDX. Mail personnel can also track these.

(5) No overnight delivery of mail will be accepted on a Friday or when the next day is a holiday because there will be no one available to sign for and accept the mail. In addition, no overnight mail will

be accepted for any outside of the continental United States (OCONUS) location. OCONUS overnight delivery service takes at least 3 days to reach the country, and then it can take as many as 2-4 more days to reach the destination. Express Mail reaches its destination in OCONUS locations in the same amount of time as First Class Mail, which is approximately 5-7 days. In some cases Express Mail takes longer than First Class Mail because of all the controls and signatures required. First Class Mail will move at night and on weekends. Express Mail sometimes will not, depending on personnel available to sign for it.

d. Reimbursement for postage.

(1) All activities and tenants that receive Army postage funds from the HQDA MACOM OMM that are not in the OA-22 family will reimburse the total amount actually used. Holders of reimbursable accounts that use \$300 or less per quarter are not required to reimburse postage funds.

(2) Some Official Mail and Distribution Centers have customers who should reimburse and others that do not. Therefore, Official Mail and Distribution Centers will create sub-accounts for all their customers, with the help of the HQDA MACOM OMM. The Centers will maintain a list of those sub-accounts and track the amount of postage used by each. This is a reportable item on the Quarterly Postage Usage Report, and reimbursable customers will be identified on the report.

e. Hours of operation. See appendix L for hours of operation and USPS pickup.

Appendix A References

Section I Required Publications

AR 25-51

Official Mail and Distribution Management (Cited in paras 4b(1), 4b(8), 4e(7), 5a(3), 5a(8), 5b(1), 5b(3), 5c(1), and 5c(3))

United States Postal Service

Domestic Mail Manual and International Mail Manual (Available at Internet address <http://pe.usps.gov>.)

Section II Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

AR 25-50

Preparing and Managing Correspondence

AR 380-5

Department of the Army Information Security Program

DOD 4525.8-M

DOD Official Mail Manual

United States Postal Service Publication 28

Postal Addressing Standards

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

DA Label 18 and DA Label 18-1

Mailing Label

DD Form 577

Signature Card

OF Form 65-B

U.S. Government Messenger Envelope

PS Form 3602-A

Record of Meter Register Reading

**Appendix B
National Capital Region Agencies That Provide Their Own Messenger
Service**

ANDREWS AFB
WASHINGTON DC 20331-5000

ARMY AUDITOR GENERAL (SAAG)
3101 PARK CENTER DRIVE
ALEXANDRIA VA 22302-1596

ARMY INTELLIGENCE & SECURITY COMMAND (INSCOM)
FORT BELVOIR VA 22060-5370

ARMY MATERIEL COMMAND (AMC)
5001 EISENHOWER AVENUE
ALEXANDRIA VA 22333-5001

ARMY MILITARY DISTRICT OF WASHINGTON (MDW)
FORT MCNAIR
WASHINGTON, DC 20319-5050

ARMY MILITARY HISTORY (DAMH)
BLDG 159 SE FEDERAL CENTER
WASHINGTON NAVY YARD
WASHINGTON DC 20374-5068

ARMY MILITARY REVIEW BOARD
1941 JEFFERSON DAVIS HWY
ARLINGTON VA 22202-4508

BOLLING AFB
WASHINGTON DC 20332-5000

BUZZARDS POINT (MDW FINANCE)
1900 HALF SST SW
WASHINGTON DC 20024-3301

DEFENSE INFORMATION SYSTEMS AGENCY (DISA)
8TH & S COURTHOUSE RD
ARLINGTON VA 22204-2000

DEFENSE INTELLIGENCE AGENCY (DIA)
BOLLING AFB
WASHINGTON DC 20340-0001

DEFENSE NUCLEAR AGENCY (DNA)
6801 TELEGRAPH RD

ALEXANDRIA VA 22310-3398

FORT MEADE MD 20755-5075

FORT MEYER VA 22211-5050

NATIONAL SECURITY AGENCY (NSA)
FORT MEAD MD 20755-5075

NAVY ANNEX
WASHINGTON DC 20370-5000

HQ US MARINE CORPS
WASHINGTON DC 20380-1775

NAVY-CRYSTAL CITY
WASHINGTON DC 20360-5000

NAVY-WASHINGTON NAVY YARD
WASHINGTON DC 20374-1662

MILITARY SEALIFT COMMAND HQ
NAVAL DATA AUTOMATION CMD
NAVAL DISTRICT WASHINGTON HQ
NAVAL REGIONAL CONTRACTING CENTER
OFFICE OF NAVAL INSPECTOR GENERAL
US MARINE CORPS QUANTICO VA

SURGEON GENERAL (DASG)
5109 LEESBURG PIKE SKYLINE 6
FALLS CHURCH VA 22041-3258

WALTER REED ARMY MEDICAL CENTER (SWAMC)
6825 16TH ST NW
WASHINGTON DC 20307-5001

**Appendix C
Format for Quarterly Postage Usage Report to OMM**

Prepare one report for each meter. E-mail to VIRGINIA.COCHRAN@HQDA.ARMY.MIL.

[ORGANIZATION NAME]	
1. Ascending register amount on the last day of the preceding quarter	\$0.00
2. Ascending register amount on the last day of the reporting quarter.....	\$0.00
3. Postage Left on Meter (Descending amount as of the last day of quarter.....)	\$0.00
4. Amount of Postage Added to meter during the quarter.....	\$0.00
5. Amount of postage used for Express Mail.....	\$0.00
6. Total Funds Used this period (including Express Mail).....	\$0.00
7. Amount of postage stamps received during the quarter.....	\$0.00
9. Amount of postage stamps used during the quarter.....	\$0.00
Customers	Amount of Postage Used This Quarter
[Customer Name]	\$0.00
Total	\$0.00
NOTE: Total customer expense should equal line 6 above.	
NOTE: If customer information is in an automated form, this information may be sent as e-mail with the report.	

Figure C-1. Format for the quarterly postage usage report to OMM

Appendix D

Mass Mailing Guidelines

D-1. Special mailing and distribution

Special mailing and distribution services are provided by the DPO for HQDA Staff and the HQDA Secretariats only. A mass mailing or mass distribution is a large volume mailing consisting of 35 addressees or more.

D-2. Services provided

Personnel in the Defense Post Office Special Processing Center will—

a. Distribute or dispatch large volume or mass mailings that are beyond the capability of HQDA elements listed in paragraph D-1 above.

b. Prepare all materials for dispatch. This includes addressing, inserting, enveloping, or boxing, when requested, and affixing postage. The Special Processing Center will deliver the material to the Mail and Correspondence Processing Center of the DPO for dispatch.

c. Prepare classified mailings, up to and including SECRET, for dispatch in accordance with regulatory guidelines.

d. Determine class of mail to use.

e. Maintain mailing or distribution lists for recurring mailings. Ensure the list contains complete addresses, that is, activity, street address, city and state. The attention line is optional.

f. Return excess material to user.

g. Notify OMM of any activity that should reimburse for this type of mailing. Notifications will be on the Quarterly Postage Usage Report as an extra entry. Include activity, office symbol, and the dollar amount of postage used.

D-3. Service requests

Customers will—

a. Contact the supervisor of the Special Processing Center, DPO (703-695-6661), or come to room 1B925 for assistance. This contact is to determine if the Special Processing Center can provide the requested support within the desired timeframe.

b. After support has been confirmed for a verbal request, submit a written request to the Special Processing Center. This request will contain the following information:

(1) A brief description of the item to be mailed.

(2) Final mailing size (height, width, and thickness). Thickness may be expressed in the number of pages.

(3) Security classification and any special handling and sensitivity restrictions.

(4) A statement indicating that the task is beyond the capability of the organization.

(5) The name of the point-of-contact and telephone number.

(6) A distribution list that includes the complete address of each addressee and the number of copies to be sent to each. DA Label 18 or 18-1 (Mailing Label) may be used if they are in approved address formats.

(7) The date when the material will be provided to the Special Processing Center and the desired date for completion of the mailing.

(8) Whether the requested service will be a recurring requirement. If so, indicate the intended frequency.

(9) If a recurring requirement has been justified and established, the user will submit a written request at least 1 day in advance of the established processing date. That request will contain the following information:

(*a.*) The final mailing size of the item.

(b) The security classification and any special handling and sensitivity restrictions. If there are none, this must be stated.

(c) The desired date of completion or mailing.

(d) The class of postage service if different from the previous mailing. DPO personnel will decide class of mail to be used in advance of the memo being written.

(e) A list of changes to the distribution list on file with the Special Processing Center. This list will clearly show additions, deletions, and corrections. If there are none, this must be stated.

c. Packing and handling of Classified materials will be in accordance with AR 380-5, ensuring it is properly handled en route and transferred to the Special Processing Center.

d. If the mailer will be reimbursing DPO, the mailer may choose class of mail. For all others, a request for other than Standard or First Class mailings will be directed to the OMM in 3D679, telephone 693-1426, unless it involves Classified information, which will always be sent Registered mail.

e. Provide extraordinary packaging materials, such as padded envelopes, odd-size boxes or envelopes, padding, or special requirement materials. Padded envelopes should be used only when contents are fragile.

Appendix E

Mail Preparation Guidelines

E-1. Messenger envelopes

Optional Form 65-B (U.S. Government Messenger Envelopes) (“holey joes”) may be used for internal distribution within the Pentagon. Messenger envelopes may also be used for mail not requiring postage and addressed to activities in other buildings in the National Capital Region that are served by Army mail personnel in the Pentagon. When using messenger envelopes, furnish a complete name of activity, office symbol, and location. Messenger envelopes may be eliminated in the future.

E-2. Fasteners

Do not use any clips to fasten papers together in an envelope. Staples and rubber bands may be used.

E-3. Window envelopes

When using window envelopes, use the correct size so that when folded the address shows in the window. Do not staple to prevent slippage of the address from window view; use tape.

E-4. Envelope guidance

Use envelopes of the right size and strength to accommodate enclosures.

a. A snug fit keeps enclosures from moving around inside during transport; movement of contents often forces an envelope open with resulting loss of contents. Overstuffing can cause envelopes to burst at the seams upon impact with other mail.

b. As a general rule, six pages or fewer should be folded and put in a standard size envelope. A flat envelope (9 by 12 inches) may be used for seven or more sheets, but do not overstuff.

c. Do not use padded envelopes unless the contents are fragile.

E-5. Return addresses

Return address guidance follows.

a. Always use a complete return address and include any optional desired attention line information, in case mail needs to be returned.

b. The words *OFFICIAL BUSINESS* must appear below the return address as shown in the examples below. DA Label 18 or 18-1 may be used by Department of the Army activities. These labels have the words *Official Business* preprinted on them.

E-6. Addressing guidance

Addressing guidance follows.

a. Address examples are below (figs E-1 through E-4). Each line in the address is limited to 8 words having no more than a combined total of 40 characters.

b. An address can have three to five lines as shown, but the last three are mandatory (see the example).

c. Abbreviations used in addresses must be consistent with the tables in USPS Publication 28, available in Official Mail and Distribution Centers. State abbreviations are listed in appendix H

d. Placement and content of addresses are as shown below. For further explanation and more examples, see the USPS home page on the Internet. The USPS Internet address is <http://pe.usps.gov>. Official Mail and Distribution Centers do not distribute mail by personal names.

e. Labels and DA Label 18 and 18-1 may be used by Army activities on envelopes,

parcels, packages, and so forth and must be placed parallel to the bottom edge of the envelope and centered.

f. Addresses, including return addresses, can be typed in either upper and lower case letters or in all capital letters. The preferred addressing method is capital letters, since it will move mail faster. Addresses will have no punctuation except for the hyphen between the ZIP Code and the four-digit add-on (ZIP+4), for example, 36324-7865. Material with handwritten addressing will not be accepted in Official Mail and Distribution Centers.

g. The use of script, Italics, or other special character fonts is not authorized.

h. Packages will be prepared by mailers, ready to apply postage, prior to bringing to Official Mail and Distribution Centers. The USPS will not accept official business mail with cellophane tape or masking tape.

i. There should be nothing typed below the last line of the address. Anything below that line interferes with USPS optical reader equipment.

j. Messenger envelopes will contain complete addresses, that is, the activity name, office symbol, and location. Ensure all previous addresses have been marked out to ensure proper handling and routing.

E-7. Packages

Packages will always be sent out Standard Mail, unless they contain classified documents or unless the mailers request First Class and the packages meet the criteria for First Class Mail.

INFO MGT SPT CENTER
6602 ARMY PENTAGON
WASHINGTON DC 20310-6602

OFFICIAL BUSINESS

SAMPLE

SECRETARY OF THE ARMY
101 ARMY PENTAGON
WASHINGTON DC 20310-0101

*Business/Firm Name
*Delivery Address Line
*City, State, ZIP+4 Line

Figure E-1. Pentagon address

ATTN JDIM-MC
INFO MGT SPT CENTER
6602 ARMY PENTAGON
WASHINGTON DC 20310-6602

OFFICIAL BUSINESS

SAMPLE

MR JOHN DOE
ABC DIGITAL SERVICES
123 WASHINGTON BLVD
ROCKVILLE MD 20850-1838

*Attention Line
*Business/Firm Name
*Delivery Address Line
*City, State, ZIP+4 Line

Figure E-2. Private industry address

INFO MGT SPT CENTER
ATTN JDIM-MC
6602 ARMY PENTAGON
WASHINGTON DC 20310-6602

OFFICIAL BUSINESS

SAMPLE

MS C P APPLE
APARTADO 3068
PUERTO VALLARTA JALISCO
MEXICO

Figure E-3. International address

INFO MGT SPT CENTER
ATTN JDIM-MC
6602 ARMY PENTAGON
WASHINGTON DC 20310-6602

OFFICIAL BUSINESS

SAMPLE

ATTN EAIM RM
COMMANDER
EUSA
APO AP 96205-0009

Figure E-4. APO address

E-8. Classified mail

Examples of classified addressing and mail preparation follow (figs E-5 and E-6):

- a. The inner envelope will contain a complete mailing address.
- b. The classified marking will be stamped at the top and bottom on back and front.
- c. The envelope will be sealed and its seams taped. The classified marking on the backside at the top will overlap the tape (part of the marking being on the envelope and part being on the tape).

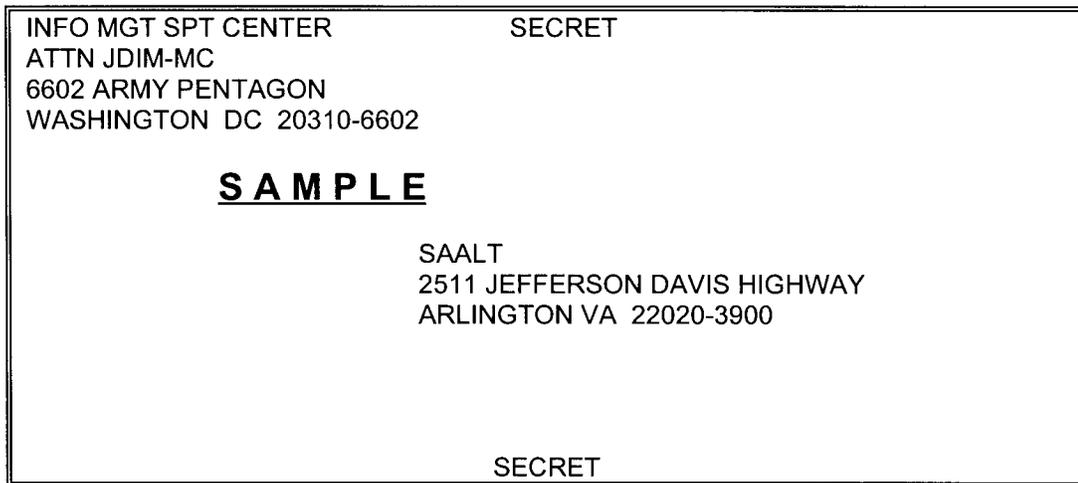


Figure E-5. Classified inner envelope

- d. The outer envelope will be completely addressed with no classified markings.
- e. The envelope will be stamped with the words *POSTMASTER: DO NOT FORWARD*. These words will be placed as shown below and will be approximately ¼ inch in size but must be larger than the typed address.
- f. Further guidance is in AR 380-5.

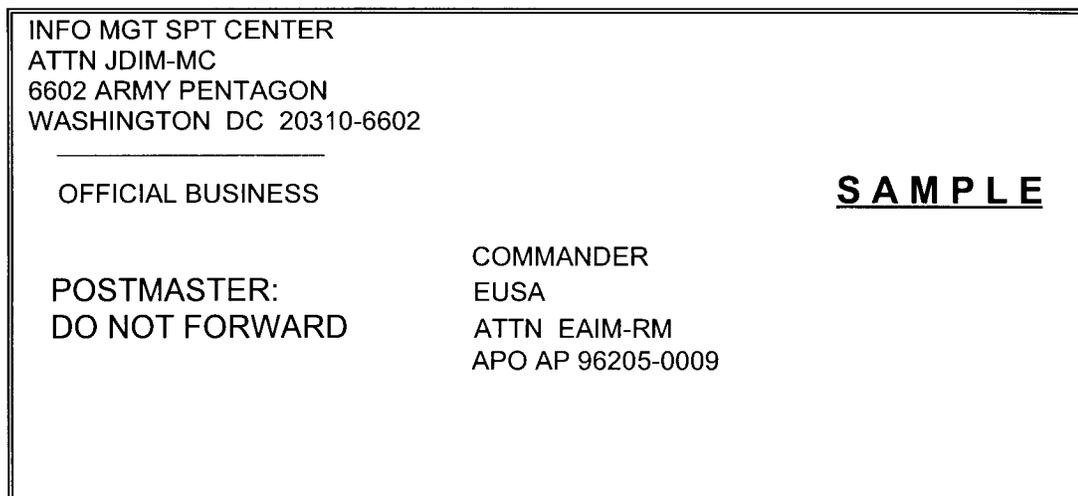


Figure E-6. Classified outer envelope

**Appendix F
 OSA Mail and Distribution Center
 Delivery Schedule for Activities Within the Pentagon and List of Offices
 That Pickup From Outside the Pentagon**

F-1. Activities within the Pentagon

See figures F-1 and F-2 for routes, running times, and room numbers.

Route 1: Runs every hour on the half-hour beginning at 0930

Routes 2, 3, and 4: Run between 0830 and 0930 and again between 1300 and 1400.

ROUTE 1	ROUTE 2	ROUTE 3	ROUTE 4
SAAA.....3E733 SAUS.....3E732 SASA.....3E700 ECC.....3D645 DACS-SM...3E677 DACS-ZA...3E668 DACS-ZB...3E668 DACS-ZD...3E666 DACS-DM...3D658 DACS-ZC...3D652	SAMO.....3D723 SAAA-PP....3D746 SAFM.....3E609 SACC/DUSA(IA)3E524 SAIS-ZA.....1A271 SACS-CORRS3D638 SACS-DMC..3D642 SAIS-PP....3C560 DACS-TE....3C571 DACS-SW....3D621 DACS-SF....3D253 SAMO.....3D723 DACS-DSA..3D631 HQDA-DAWF3A146 DACS-DSP...3D678 DACS-ZAA...3D714 DACS-ZK.....3C658 DACS-DP....3C719 DACS-DM...3D658 GOM #1.....3C659	SADBU.....2A712 USARPAC.....2A720 EUSA-LNO.....2B724 FORSCOM/TRADOC2B725 DACS-GOMO...2E729 SAGC.....2E727 DUSA-OR..... 2E660 SAIL..... 2E614 SACW.....2E570 SAMR.....2E594 SAPA.....2E645 DAJA.....1E719 SAAA-IR.....2D433 DACS-ADO.....2B683 SALL..... 2C600 SASA-RF..... 2B684	IMCEN-DOIM1E600 IMCEN.....1D626 JDHQ-AS....1D629 JDSS-W..... 1D245 JDSBMS.....1A123 SAAG-PRF..1E515 JDRS-PBD..1D632 DACH.....1E721 SHAPE-LNO1A711 MILPO..... 1A310 IMCEN/DSMA1E600 JDPES-W....1A909 SAAA-EO...1B912 ACSIM.....1E671 SAIG..... 1E749

Figure F-1. Delivery within the Pentagon (routes 1, 2, 3, and 4)

Routes 5, 6, and 7: Run between 1000 and 1100 and again between 1400 and 1500.

ROUTE 5	ROUTE 6	ROUTE 7
DAMO-ZXS.....3E648	DALO-SML.....2E561	DAMO-FDV.....1A873
DALO-	DALO-ZAT\SMC...2E557	DALO-TST.....1E583
ZXA/ZB/ZX.....3E560	DALO-SMA-A.....2E554	DALO-AV.....1E572
DAMO-SSW.....3E533	DAMO-ZCJ.....2E522	DALO-RMZ-A.....1E560
DAMO-ZC/SS...3E530	DAMO-FDR.....2D570	DALO-RML.....1E559
DAMO-SSP.....3E519	DALO-	DALO-RMI.....1D560
DALO-	SMD/SMP/SMG..2D575	DALO-SMM.....1C568
SA/SAZ-A.....3D516	DALO-PLI.....2D561	DALO-SMR.....1C570
DALO-ZXA/P...3D600	DAMO-FDE.....2D547	DALO-SMW/TSD...1D577
DALO-ZXA-A...3D580	DALO-PLP.....2C564	DAMO-TRS.....1E543
DALO-SAC/TS.3D575	DALO-PNG.....2C559	DAMO-TR.....1E542
DALO-ZXA/C...3D572	DALO-PLO.....2C556	DAMO-TRO.....1E533
DALO-SAA.....3D560	DAMO-FDQ.....2C549	DAMO-TRP.....1E525
DAMO-SSF.....3D549	DAMO-FDN/FDI...2C536	USACCSA(MOCS)
DAMO-ZXG.....3D548	USAFISA.....2C534MF741C
DAMO-ZXA-P..3D543	DAMO-FDL.....2C531	DAMO-ODP.....BG741
DAMO-ZXA-L...3D534	DAMO-FDG.....2C521	DAMO-ODO-A....BG722
DAMO-ZXA-M..3D532	DAMO-FDF.....2B536	USAMOG-W.....BF764
DAMO-FDW....3C630		DAMO-ODS.....BF762
DAMO-FDB.....3C549		DAMO-ODM.....BF759
DAMO-ZXA-R..3C542		DAMO-ODL(MOMP)
DAMO-ZXZ.....3C532	BF758
DAMO-FDD.....3C529		DAMO-ZQ.....BF733
DAMO-FDC.....3C481		
DAMO-SSM.....3B545		
DAMO-ZR.....3B513		
DAMO-ZD.....3A538		
DAMO-ZDI.....3A534		
DAMO-FD.....3A522		

STOPS AS NEEDED
 JCS – 2C944
 NAVY – 4C480
 AIR FORCE – B1064
 OSD – 3A949
 JOINT-DOD – 3E633
 Other Tenant Activities

Figure F-2. Delivery within the Pentagon (routes 5, 6, and 7 and stops as needed)

F-2. Offices that pick up from outside the Pentagon

- DAMI
- SAALT
- OPTEC
- USACAMA
- PLAZA ABCMR/SAMR-RB-CM#4
- SAAA-PP-F

DAEN-PULASKI BLDG
AMC
DASG
MTMC
CAA
DAMH
CIDC
DAAA
USACAF
DACS-SDC
LAM-TF
NGB
DAAR

Appendix G
Alphabetical Listing of Army Activity Addresses in the Pentagon
With Established ZIP+4 Codes

G-1. Departmental

ADMINISTRATIVE ASSISTANT
105 ARMY PENTAGON
WASHINGTON DC 20310-0105

ASSISTANT CHIEF OF STAFF INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON DC 20310-0600

ASSISTANT SECRETARY ARMY ACQUISITION LOGISTICS AND
TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

ASSISTANT SECRETARY ARMY CIVIL WORKS
108 ARMY PENTAGON
WASHINGTON DC 20310-0108

ASSISTANT SECRETARY ARMY FINANCIAL MGMT COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

ASSISTANT SECRETARY ARMY INSTALLATIONS AND ENVIRONMENT
110 ARMY PENTAGON
WASHINGTON DC 20310-0110

ASSISTANT SECRETARY ARMY MANPOWER RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111

CHIEF ARMY RESERVE
2400 ARMY PENTAGON
WASHINGTON DC 20310-2400

CHIEF LEGISLATIVE LIAISON
1600 ARMY PENTAGON
WASHINGTON DC 20310-1600

CHIEF NATIONAL GUARD BUREAU
2500 ARMY PENTAGON
WASHINGTON DC 20310-2500

CHIEF OF CHAPLAINS
2700 ARMY PENTAGON
WASHINGTON DC 20310-2700

CHIEF OF ENGINEERS
2600 ARMY PENTAGON
WASHINGTON DC 20310-2600

CHIEF OF STAFF
200 ARMY PENTAGON
WASHINGTON DC 20310-0200

CHIEF PUBLIC AFFAIRS
1500 ARMY PENTAGON
WASHINGTON DC 20310-1500

DEPUTY CHIEF OF STAFF INTELLIGENCE
1000 ARMY PENTAGON
WASHINGTON DC 20310-1000

DEPUTY CHIEF OF STAFF LOGISTICS
500 ARMY PENTAGON
WASHINGTON DC 20310-0500

DEPUTY CHIEF OF STAFF OPERATIONS AND PLANS
400 ARMY PENTAGON
WASHINGTON DC 20310-0400

DEPUTY CHIEF OF STAFF PERSONNEL
300 ARMY PENTAGON
WASHINGTON DC 20310-0300

DIRECTOR ARMY STAFF
202 ARMY PENTAGON
WASHINGTON DC 20310-0202

DIRECTOR INFO SYS COMMAND CON COMM COMP
107 ARMY PENTAGON
WASHINGTON DC 20310-0107

EXECUTIVE SERVICES DIVISION OCSA
204 ARMY PENTAGON
WASHINGTON DC 20310-0204

GENERAL COUNSEL
104 ARMY PENTAGON
WASHINGTON DC 20310-0104

GENERAL OFFICER'S MESS 1
114 ARMY PENTAGON
WASHINGTON DC 20310-0114

PENTAGON LEGAL ASSISTANCE OFFICE
2201 ARMY PENTAGON
WASHINGTON DC 20310-2201

RESERVE FORCES POLICY COMMITTEE
112 ARMY PENTAGON
WASHINGTON DC 20310-0112

SECRETARY OF THE ARMY
101 ARMY PENTAGON
WASHINGTON DC 20310-0101

SERGEANT MAJOR OF THE ARMY
203 ARMY PENTAGON
WASHINGTON DC 20310-0203

SMALL & DISADVANTAGED BUSINESS UTILIZATION
106 ARMY PENTAGON
WASHINGTON DC 20310-0106

THE INSPECTOR GENERAL
1700 ARMY PENTAGON
WASHINGTON DC 20310-1700

THE JUDGE ADVOCATE GENERAL
2200 ARMY PENTAGON
WASHINGTON DC 20310-2200

UNDER SECRETARY OF THE ARMY
102 ARMY PENTAGON
WASHINGTON DC 20310-0102

US ARMY AUDIT AGENCY PENTAGON BRANCH
113 ARMY PENTAGON
WASHINGTON DC 20310-0113

US ARMY CHAPLAIN SERVICES SUPPORT AGENCY
2750 ARMY PENTAGON
WASHINGTON DC 20310-2750

US ARMY FORCE INTEGRATION SUPPORT AGENCY
401 ARMY PENTAGON
WASHINGTON DC 20310-0401

VICE CHIEF OF STAFF
201 ARMY PENTAGON
WASHINGTON DC 20310-0201

G-2. JOINT/DOD

CENTRAL US REGISTRY
3072 ARMY PENTAGON
WASHINGTON DC 20310-3072

DEFENSE POST OFFICE
3071 ARMY PENTAGON
WASHINGTON DC 20310-3071

DEFENSE SUPPLY SERVICE WASHINGTON
5200 ARMY PENTAGON
WASHINGTON DC 20310-5200

DEFENSE TELECOMMUNICATIONS SERVICE WASHINGTON
5300 ARMY PENTAGON
WASHINGTON DC 20310-5300

HEADQUARTERS SERVICES WASHINGTON
6600 ARMY PENTAGON
WASHINGTON DC 20310-6600

HQ ARMY RECREATION SERVICES
6802 ARMY PENTAGON
WASHINGTON DC 20310-6802

HQDA PROPERTY MANAGEMENT ACQUISITION SUPPORT DIVISION
6901 ARMY PENTAGON
WASHINGTON DC 20310-6901

HQDA SUPPORT SERVICES ACTIVITY
6900 ARMY PENTAGON
WASHINGTON DC 20310-6900

INFORMATION MANAGEMENT SUPPORT CENTER
6602 ARMY PENTAGON
WASHINGTON DC 20310-6602

PENTAGON ATHLETIC CENTER
6606 ARMY PENTAGON
WASHINGTON DC 20310-6606

PENTAGON CHAPLAINS OFFICE
6608 ARMY PENTAGON
WASHINGTON DC 20310-6608

PENTAGON LIBRARY
6605 ARMY PENTAGON
WASHINGTON DC 20310-6605

PENTAGON SERVICE CENTER (DSS-W)
5202 ARMY PENTAGON
WASHINGTON DC 20310-5202

PENTAGON SOUTH LOADING DOCK (DSS-W)
5201 ARMY PENTAGON
WASHINGTON DC 20310-5201

PERSONNEL EMPLOYMENT SERVICES WASHINGTON
6800 ARMY PENTAGON
WASHINGTON DC 20310-6800

RESOURCE SERVICES WASHINGTON
6601 ARMY PENTAGON
WASHINGTON DC 20310-6601

SAFETY SECURITY SUPPORT SERVICES WASHINGTON
6603 ARMY PENTAGON
WASHINGTON DC 20310-6603

SINGLE AGENCY MANAGER PENTAGON INFO TECH SVC
6607 ARMY PENTAGON
WASHINGTON DC 20310-6607

SPACE BUILDING MANAGEMENT SERVICE WASHINGTON
4900 ARMY PENTAGON
WASHINGTON DC 20310-4900

US ARMY MILITARY PERSONNEL SERVICES CENTER
6801 ARMY PENTAGON
WASHINGTON DC 20310-6801

US ARMY SERVICE CENTER FOR THE ARMED FORCES
6604 ARMY PENTAGON
WASHINGTON DC 20310-6604

G-3. Tenants

ARMY AIR FORCE CIVILIAN WELFARE FUND
21 ARMY PENTAGON
WASHINGTON DC 20310-0021

ARMY SOUTH LIAISON OFFICE
4003 ARMY PENTAGON
WASHINGTON DC 20310-4003

CIVILIAN EMPLOYEES HEALTH SERVICE
5803 ARMY PENTAGON
WASHINGTON DC 20310-5803

DEFENSE COURIER SERVICE
98 ARMY PENTAGON
WASHINGTON DC 20310-0098

EUSA LIAISON OFFICE
4007 ARMY PENTAGON
WASHINGTON DC 20310-4007

FORSCOM LIAISON OFFICE
4000 ARMY PENTAGON
WASHINGTON DC 20310-4000

PENTAGON BRANCH MDW FINANCE ACCOUNTING OFFICE
5600 ARMY PENTAGON
WASHINGTON DC 20310-5600

PENTAGON EDUCATION CENTER
5601 ARMY PENTAGON
WASHINGTON DC 20310-5601

PENTAGON PERSONNEL ASSISTANCE UNIT MDW
5602 ARMY PENTAGON
WASHINGTON DC 20310-5602

SHAPE LIAISON OFFICE
4004 ARMY PENTAGON
WASHINGTON DC 20310-4004

TRADOC LIAISON OFFICE
4001 ARMY PENTAGON
WASHINGTON DC 20310-4001

US ARMY DENTAL CLINIC
5802 ARMY PENTAGON
WASHINGTON DC 20310-5802

US ARMY HEALTH CLINIC
5801 ARMY PENTAGON
WASHINGTON DC 20310-5801

US ARMY SPECIAL SECURITY COMMAND
20 ARMY PENTAGON
WASHINGTON DC 20310-0020

US ARMY VISUAL INFORMATION CENTER
3001 ARMY PENTAGON
WASHINGTON DC 20310-3001

USAISC LIAISON OFFICE
4005 ARMY PENTAGON
WASHINGTON DC 20310-4005

USAPPC PUBLICATIONS CENTER
3002 ARMY PENTAGON
WASHINGTON DC 20310-3002

USAREUR LIAISON OFFICE
4006 ARMY PENTAGON
WASHINGTON DC 20310-4006

USARPAC LIAISON OFFICE
4002 ARMY PENTAGON
WASHINGTON DC 20310-4002

WEAPONS SPACE SYSTEMS INTELLIGENCE COMMITTEE
99 ARMY PENTAGON
WASHINGTON DC 20310-0099

Appendix H
Authorized State Abbreviations

Table H-1
Authorized State abbreviations

ALABAMA	AL	NEBRASKA	NE
ALASKA	AK	NEVADA	NV
AMERICAN SAMOA	AS	NEW HAMPSHIRE	NH
ARIZONA	AZ	NEW JERSEY	NJ
ARKANSAS	AR	NEW MEXICO	NM
CALIFORNIA	CA	NEW YORK	NY
COLORADO	CO	NORTH CAROLINA	NC
CONNECTICUT	CT	NORTH DAKOTA	ND
DELAWARE	DE	NORTHERN MARIANA ISLANDS	MP
DISTRICT OF COLUMBIA	DC	OHIO	OH
FEDERATED STATES OF MICRONESIA	FM	OKLAHOMA	OK
FLORIDA	FL	OREGON	OR
GEORGIA	GA	PALAU	PW
GUAM	GU	PENNSYLVANIA	PA
HAWAII	HI	PUERTO RICO	PR
GUAM	GU	RHODE ISLAND	RI
IDAHO	ID	SOUTH CAROLINA	SC
ILLINOIS	IL	SOUTH DAKOTA	SD
INDIANA	IN	TENNESSEE	TN
IOWA	IA	TEXAS	TX
KANSAS	KS	UTAH	UT
KENTUCKY	KY	VERMONT	VT
LOUISIANA	LA	VIRGINIA	VA
MAINE	ME	VIRGIN ISLANDS	VI
MARSHALL ISLANDS	MH	WASHINGTON	WA
MARYLAND	MD	WEST VIRGINIA	WV
MASSACHUSETTS	MA	WISCONSIN	WI
MICHIGAN	MI	WYOMING	WY
MINNESOTA	MN		
MISSISSIPPI	MS		
MISSOURI	MO		
MONTANA	MT		

Appendix I

Mailings Resulting from PCS Moves and TDY Trips

Mail and Distribution Centers are not responsible for mailing personal items for personnel who PCS. Neither are they responsible for paying TDY travelers to mail items to or from a TDY site, including instructional materials being used by the traveler. The following guidelines should be followed so that costs are properly charged.

I-1. PCS moves

a. All allowable costs are on travel orders and all arrangements for movement of household goods are made with Transportation prior to the move.

b. Professional papers in a household goods shipment do not count against the weight allowance and are handled by your household good carrier.

c. You may request that funding for postage is included in Travel Orders. The authorizing official must approve the request and orders must specifically state an amount for postage.

d. Take items to be mailed to the United States Postal Service, pay for the mailing, get a receipt, and claim it on your Travel Voucher. Reimbursement will be for actual postage used, up to the amount authorized in travel orders.

e. If for some reason out-of-pocket expense for the mailing is not desirable, packages may be carried to an Official Mail and Distribution Center, with a copy of the travel order and the fund cite for postage.

f. If personnel, PCS without doing any of above, and wish someone else to mail items to them at their new location, these will be mailed at their own expense and will not be accepted at Mail and Distribution Centers.

I-2. TDY travelers

a. Personnel who are going TDY and have training materials that they will need at the TDY site that are inconvenient to carry on an airplane, and personnel who think they will have training materials to bring back should request postage monies in the travel order request. Authorizing officials must approve and orders must state an amount for postage.

b. Follow procedures in I-1d and I-1e above to process mailing of these training materials.

Appendix J

How to Measure a Package

J-1. Measure the longest side—this will be the length.

J-2. Measure the distance around the parcel at its thickest part--this will be the girth.

J-3. Add the two measurements together.

J-4. The total of the two measurements cannot exceed 108 inches. Packages exceeding 108 inches cannot be mailed. USPS will not accept them.

**Appendix K
Consolidated Mail Guidelines**

K-1. Preparation instructions for consolidated mail service
See figure K-1 below.

RESTRICTIONS:	No Classified or Accountable Mail
PACKAGING:	No envelopes or small packages over 5 lbs.
ADDRESSING:	Complete "TO" and "FROM" address is required on all envelopes.
MARKING:	Mailers will mark envelopes with the words <i>Consolidated Mail</i> or <i>CM</i> in accordance with AR 25-51 and DOD 4525-8-M, immediately below the return address.
DISPATCH:	Must be in DPO prior to 1400 for same day dispatch

Figure K-1. Preparation guidelines

K-2. Consolidated mail list
See table K-1 below.

**Table K-1
Mail list locations and recipients**

Location	Recipient
CONUS	FORT BELVOIR VA 22060-5123 FORT BEN HARRISON (USAFAC) IN 46249-0001 FORT BENNING GA 31905-5000 FORT BLISS TX 79916-5136 FORT BRAGG NC 28307-5000 FORT CARSON CO 80913-5000 FORT CAMPBELL KY 42223-5000 FORT DETRICK MD 21701-5000 FORT DEVENS MA 01433-5000 FORT DIX NJ 08640-5000 FORT DRUM NY 13601-5000 FORT EUSTIS VA 23604-5078 FORT GEORGE MEADE MD 20755-5075 FORT GILLEM GA 30050-5000 FORT GORDON GA 30905-5000 FORT HOOD TX 76544-5056

CONUS— Continued	<p>FORT HUACHUCA AZ 85613-6000 FORT IRWIN CA 92310-5000 FORT JACKSON SC 29207-5000 FORT KNOX KY 40121-5000 FORT LEAVENWORTH KS 66027-5700 FORT LEE VA 23801-5000 FORT LEONARDWOOD MO 65473-5000 FORT LEWIS WA 98433-5823 FORT MCCLELLAN AL 36205-5000 FORT MCPHERSON (FORSCOM) GA 30330-6000 FORT MONMOUTH NJ 07703-5006 FORT MONROE (TRADOC) VA 23651-5000 FORT ORD CA 93941-5000 FORT POLK LA 71459-5000 FORT RILEY KS 66440-5000 FORT RUCKER AL 36362-5000 FORT SAM HOUSTON (USAHSC) TX 78234-6000 FORT SHAFTER HI 96858-5000 FORT SILL OK 73503-5000 FORT STEWART GA 31314-5000 ARPERCEN, 1 RESERVE WAY, ST LOUIS MO 63132-5200 *HOFFMAN BLDG I, 2461 EISENHOWER AVE, ALEXANDRIA VA 22331- *HOFFMAN BLDG II, 200 STOVALL ST, ALEXANDRIA VA 22332- NASSIF BLDG, 5611 COLUMBIA PIKE, FALLS CHURCH VA 22041- 5000 PULASKI BLDG, 20 MASSACHUSETTS AVE NW, WASHINGTON DC 20314-1000 REDSTONE ARSENAL AL 35898-5248</p>
Non-Defense Agencies	<p>DEPARTMENT OF STATE, 2201 C ST NW, WASHINGTON DC 20520-0001</p> <p>*US HOUSE OF REPRESENTATIVES (LONGWORTH, RAYBURN OR CANON BLDG) WASHINGTON DC 20515</p> <p>*US SENATE (DIRKSEN, HART OR RUSSEL BLDG) WASHINGTON DC 20510</p>
OVERSEAS	<p>U.S. Army Europe (USAREUR) & 7th Army, APO NY 09014, 09081, 09099, 09102, & 09403 **HQ, Eighth U.S. Army (EUSA) Korea, APO AP 96205-0009 **HQ, United States Forces Korea (USFK), APO AP 96205-0010 HQ, U.S. Army Pacific, Ft. Shafter HI 96858-5100</p>
Navy/Marine Corps	<p>All Navy/Marine Corps mail is handled by the Washington Navy Yard. Navy personnel pick up their mail and transport it to the Washington Navy Yard for distribution.</p>

Notes:

* Representatives, senators, and various offices within these buildings have been assigned their own specific ZIP+4 Code. Check with the appropriate office for complete address with its unique ZIP+4.

** These ZIP Codes are for HQ EUSA and HQ USFK activities. Check with other appropriate activities for complete mailing address with their unique ZIP+4.

**Appendix L
Hours of Operations and Scheduled USPS Pickup
for DPO, Rosslyn Plaza North,
Presidential Towers, and OSA Mail Room**

L-1. Hours of operations, locations, and points of contact (POCs)

Days of operation for all Mail and Distribution Centers are Monday through Friday, except holidays.

<u>POC</u>	<u>Location</u>	<u>Hours of operation</u>	<u>Telephone</u>
Chief, DPO	Room 1B929	0600 - 1600	697-1388
Chief, Special Processing Ctr,	Room 1B925	0730 - 1600	695-6661
Chief, Mail & Correspondence Processing Ctr	Room 1B929		697-2292/4123
Rosslyn Plaza		0730 - 1600	697-2292 or 588-0237/0238
Presidential Towers		0730 - 1600	697-2292 or 604-8115/8114
OSA Mail Room, Supv	Room 3D679	0700 - 1730	692-9612

L-2. USPS

There are four scheduled USPS pickups and deliveries in the DPO between 0600 and again at 1600.

L-3. Deadlines

Daily deadlines for mail drop off to—

	<u>DPO</u>	<u>OSA mail room</u>	<u>Rosslyn Plaza</u>	<u>Presidential</u>
Routine and overnight mail*	1500	1400	1430	1430

*Overnight mail must be approved by the OMM prior to deadlines above in order to go out the same day.

L-4. Other mail POCs

DOD OMM	Room 3A948*	695-9717
Army OMM	Fort Belvoir	703-806-4389
HQDA MACOM OMM	Room 3D679*	693-1426
Chief, Corres & Rec Div	Room 3D679*	695-3565

Air Force OMM	Room 4B1064*	697-0269
Navy OMM	Mechanicsburg, PA	717-605-5894
Navy OMM-NCR	WNY	202-685-0901
OPNAV OMM	WNY, Bldg 36	202-685-6550

*Room numbers are in the Pentagon.

Glossary

Section I Abbreviations

APO

Army Post Office

DOD

Department of Defense

DPO

Defense Post Office

FEDX

Federal Express

FPO

Fleet Post Office

HQDA

Headquarters, Department of the Army

IMCEN

Information Management Support Center

MACOM

major Army command

OCONUS

outside the continental United States

OCSA

Office of the Chief of Staff of the Army

OSA

Office of the Secretary of the Army

OMDC

Official Mail and Distribution Center

OMM

Official Mail Manager

PAPAS

Positive Accountability Postage Administrative System

PCS

permanent change of station

POC

point of contact

PRM

Pentagon recorded mail

TDY

temporary duty

UPS

United Parcel Service

USPS

United States Postal Service

WNY

Washington Navy Yard

ZIP

Zone Improvement Plan

Section II

Terms

Official Mail and Distribution Centers

Sometimes called Mail and Distribution Centers, Mailrooms, Mail Centers, and so forth. An example is the Office of the Secretary of the Army (OSA) Mail Center. The Official Mail and Distribution Centers at Presidential Towers and Rosslyn Plaza North are formally named Defense Post Office (DPO) Satellite Mail Facilities.

Messenger service

Involves mail personnel from DPO and other activities hand-carrying mail and other documents to and from the Pentagon. We often call this "courier service," when in fact it is not. The Defense Courier Service provides this service for Classified document delivery in the National Capital Region.

Pentagon recorded mail (PRM)

Is internal distribution (includes information up to SECRET) within the Pentagon or activities in the National Capital Region serviced by the DPO that requires a control number. The PRM is processed like Registered Mail, but the Government does not pay a registry fee.

Section III

Special Abbreviations and Terms

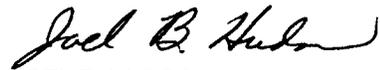
This section contains no entries.

JDIM-MC

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:



JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

Distribution:

Headquarters, Department of the Army, agencies and field operating agencies.