

APPENDIX A

CEPO - - (1n)

_____ Date

MEMORANDUM FOR CEPOH-IM, ATTN: OMM

SUBJECT: Special Official Mail Services

- 1. Reference paragraph 2-31, AR 25-51, Official Mail and Distribution Management.
- 2. Request the attached official mail be provided special postal service as indicated below:

____ REGISTERED (see para 4 below) or ____ REGISTERED WITH POSTAL INSURANCE (see para 5 below) or ____ CERTIFIED (see para 4 below) or ____ EXPRESS (see para 5 below). ____ Check if any with RETURN RECEIPT. For merchandise: ____ RETURN RECEIPT FOR MERCHANDISE.

3. Address(es) and telephone number(s): (Attach separate sheet if additional space is needed.)

4. Authority for the use of REGISTERED or CERTIFIED services: (Check item on reverse.)

5. __Justification for use of EXPRESS MAIL:

__List of item(s), actual and insured value(s) for REGISTERED WITH POSTAL INSURANCE:

FOR MAIL AND RECORDS USE ONLY

_____ (Signature)

Accepted by (INIT & DATE)

EXPRESS Label No. _____

_____ (Type or Print Name)

REG, CERT, RRM No. _____

WT ____ # ____ oz. POSTAGE \$ _____ FEE \$ _____

RR \$ _____ TOTAL MAILING COSTS _____

_____ (Office Symbol and Phone Number)

INSTRUCTIONS

Prepare in two copies and submit to M&R before 1300 along with the documents to be mailed. M&R will process and deliver documents to the Ft Shafter Post Office the same day. From 1300 to 1515, M&R will still process requests; however, senders are responsible to make the delivery to the Ft Shafter Post Office NLT 1500 or to the Honolulu Airport Post Office after 1500.

M&R will accept EXPRESS MAIL requests Monday through Friday. It is assumed that the Director or Staff Chief weighed the costs of EXPRESS MAIL and decided that it was cost-effective and necessary to meet mission requirements. It will be the sender's responsibility to ensure that the addressee is available for weekend/holiday delivery and if not, the next working day delivery is acceptable.

AR 25-51, para 2-31 - Selection of Special Mail Services

a. REGISTERED may be used for:

- __ (1) Criminal Investigation evidence.
- __ (2) Cash, original vouchers (disbursing and collecting), and voided or cancelled checks.
- __ (3) One-of-a-kind, irreplaceable, sensitive, controlled, rare or pilferable items and items having a replacement cost of \$20,000. Such items include but are not limited to calibration equip, supply items, historical matter (including films), library materials, original manuscripts, and camera-ready mechanicals and art work.
- __ (4) Mailable shipments of Govt-owned firearms (Return receipts may be used.).
- __ (5) Classified documents as required by DOD 5200.1-R and AR 380-5, para 8-103c.
- __ (6) Final notices to individuals about indebtedness to the Army Emer Relief Fund.
- __ (7) Other communications and parcels that by law, DOD directive, or Army regulation must be registered. Provide pertinent info of guidance used:
- __ (8) The fol items with return receipt:
 - __ (a) Environmental samples.
 - __ (b) Notification of radiation exposure.
 - __ (c) Mailing former evidence to its owner.
 - __ (d) Mobilization preassignment orders to international addresses where this svc is auth.
 - __ (e) All actions involving the processing of claims.

b. CERTIFIED may be used for:

- __ (1) Ltrs to estab being declared "off limits".
- __ (2) Adverse enlisted and officer efficiency reports and other similar actions.
- __ (3) Controlled test material.
- __ (4) Inst mat marked "For Faculty Use Only".
- __ (5) Items requiring shpmt by priority mail when the certified fee is less than the fee for other services which provide proof of delivery.
- __ (6) Commercial trans tickets, boarding passes, and Mil Airlift Comd authorizations when personal delivery or pickup is not possible.
- __ (7) Classified docs as reqd by DOD 5200.1-R and AR 380-5, para 8-103c.
- __ (8) Official U.S. Passports required by DOD employees for official travel.
- __ (9) The fol items with return receipt:
 - __ (a) Equal Empl Opportunity case material mailed to complainants and their representatives.
 - __ (b) Reduction-in-force notices sent to civilian employees on authorized absence.
 - __ (c) Final decisions of a contracting officer issued under the dispute clause of a Govt contract.
 - __ (d) Show cause or cure notices issued under the default clause of a Govt contract.
 - __ (e) Any other communication for which receipt is essential to create or preserve rights granted to the United States under a Govt contract.
 - __ (f) Debarment letters.
 - __ (g) Delayed entry packets.
 - __ (h) Summonses and subpoenas.
 - __ (i) Adverse pers actions for mil and civ pers to include pers "V" letters to Reserve Components.
 - __ (j) Illegally held identification cards.
 - __ (k) Traffic or driving violations.
 - __ (l) Letters of revocation or suspension of installation driving privileges.
 - __ (m) Dishonored checks (not applicable to non-appropriated fund instrumentalities).
 - __ (n) Questionnaires to injured persons.
 - __ (o) Legal matters including records of trial for all Spec and Gen Courts Martial; decisions of the courts of mil review; Officer elimination cases; all actions involving the processing of claims; and any other communication, receipt of which is essential to create or preserve the rights granted to the U.S. Govt in connection with criminal proceedings.
- __ (10) Other communications and parcels that by law, DOD directive, or DOD Component directive must be certified.