

DEPARTMENT OF THE ARMY  
Honolulu District, Corps of Engineers  
Fort Shafter, Hawaii 96858-5440

POHR 25-1-6  
Change 1

CEPOH-IM

Regulation  
No. 25-1-6

9 November 2001

Information Management  
MAIL MANAGEMENT

1. This change to POHR 25-1-6, 17 March 1999, incorporates procedures for handling suspicious mail/packages, in accordance with U.S. Postal Service guidelines and recommendations.
2. Remove old pages and insert new pages as follows:

<u>Remove</u>	<u>Insert</u>
Pages 3-4	Pages 3-4, C 1

3. File this transmittal sheet in front of the publication.

FOR THE COMMANDER:

2 Encls

/s/  
LORI A. SORAYAMA-CHANG  
Chief, Information Management

POH DISTRIBUTION (List 01-1):  
B  
POD DISTRIBUTION (List 01-1):  
B

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No. 25-1-6

17 March 1999

Information Management  
MAIL MANAGEMENT

1. PURPOSE. This regulation prescribes the management of mail to include processing of controlled mail.
2. APPLICABILITY. This regulation applies to all elements of the Honolulu Engineer District (HED).
3. REFERENCES.
  - a. AR 25-50, Preparing and Managing Correspondence, with POD Supplement.
  - b. AR 25-51, Official Mail and Distribution Management.
  - c. AR 380-5, Department of the Army Information Security Program.
  - d. ER 25-1-50, Official Mail Cost Control Program.
4. RESPONSIBILITIES.
  - a. Mail and Records (M&R).
    - (1) Receive, sort, and open all mail not addressed to an office/individual.
    - (2) Route, distribute, deliver, control, pickup, and dispatch all official mail.
    - (3) Inspect incoming mail and report deficiencies to the responsible organization.
    - (4) Inspect outgoing mail for proper preparation and determine which policies and procedures need additional emphasis.
  - b. Staff Chiefs.
    - (1) Bring the following types of correspondence to the attention of the Executive Office:

(a) Correspondence signed by District Commanders, O-6 and above or their equivalent, and public officials or their Department Chiefs, where clear from envelopes that the sender is at this level, correspondence will be delivered unopened to the Executive Office.

(b) Correspondence of such significance as to require command attention.

(c) New, revised, or changed publications which significantly affect HED operations, authorities, procedures or reports. Red-line important changes.

(2) Indicate routing (DD, DE, as appropriate) and purpose; e.g., "information," "your request," "file," etc. on any document routed to the Executive Office. Routing should also indicate the next office after the Executive Office, as appropriate.

## 5. PERSONAL MAIL SERVICES.

a. Personnel will not receive their personal mail through official channels after having established a home residence.

b. The use of M&R personnel for handling personal mail, including services and errands such as purchasing stamps or mailing packages at the Post Office is prohibited.

c. M&R personnel will not be responsible for delivery/pickup of personal mail or items nor cash or office supplies/equipment.

## 6. MAIL CONTROLS.

a. Suspense Mail. DA Form 2445 (Correspondence Control Record) will be used to control letters and correspondence from important civic officials as prescribed in paragraph 1-34, AR 25-50. Extensions to suspense dates require approval of the Chief of Staff or the document originator. Upon approval of an extension, M&R will be notified to update the control record. When a short suspense is imposed or if there is a question whether the document will arrive by the suspense date, the action office shall send a copy by facsimile machine, and the hard copy mailed.

b. Accountable Mail. Incoming registered, certified, and insured mail bearing an attention line address or "personal in nature" stamp will be forwarded and signed for on PS Form 3883 by the individual whose name or title appears on the envelope/container. Upon delivery of registered mail to the addressee or authorized agent, mail personnel will remain until the accountable mail is opened by the receiving office. If the envelope contains classified matter, the mail clerk or the recipient will immediately return the classified documents to the Custodian of Secret and Confidential documents for accountability and storage.

c. Joint Chiefs of Staff (JCS) Papers. Unclassified, Confidential and Secret JCS Papers will be receipted on DA Form 3964 (Classified Document Accountability Record).

d. Classified Mail. Classified documents will be received and dispatched through M&R with appropriate controls under the provisions of AR 380-5 except that Top Secret documents will be controlled by the duly appointed Top Secret Custodian (Chief, Emergency Management).

e. Date/Time-Stamping. Incoming mail will be date/time-stamped by M&R on a selective basis. Staff Chiefs will provide instructions to M&R indicating the type of mail to be date/time-stamped; e.g., bids, claims, contracts, and invoices where the date/time of receipt may have a legal or monetary significance.

f. Suspicious Mail/Package. Immediately isolate the suspect item(s) and cordon off the immediate area.

(1) Immediately notify the HED Safety Officer (438-1316) and the Ft Shafter Military Police (438-7114) and provide a list of all persons who have had contact with the suspect item(s).

(2) Ensure that all personnel who have had contact with the suspect item(s) thoroughly wash their hands with soap and water.

(3) Shower as soon as practical and place all clothing that has been exposed to the suspect item(s) in plastic bags and hold for law enforcement agents.

## 7. DISPATCH OF MAIL.

a. Outgoing Mail. Offices originating unclassified correspondence will date and insert correspondence and enclosures in envelopes and seal for mailing before forwarding to the mail room, except in the following situations:

(1) When mailing supplies (boxes, wrapping paper, tapes, etc.) are not available in the originating office, materials with addressed labels may be taken to M&R for further processing. M&R personnel will assist in packing.

(2) Correspondence intended for HQ USACE, Far East Engineer District (FED), Japan Engineer District (JED), Alaska Engineer District (AED), Guam Operations Office (GO), Okinawa Office, Palau Compact Road Field Office and Palau Compact Road Resident Office will be forwarded to M&R for consolidated packing and bulk mailing. For Kwajalein Project Office (KPO), see para 8a below.

(3) All copies of classified correspondence will accompany the original to the mail room for processing. All copies of Top Secret correspondence will be processed by the Top Secret Custodian.

b. Special Postal Service. Registered, certified, express mail, return receipt and insurance are authorized only when they meet the requirements under references 3b and 3d. See POD Form Ltr 13 (Special Official Mail Services) at Appendix A.

c. Regular Mail. Regular mail must be in the mail room by 1445 in order to be processed and mailed the same day. Large volume mailing must be coordinated with M&R.

8. COURIER SERVICES.

a. Mail and Distribution Pickup/Delivery Schedule. See Appendix B.

b. Buildings 230 and 214. Offices located in buildings 230 and 214 are responsible for the delivery/pickup of their mail and distribution to/from the mail room.

c. Special Courier Services. M&R will provide emergency courier services for POD and HED for items of priority nature or deemed mission essential only. Such requirements must be coordinated through and approved by the Mail Operations Contracting Officer Representative (COR).

9. PACKAGES. Parcels for mailing through the USPS will not exceed 70 pounds or measure over 72 inches in length (the longest side) and girth (the thickest part) combined, for mailing to APO's and FPO's, or 108 inches for other addressees.

FOR THE COMMANDER:

/s/  
LORI SORAYAMA-CHANG  
Chief, Information Management

2 Appendices  
APP A-Special Official Mail Services  
APP B-Mail and Dist. Pickup/Delivery Schedule

POH DISTRIBUTION (List 98-1):

B

POD DISTRIBUTION (List 98-1):

B

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.

## APPENDIX B

### POH/POD MAIL ROOM

**HOURS OF OPERATION: 0630 - 1600 M-F**

#### **MAIL & DISTRIBUTION PICKUP/DELIVERY SCHEDULE**

<u>DEPARTURE</u>	<u>DESTINATION</u>
0715	FS M&D CEN, T-1 (Includes FS Post Office)
0900	200, 223, 252, CPAC, T-1, TAMC (T-127)
(1015)	(REQUESTS FOR PRINTING--DAILY, and/or CORRES FOR KWAJ PROJ OFC--TUE & FRI)
(Bldg 230):	Requests/corres should be in the mail room NLT 1015 for 1030 same day delivery to Defense Printing Service, Pearl Harbor Bldg 167; and Air Mobility Comd cargo warehouse, Hickam AFB Bldg 4069.
(Others):	Requests/corres should be in your pickup area by 0900 for that day's delivery/shipment.
(All):	Requests for printing that are not able to meet the specified time should reflect the next working day's date of request.  SPECIAL NOTE: For printing requests, please be sure to include any and all pertinent information on the request form (PR&C) number, office symbol, etc.).
1030	DEFENSE PRINTING SVC, PEARL HARBOR (DAILY) AMC CARGO BLDG, HICKAM AFB (TUE & FRI ONLY)
1300	SAME AS 0900
1500	SAME AS 0715

POD/HED EMPLOYEES ARE WELCOME TO PICK UP AND/OR DELIVER MAIL AND DISTRIBUTION DURING THE MAIL ROOM HOURS OF OPERATION. ANY QUESTIONS, SPECIAL REQUESTS, ETC., MAY BE DIRECTED TO THE POD/HED CONTRACTING OFFICER'S REPRESENTATIVE, JOE ELABAN, JR. AT 438-8358.

**EFFECTIVE: 15 March 1999**