



*Fleet Logistics Center  
Jacksonville  
Official Mail Manager Training*



*Ready. Resourceful. Responsive!*



*Otilio Santos, FLC Jacksonville  
Director of Postal Operations  
FY18*



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## **OBJECTIVE**

Upon completion of this training, personnel will have a basic understanding of Official Mail and the requirements, restrictions on its use, and the cost control policies. Personnel will also understand the duties and responsibilities applicable to being assigned as a Unit, Activity, or Command Official Mail Manager.



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## **REFERENCES**

- DODI 4525.08, DOD Official Mail Management**
- DOD 4525.8-M, DOD Official Mail Manual**
- OPNAVINST 5218.7 series, Navy Official Mail Program**
- USPS Publication 542, Understanding The Private Express Statutes dated Jun 2014**
- Other local regulations can provide further guidance for unit specific requirements as long as they don't contradict USPS/DOD/OPNAV instructions.**



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## WHAT IS OFFICIAL MAIL?

Matter that pertains solely to the business of the U.S. Government. Official matter becomes official mail once it is postmarked/metered, or is placed under USPS control, which ever comes first.



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## **WHAT IS AN OFFICIAL MAIL MANAGER (OMM)?**

Representative for a Command, Activity, or Detachment who is responsible for the administration of the Official Mail Cost Control Program (OMCCP) within their Area of Responsibility (AOR). The OMM is also responsible for the oversight of the activities internal official mail system



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## WHO CAN BE AN OMM

- Any commissioned or warrant officer
  
- Any non-commissioned officer (NCO), E-6 or above.
  
- Any civilian (GS) employee (GS-6 or above).



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## SAMPLE DESIGNATION LETTER – OFFICIAL MAIL MANAGER

5110  
Ser XX/XXX  
DD Mmm YYYY

From: Commanding Officer, NAVSUP Fleet Logistics Center (XXX) or Officer in Charge  
To: Appointee

Subj: APPOINTMENT AS OFFICIAL MAIL MANAGER [Location]

Ref: (a) DODI 4525.08

(b) OPNAV 5218.7(series)

(c) NAVSUPINST 5112.1 (series)

1. You are hereby appointed as the Official Mail Manager (or AOMM) for this Command/Organization. You will be guided in the performance of your duties by provisions contained in references (a) through (c).

2. This appointment is effective until such time as you are relieved of your duties, transfer or are reassigned from this unit.

3. The following information is provided for identification purposes:

- a. Name: first name, middle int., last name
- b. Rank: E-6 or above or civilian equivalent
- c. Official Mailing Address: \_\_\_\_\_
- d. Email: \_\_\_\_\_
- e. Telephone: DSN: \_\_\_\_\_
- COMM: \_\_\_\_\_

X. X. XXXXXXX(Signature)

Copy to: (NAVSUP FLC Local Distribution List), Individual Unit Files Installation



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## **ASSISTANT OMM**

- Commands/Activities may appoint an Assistant OMM to perform the OMM duties when the OMM is unable to.
  
- Anyone meeting the requirements to be an OMM may be designated as an AOMM.



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## **APPOINTING AN OMM**

- Installations, units, staff elements, and the DOD Components shall appoint OMMs.
- Appointments will be made in writing and shall include the appointees' official mailing address, email address, phone numbers and sample signature.
- Appointment letters will be provided to your installation OMM, or next higher command



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## **UNDERSTANDING THE PRIVATE EXPRESS STATUTES**

- ❑ The Private Express Statutes (PES) are a group of federal civil and criminal laws that, for the most part make it unlawful for any entity other than the USPS to send/carry letters over post roads for compensation unless appropriate postage is paid in an amount equal to what would have been paid had the letters been sent through the Postal Service. (USPS Publication 542)
  
- ❑ **EXAMPLE OF VIOLATION:** Mail contractors transporting guard/intra-area mail off base/post to a delivery point in town.



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## **DUTIES OF AN OMM (HOST)**

- Serve as the installation single point of contact for tenant commands OMMs.
  
- Inspect all tenant activities mailrooms annually. Copies of these reports shall be filed and made available for review by Regional Mail Manager and during NAVSUP IG visits.
  
- Official Mail Center's (OMC)/Unit Mailroom (UMR) Inspection Checklist (OPNAV Form 5218/6 (Rev 4/2011)) will be used for inspections.



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## **DUTIES OF AN OMM (HOST AND TENANT)**

- Review command mailing practices on a regular basis.
- Inspect incoming & outgoing official mail for compliance with regulations. Notify mailers of any discrepancies.
- Review and approve of all uses of expedited mail services. (FedEx or UPS Overnight etc.)



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## **Duties of an OMM (Host and Tenant)**

- Familiarize yourself with DOD, local, and service unique instructions.
- Maintain current copies of appropriate directives.
- Be accessible to Unit mailers to assist and train.
- Report misuses of official mail to the Unit Commander.
- Security - Safe Guard Command Official Mail



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## OFFICIAL MAIL SEARCH AND SEIZURE

- USPS inspections, search procedures, and postal laws apply to official matter only while it is mail.
- OMM's and assistant OMMs may inspect outgoing official mail items either before they are postmarked by a postage meter, or when using stamps or permits, or before the material is placed under control of the USPS or its representative, whichever occurs first.



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## **AUTHORIZED USES OF APPROPRIATED FUND POSTAGE**

- Material relating solely to the business of the U.S. Government.
  
- Review the DOD 4525.8M Official Mail Manual for a detailed listing



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## **UNAUTHORIZED USE FOR OFFICIAL MAIL**

**(SOME EXAMPLES OF PROHIBITED ITEMS)**

- Material not relating solely to the business of the government.
- Information by DOD components about non-mandatory events.
- Invitations to social functions to satisfy personal social obligations, even if they're the result of an official position.
- Review regulations for a complete overview of unauthorized uses.
- Matter donated by individuals for donation to other individuals or charitable organizations (care packages).



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## **COST REDUCTION TIPS**

### **ASK THE FOLLOWING ABOUT ALL MAILINGS:**

- What will happen if item isn't mailed?
- What if these are mailed less frequently?
- Is our address listing up to date?
- Could another, less expensive method of transportation be used for this material... FEDEX ground or UPS
- Can it be consolidated with other material going to the same address?
- Can costs be reduced by reducing size or weight of the item?



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## **COST CONTROL INITIATIVES**

- Limit the use of USPS mailing container.
- Do not to accept items presented for mailing in the USPS FLAT RATE or PRIORITY ENVELOPE.
- Instruct customers to use standard flat envelopes, mail center personnel will endorse it first class if less than 13 ounces and priority for items over 13 ounces.



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## Cost Control Initiatives

- Ensure mail clerks are familiar with the USPS FLAT RATE BOXES and the difference between them and the PRIORITY boxes.
  
- FLAT RATE BOXES are to be used only when the cost of mailing would exceed the cost if mailed in regular containers.



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## Cost Control Initiatives

- ❑ Letter size envelopes can hold four sheets of paper and shall be used whenever possible, letter size envelopes are defined as a mail piece including cards not exceeding 11-1/2 inches long, 6-1/8 inches high and 1/4 inch thick. (Note: It must be at least 5 inches long, 3 1/2 inches high.)



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## Cost Control Initiatives

Flat envelopes are defined as a mail piece exceeding one of the dimensions for letter-size mail, pieces weighing 1 oz. or less is subject to a non-machinable surcharge of \$.21. Use flat envelopes only when:

- The thickness of the contents and envelope would exceed 1/4 inch if folded and placed in a letter-size envelope.
- The envelope and its contents weigh more than one ounce when first class mail is used.
- The contents will be damaged by folding



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Material that cannot be sent via the mail

- Some items/material aren't allowed in the mail system.
- Items that may cause injury to life, health or property are non-mail able.
- Unless otherwise specified, any article that can kill or injure another, injure mail or other property (flammable, explosive etc. ) is non-mail able.



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## Penalty for Private Use of Official Mail

- Under Title 18 U.S. Code Chapter 31 Sections 641 - The provisions for fine of not more than \$1,000 or imprisonment of not more than 1 year for an offense involving \$1000 or less.
  
- A fine of not more than \$10,000 or imprisonment of not more than 10 years, or both applies to offenses in excess of \$1000.



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## Protection of Mail

- Security of the Mail is everyone's responsibility. Command OMM's need to provide for the protection of the mail in their control against loss or theft.
- Designated personnel shall deliver mail only to the addressee or authorized agents.
- Mail received into the hands of an addressee or addressee's agent is considered properly delivered mail.
- Mail addressed to employees or officials of an organization at the organization's address is considered properly delivered after it's received at the organization.
- For this reason, the Postal Inspection Service discourages staff from using their employer's address to receive personal mail.



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## Personal Mail

- An activity's employees shall not receive personal mail or send outgoing personal mail through the Official Mail Center.
  
- Mail bearing an attention line or job title is considered official and shall be delivered.
  
- Review DoD 4525.8-M for further details regarding personal mail.



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## Addressing Standards

- Rubber stamps frequently create unreadable addresses and shall not be used for either return or delivery addresses.
  
- Delivery addresses must be typed or printed by other mechanical means.



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## Address Format

- Addresses shall have a minimum of three lines, but not more than five lines.
  
- Each address line will be limited to a maximum of 40 characters
  
- Use the proper 5 digit zip code. Use the appropriate nine digit zip+4 if known.



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## Sample Return Address Format Shore:

**DEPARTMENT OF THE NAVY  
TITLE LINE  
OPTIONAL LINE  
NAME OF ACTIVITY  
DELIVERY ADDRESS  
CITY STATE ZIP+4 CODE  
OFFICIAL BUSINESS**

**DEPARTMENT OF THE NAVY  
COMMANDING OFFICER  
ATTN: CODE 400  
FLC JACKSONVILLE  
P.O. BOX 97  
JACKSONVILLE, FL 32212-0097  
OFFICIAL BUSINESS**



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## Sample Mobile Address Format:

Ships and mobile units will include a unit number and virtual box number along with a 5-digit Zone Improvement Plan (ZIP) code in the Navy standardized format as follows:

- Line 1: Name
- Line 2: Ship or Mobile Unit name
- Line 3: Mobile Unit number, box number
- Line 4: FPO (AP, AE, AA), ZIP code (5 digits only)



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## Accountable Mail (Certified)

- Only available for 1<sup>st</sup> Class or Priority mail
- Addressee must sign for certified when it's delivered.
- Authorized for use when mailing:
  - Adverse Officer or Enlisted Performance Reports.
  - Dishonored Checks
  - Traffic Tickets
  - EEO Material
  - Controlled Test Material
  - Court Summons/Subpoenas

See DoD 4525.8-M for complete list



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## Accountable Mail (Registered)

- This is the most secure method of mailing
- Slowest moving mail
- Expensive
- Authorized for use when mailing:
  - Any Secret Material
  - Confidential Material traveling to an APO/FPO address
  - Mail government firearms
  - Criminal Investigation Evidence
  - Cash

See DoD 4525.8-M for complete list



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## OMM Correspondence Course

- Prior to assuming duties as OMM, successful completion of the Navy's Correspondence Course is required :  
NAVEDTRA 14198B S/N 0504LP1151324 dated December 2015



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## FLC Jacksonville Customer Service Guide

For additional information on:

- Cost Reduction
- Mail Security
- Mail Classification

Please review FLC Jacksonville Customer Service Guide.



# CERTIFICATE OF COMPLETION

THIS CERTIFICATE CERTIFIES THAT

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HAS SUCCESSFULLY COMPLETED  
The NAVSUP FLC Jacksonville  
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DATE

SIGNATURE