

CESWL-IM-P

DEPARTMENT OF THE ARMY  
Little Rock District, Corps of Engineers  
P.O. Box 867  
Little Rock, Arkansas 72203-0867

SWLR 25-1-2

Regulation  
No. 25-1-2

6 October 1995

Information Management  
MAIL MANAGEMENT

1. Purpose. This regulation prescribes procedures for the receipt and dispatch of official mail through the District Office Mail Room. Care should be taken when routing mail to the Mail Room.
2. Scope. Official mail includes any written, typed or printed communication, packages or other items directly pertaining to conduct of the District's business, received for distribution or dispatch.
3. Applicability. This regulation applies to the District office and all field elements unless otherwise specified.
- . References.
  - a. AR 25-50, Preparing and Managing Correspondence
  - b. AR 25-51, Official Mail and Distribution Management
  - c. AR 600-8-3, Unit Postal Operation
5. Responsibilities. The Chief, Information Management Office (CESWL-IM), is responsible for the mail management program for the Little Rock District (LRD).
6. Hours of Operation. The District office Mail Room's operation hours are 0800-1600. Schedule for pickup and delivery of mail is 0900, 1100 and 1400. This schedule is subject to change based on District missions and manpower resourcing.
7. Classified Mail. Incoming classified documents will be hand carried by the lead mail clerk immediately upon receipt, to the Classified Documents Custodian, Communications Section, Information, Integration, and Implementation Branch, Information Management Office.

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This regulation supersedes LRDOM 340-1-1 dated 19 January 1988

8. Personal Mail or Unofficial Correspondence and Mail.

Employees are encouraged to have their TDY reimbursement checks mailed to their residence or financial institution. Checks received in the Mail Room will be secured and picked up in person. Proper identification is required and a log sheet will be signed verifying receipt. Newly assigned employees may use official channels for receipt of personal mail for not more than 60 days. Extensions may be granted by the District Engineer when the employee is not at fault. (Reference AR 25-51, Chap 2, Sect IV, para 2-40b(4)(b)).

9. Postal Scales and Mail Meter Equipment. Postal scales and mail meter equipment management for the District is the responsibility of the Official Mail Control Officer.

10. Incoming Mail. Mail Room personnel will forward, without opening, unclassified official mail bearing an attention line address, individual's name or office symbol, excluding the Executive Office. Official mail that is not registered or certified may be opened when it is not addressed to an individual or an individual who is not identifiable, then routed by subject matter. ( Reference AR 25-51, Chapter 2, Sect IV, para 2-39).

11. Outgoing Mail.

a. Division and Branch Chiefs will release signed mail in time to reach the Mail Room by 1530.

b. All mail prepared for signature in the Executive Office must be received in that office not later than 1500 on the day of desired mailing. In the event that mail cannot reach the Executive Office by 1500 using regularly scheduled pickup and delivery runs and must be dispatched on the same day, it will be hand carried to the Executive Office by the originating office.

c. Except for bulk mail, all outgoing correspondence will be presented to the Mail Room stuffed and not sealed. Mail brought to the Executive Office for signature will be returned to the originating office to be stuffed. Letter-size envelopes must not exceed one-fourth inch in thickness. Mail over one-fourth inch thick should use a 9-1/2 by 12-inch envelope. Envelopes can be requested from the Forms Room and must have an office symbol under the return address. See Appendix A for distribution list of LRD.

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(1) Mail Room personnel will bulk mail letter-size correspondence to all project/resident offices, OCE, SWD, and districts in the Southwestern Division.

(2) Other than letter-size correspondence (pamphlets, specifications, books, drawings, maps, etc.), offices will prepare labels for documents. Mail Room personnel will wrap packages and attach labels.

(3) Indicia envelopes and labels will not be used. LRD office elements will follow procedures for metered mailings as prescribed in AR 25-51, Chap 2, Sect III, para 2-28. Elements will use only envelopes and flats that do not contain printing in the area where the postage meter imprint or tape will be applied. Correct minor typing errors instead of typing a new envelope.

d. ZIP + 4 will be used in the address. ZIP code books are in the Mail Room and available upon request.

## 12. Dispatching.

a. Certified, registered, express and Airborne mail must reach the Mail Room (with label unattached) not later than 1500 on the day of the mailing.

b. Mail Room personnel will prepare mail tubes and parcels for mailing. Mail tubes and parcels which require packaging or special handling should be delivered by 1500.

c. Bulk mail will be delivered to the Mail Room by 1500 to allow sufficient time for meter processing and preparations of boxes and tubes.

d. Use standard, letter-size envelopes whenever possible. Large envelopes shall be used only when material may be damaged by folding. Typists must prepare address labels or envelopes for all material not suitable for bulk mail. This is letter-size correspondence dispatched in one envelope or large size items.

13. Selecting Mail Class. Users of official mail will be responsible for selecting the most economical mail class consistent with required delivery date, security, and accountability.

a. Special Fourth Class Rate. Any material that is reproduced and has as many as 24 pages which are bound. This classification cannot be sent with a cover letter, but must be sent under separate cover.

b. Fourth Class (Parcel Post). Reproduced material and office supplies such as pencils, scratch pads, pens, brochures, lake maps, safety posters, and forms weighing from 16 ounces to 70 pounds, and not more than 108 inches in length and girth combined. Material above that weight/size is considered freight.

c. Third Class. This classification includes any of the above listed Fourth Class material that weighs less than 16 ounces.

d. First Class. Send all official correspondence weighing 12 ounces or less as first class mail.

e. Priority Mail.

(1) Priority mail is first class mail weighing more than 11 ounces and at the mailer's option, any other mail matter (including regular first class mail) weighing 11 ounces or less. The minimum charge for priority mail is \$3.

(2) All priority mail has a 2-day nationwide commitment, but it is not guaranteed.

(3) Packages sent priority will not weigh more than 70 pounds nor measure over 108 inches in length and girth combined.

f. Express Mail/Commercial Courier.

(1) Express mail or commercial courier may be used only when it is the most cost-effective way to accomplish a mission. It will not be used on days before weekends or holidays, unless it is deliverable on those days. (Reference AR 25-51, Chap 2, Sect III, para 2-32).

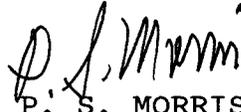
(2) Complete written justification will be provided for each mailing transaction for express mail by use of the SWL Form 405. Justification must fully explain how the mission cannot be accomplished without transmitting document(s) by express and/or commercial courier. The document must be described and receiver identified in the form letter. The justification will be signed by the Branch Chief and approved by the Official Mail Control Officer or designated representative (Reference AR 25-51, Chap 2, Sect III, para 2-32b).

(3) The sender will provide the Mail Room with the properly addressed label, material, and justification not later than 1400 for items 2 lbs. and up, and not later than 1430 for items 2 lbs. and less on the day of the shipment, in order to be in the Post Office by deadline of 1500 in most cases. (Express

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and Airborne mail labels and justification SWL Form 405 are available from the Mail Room). Any change of mail service concerning Express or Airborne mail must be approved by the originator.

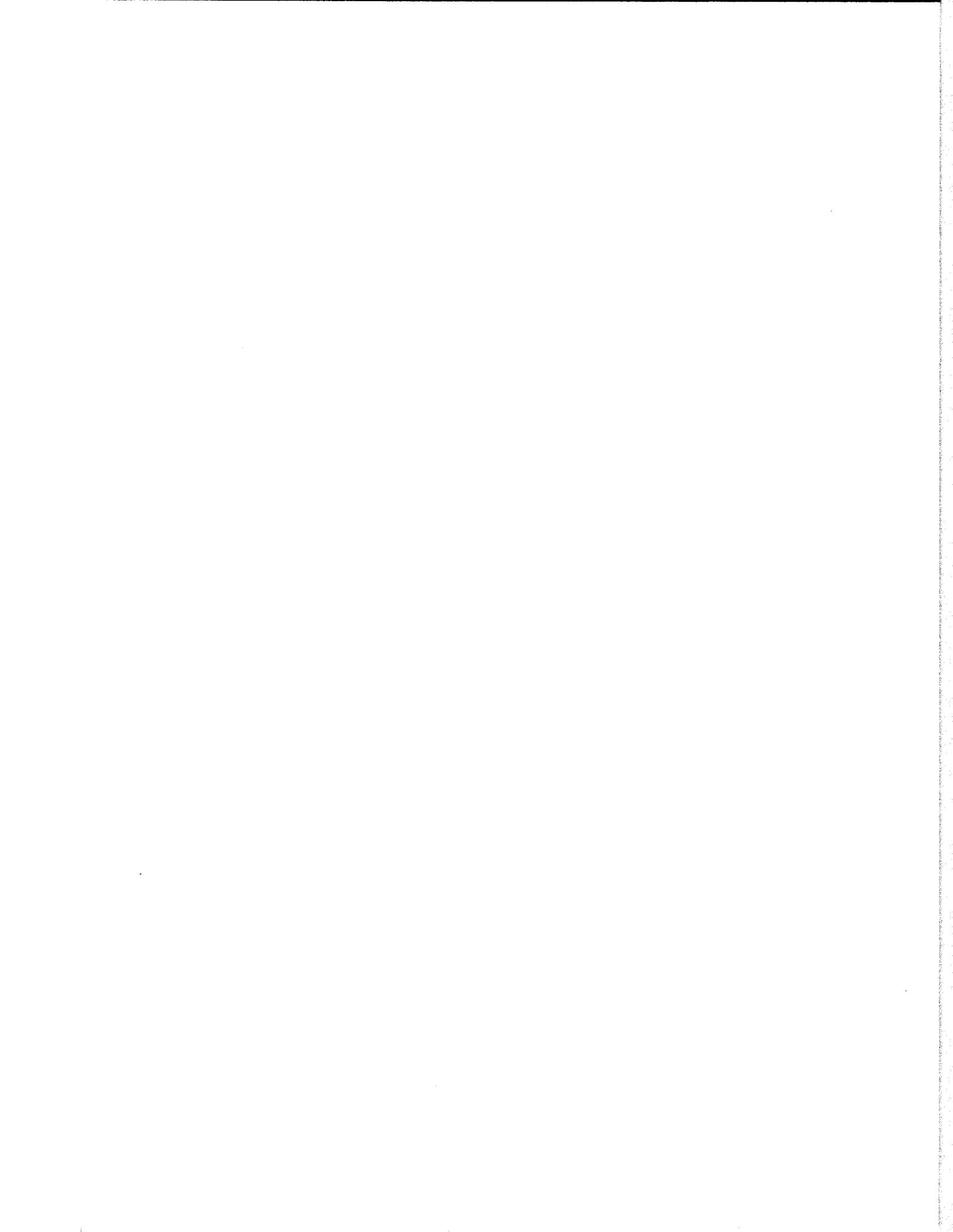
(4) Consideration should be taken to use facsimile rather than express mail on urgent items of 10 pages or less.



P. S. MORRIS  
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District Engineer

App  
App A-Dist List

DISTRIBUTION A



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APPENDIX A  
DISTRIBUTION LIST

- A -- District Engineer, Deputy District Engineer, Division, Branch, Section Chiefs, and Independent Offices in the District Office, and all Field Offices.
- B - District Engineer, Deputy District Engineer, Division, Branch, Section Chiefs, and Independent Offices in the District Office (not including Field Offices).
- C - All District Employees.
- D - Individuals Concerned.
- E - All District Office Employees (excluding Field Offices).
- F - District Engineer, Deputy District Engineer, Division Chiefs, Advisory and Administrative Staff, and Pine Bluff and Russellville Project Offices.
- G - Chiefs, Technical Staff  
Chiefs, Advisory and Administrative Staff Offices  
All Resident Engineers/Managers.
- H - Supervisors
- I - Chiefs, Technical Staff  
Chiefs, Advisory and Administrative Staff Offices
- X - Special Distribution (other than above per written instructions of originator; e.g., bulletin boards).