

DEPARTMENT OF THE ARMY
Corps of Engineers, Northwestern Division
P. O. Box 2870
Portland, Oregon 97208-2870

CENWD-NP-IM
Regulation
No. 25-1-3

8 October 1999

Information Management
MAIL MANAGEMENT

1. NWDR 25-1-3, 31 March 1999, is changed as follows. New or changed material is included on the new pages to be inserted in the publication.
2. Substitute the attached pages as shown below:

Remove Pages

3-6

D-1

Insert Pages

3-6

D-1

3. File this change sheet in from of the publication for reference.

FOR THE COMMANDER:



CLIFTON P. JACKSON, JR.
Executive Assistant

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*This regulation supersedes NPPR/NPDOM 25-1-5, 14 May 1993.

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History. This regulation supersedes a joint regulation that addressed managing mail within the North Pacific Regional Headquarters (NWD-NP) and the Portland District (NWP) located in Portland, Oregon. Supersedes NPPR/NPDOM 25-1-5.

Summary. This new regulation discusses proper management of incoming and outgoing mail within NWD-NP and NWP. The acronyms “HQNPD and NPP” have been changed to “NWD-NP and NWP” throughout the regulation to agree with the Corps reorganization that has affected the North Pacific Regional Headquarters and the Portland District. Forms have been revised and renumbered to agree with the Corps reorganization. Appendix A provides a list of all forms discussed in the regulation. Division and Office Chiefs will be required to designate a primary and alternate employee to accept incoming mail within the division or office. The NWD Form 600-8 will be used for special services as noted within the regulation. Bulk mailing procedures have been updated to include prior approval of bulk mailing, the completion of PS Form 3602-R by the office or contractor requesting the mailing, and routing the completed PS Form 3602-R to the Official Mail Manager for budgetary accountability before the bulk mail is accomplished. The NWD-NP Mailroom will no longer compile pink outgoing reading files. The Messenger Schedule, Appendix B and Metered Mail Accounting Codes, Appendix C have been revised. A Consolidated Mailing Addressee List has been included as Appendix D.

1. PURPOSE. To prescribe policies and procedures for the processing of incoming and outgoing mail.
2. APPLICABILITY. This publication is applicable to all elements of the North Pacific Regional Headquarters (NWD-NP) and Portland District (NWP).
3. REFERENCES.
 - a. Required Publications.
 - (1) AR 25-51 (Official Mail and Distribution Management). Cited in paragraph 4a(1), 5a(1) and Appendix F.
 - (2) NWDOM 25-1-1 (Preparing and Managing Correspondence). Cited in paragraph 5b. (Applicable to NWD-NP)
 - (3) NPPR 25-1-6 (Correspondence). Cited in paragraph 5b. (Applicable to NWP)
 - (4) AR 380-5 (DA Information Security Program). Cited in Appendices F & G.

b. Related Publication. DOD 5200-1-R (Information Security Program Regulation).

4. RESPONSIBILITIES.

a. Official Mail Manager. The Records Manager, CENWP-IM-R, will serve as the NWD-NP and NWP Official Mail Manager (OMM) and will be:

(1) Responsible for the mail management policy noted within this regulation to include applicable policy in AR 25-51, Official Mail and Distribution Management.

(2) Official point of contact for US Postal Service policy ensuring the organization receives and implements the most current information.

(3) Appointed as the contracting officer representative (COR) for the NWD-NP and NWP Mail Services Contract ensuring the contractor's quality of performance meets all requirements outlined within the contract. Problems encountered will be addressed in writing or by phone call to CENWP-IM-R, Attn: OMM.

(4) Responsible for providing training and guidance to each newly appointed mail designee discussed in paragraph 4b. The OMM will ensure training is continuously reinforced by routine distribution of current postal information.

(5) Responsible for printing and distributing envelopes to appropriate locations for NWD-NP and NWP employees.

b. Appointed Mail Designee. Each NWD-NP and NWP Division and Office Chief will appoint in writing a primary and an alternate employee to receipt, open, and distribute all categories of mail within that division or office. The appointment letter will be forwarded to CENWP-IM-R, Attn: OMM to be maintained on file.

c. Employee. An employee will not use the organization's mailroom as a receiving or sending point for personal mail. Employees who receive incoming official mail addressed to them personally are requested to inform correspondents of the proper address, to include an office symbol. The Information Change Form (NWD-NP Form 25-7-R or NWP Form 25-7-R) can be used to notify other agencies of a business change (phone number, fax number, name, electronic mail and mailing address) for an organization, office, or individual.

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d. Contractor. The NWD-NP and NWP mail functions are operated by Mail Services Contract DACW 57-99-C-0001. Contract employees will:

(1) Provide services of receiving, processing, distribution, and dispatching official mail, correspondence, communications, and parcels to and for the Portland District and the North Pacific Regional Headquarters.

(2) Answer questions about classes of mail, postage costs and preparation of mail.

(3) Provide mail runs each day according to the Messenger Schedule, Appendix B.

5. MAIL CENTER POLICY AND PROCEDURES.

a. Incoming Mail. Incoming mail from the U. S. Postal Service will be picked up at the U. S. Post Office daily at approximately 0700 and 1100 hours by contract personnel.

(1) Personal Mail. AR 25-51 prohibits the receipt or dispatch of personal mail. Incoming mail received at the mailroom that appears to be of a personal nature will be forwarded unopened, to the addressee, with the following statement attached.

ATTENTION: It appears that this piece of mail may be personal mail. Please be advised that AR 25-51 prohibits the receipt or delivery of such mail to place of employment. If it is personal mail, please inform the correspondent of your private address as soon as possible. Repeated abuse could result in the return of mail to senders. Questions or concerns should be directed to the Official Mail Manager, CENWP-IM-R.

Personal mail inadvertently opened in the mailroom will be resealed and annotated as "opened in error," and delivered to addressee.

(2) North Pacific Regional Headquarters Only.

(a) Incoming consolidated mail without specific addressing to the commander by name, specific person, or office will be opened in the mailroom and delivered to the appropriate office for action. White or flat envelopes will also be opened when an office symbol or individual's name is not visible. A photocopy will be made of each open or opened incoming item, but not any enclosures thereto, and be placed in a reading file. NWD Form 1n-1-R (Northwestern Division Headquarters Routing Slip) will be attached to the reading file with "Reading File" and the current date in the Remarks block.

(b) The mailroom clerk will provide the Executive Office with the "Daily Reading Files". The intent is to collect a copy of as much incoming mail as possible into the daily Executive Office reading file without violating security or personal privacy.

(c) Exceptions to NWD-NP policy:

1. Mail addressed to an individual by name (rather than by title or office alone), registered or certified mail, and mail marked "Do not open in mailroom" will be delivered unopened to the addressee. Individuals designated in accordance with paragraph 4b will receipt for registered and certified mail.

2. Congressional correspondence and correspondence signed by a General, Admiral or member of Congress will be delivered to the Executive Office for action and a copy will be placed in the Executive Office Reading File.

(2) Portland District Only.

(a) It will be the NWP policy to open official incoming mail in the mailroom as deemed necessary. Examples of such mail items may include Freedom of Information Action (FOIA) requests, checks and money orders.

(b) The Portland District Mailroom will prepare DA Form 2445 (Correspondence Control Record) for incoming correspondence with "suspense" date prior to routing to "action" office. The DA Forms 2445 will also be used for requests under the provisions of the FOIA. A FOIA request will be hand carried to the Office of Counsel according to instructions noted within the Mail Services Contract.

(c) A check remittance register will be maintained in the Portland District Mailroom for received checks and/or money orders. Incoming mail that has been annotated to the remittance register will be distributed to functional areas according to Mail Services Contract.

(d) Exceptions to NWP policy:

1. Mail addressed to the Equal Employment Opportunity Office, Human Resource Office, Office of Counsel, Security and Law Enforcement Office and Contracting Division (bids only) will be delivered unopened to the appropriate office because of its sensitive nature. Other offices receiving mail concerning actions of a sensitive nature should inform correspondents to note on the envelope "Do not open in mailroom".

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2. Congressional correspondence will be delivered to the District Executive Office unopened with a DA Label 113 (Congressional Cover Sheet) attached within one hour of receipt to the Portland District Mailroom.

(3) Classified Mail. Incoming classified mail can arrive registered, certified and first class priority mail via the U. S. Postal Service. Procedures for handling incoming classified are contained in Appendix E.

b. Outgoing Mail. After the signature and date, completed correspondence will be sent to the mailroom for dispatching. Correspondence will be assembled according to NWDOM 25-1-1 or NPPR 25-1-6. Mailing labels may be used to complete addressing, refer to Appendix A for available labels. Outgoing envelopes addressed to locations other than Headquarters, U.S. Army Corps of Engineers (HQUSACE), the North Pacific Regional Headquarters (NWD-NP) or the Missouri River Regional Headquarters (NWD-MR), or the five NWD districts (Kansas City, Omaha, Portland, Seattle, and Walla Walla) will:

(1) Identify a metered mail accounting code noted in Appendix C. The metered mail accounting code will be placed in the upper left-hand corner after the office symbol in parenthesis of the division or office return address.

(2) Identify a ZIP + 4 code number. The ZIP + 4 code can be obtained by using the US Postal web site www.usps.gov/ncsc/.

(3) Coordinate mail designated for overseas non-U. S. Government addresses with the local security manager to ensure requirements are met.

(4) At NWD-NP all outgoing correspondence packages will have a record (yellow) copy attached when they arrive in the mailroom for dispatch. The record copy will be removed from the package before it is dispatched. The record copy will be returned to the package's originator.

c. Consolidated Mail. Two or more pieces of mail placed in one container for direct mailing to a single address will be recognized as consolidated mail. Consolidated mail will be sent out every afternoon by the Portland District mailroom utilizing the United States Post Office, United Postal Service (UPS), and Federal Express (FedEx). The outgoing mail's weight and delivery time will determine the most cost effective method to send consolidated mail. Mail sent out by an individual office directly to another NWD location can create a delay and increase the cost of postage for the organization.

(1) Mail addressed to divisions, offices, or employees located within HQUSACE, NWD-NP, NWD-MR, or the five NWD districts will be sent as consolidated mailing. Appendix D, Consolidated Mailing List, identifies mailing locations.

(2) The Optional Form 65 (U.S. Government Messenger Envelope) will be used for sending consolidated mail. The routing address placed on the Optional Form 65 will consist of an office symbol. An employee's name may also be included with the office symbol. Other types of containers are acceptable if material will not fit into an Optional Form 65.

Note: NWP Project. Mail destined for a NWP project (Bonneville, Willamette Falls Lock, Dalles-John Day, Rogue River Basin, and Willamette Valley) will be placed in an Optional Form 65, whenever possible. Mailroom personnel will consolidate mail for each of the projects via pouch mail according to Appendix D.

(3) NWD-NP functional elements may use the NWD Form 1n-1 (Northwestern Division Headquarters Routing Slip) to route correspondence to both NWD regional headquarters and NWD districts.

(4) NWP Form 1n-1-R (Portland District (CENWP) Routing Slip) may be used by the Portland District to route correspondence within the Portland District or to the NWP projects.

d. Non-Consolidated Mailing. Pieces of mail not placed into one container and not intended for locations listed in Appendix D will be identified as non-consolidated mail. The following non-consolidated mailings can be used within NWD-NP and NWP.

(1) Special Mail Services. The use of special mail services may include Federal Express Service (FedEx), United Parcel Service (UPS), and US Postal Services (USPS). An office requiring one of these services will label their package, complete NWD Form 600-8-R (Mail Services Request), and submit the form and package to the mail center. If the OMM or designee is not available for approval, the completed justification without signature will be accepted. (The justification will be reviewed by the OMM at a later date.) The mailroom may suggest an alternative, more cost-effective mailing/shipping method.

(a) Federal Express (FedEx). FedEx is generally used for time-sensitive, smaller packages. FedEx Priority Overnight is the GSA recommended method of shipping. Saturday delivery will only be used if the point-of-contact is available to receive the package.

(b) United Parcel Service (UPS). UPS is generally used for mail other than First Class (larger packages which do not require immediate delivery). UPS ground shipments do not require OMM or designee approval.

(c) United States Postal Service (USPS). Special USPS services are generally used to verify delivery/receipt of mail or for smaller, time-sensitive packages.

(2) Bulk mailing requirements will be reviewed to determine if the mailing meets the minimum requirements of at least 200 pieces, size and specific layout requirements, and OMM approval. The mailroom will be given a minimum of three working days notice prior to the bulk mailing date to prepare. A PS Form 3602-R (Postage Statement –Standard Mail (A) (Other Than Nonprofit) – Permit Imprint) will be completed at the time of mailing providing the OMM a copy for budgetary accountability.

(3) Classified Mail. All outgoing mail containing CLASSIFIED DEFENSE INFORMATION, will require special handling. Handling of such material, within the office area whether packaged or not, will be by an authorized cleared individual. Instructions pertaining to the packaging, and transmission of such material is contained in Appendix F and G.

e. Internal Mail. Mailings transported by messenger service to and from locations identified in Appendix B will be considered internal mailings and will not follow the same preparation requirements outlined in paragraph 5b, 5c and 5d.

(1) Privacy Act and sensitive mail being transported by messenger service will need to be enclosed in an Optional Form 65 or a sealed envelope with proper internal distribution addressing. Additional protection can be given by noting a statement such as “to be opened by addressee only” on the OF 65 or sealed envelope. A DA Label 87, Cover Sheet (For Official Use Only) may be placed on the mail and then placed within the OF 65 for additional protection.

(2) Classified Information. Hand carrying classified information between duty locations (buildings) is restricted to cleared and designated couriers. Classified material will not be transmitted by messenger service without the express approval of the respective Commander or designated Security Manager.

(3) Express Mail. The NWD-NP Form 600-7 (Express Mail) may be used to send mail from one mailroom to other mailroom. The form is completed by the action office requesting the delivery and given directly to the mailroom for delivery. The messenger will deliver the piece of mail to the appropriate mailroom clerk on the next scheduled messenger delivery or pickup. The accepting mailroom clerk will notify the customer by telephone that a piece of mail has arrived within the mailroom. The customer will have the option of going to the mailroom and picking up the piece of mail immediately or waiting for the item’s delivery on the mailroom clerk’s next scheduled mail delivery. The mailroom clerk will make three attempts to contact the customer.

(4) **Do Not Mail.** The NWD-NP Form 25-4 (Do Not Mail!) may be used to route time sensitive documents requiring review and/or signature of one or more office. This form is normally hand carried by the employee requiring proposed action.

6. **MESSENGER SERVICE.** The messenger service will operate between the District Office (Robert Duncan Plaza), the U. S. Moorings, the North Pacific Region (Custom House), the Federal Building, and the main Post Office building. Refer to Appendix B for stops and location and times.

7. **INTERNAL MAIL RUN SCHEDULE.** The internal mail run schedule will be followed by the messenger. Deliveries will be accomplished between buildings as follows:

a. At NWP, three complete mail delivery and pickup runs are made to major offices in Robert Duncan Plaza each day. The scheduled departure times from the mailroom are 0830, 1030 and 1330 hours.

b. At NWD-NP, three complete mail delivery and pickup runs are made in the Custom House each day. The scheduled departure times from the mailroom are 0900, 1100 and 1400 hours. Additionally, mail will be picked up from the Executive Office at 1550 hours each day.

FOR THE COMMANDER:



CLIFTON P. JACKSON, JR.
Executive Assistant

7 Appendices
App A - Forms
App B - Messenger Schedule
App C - Metered Mail Accounting Codes
App D - Consolidated Mailing List
App E - Incoming Classified Mail Control Procedures
App F - Outgoing Classified Mail Control Procedures
App G - Checklist for Mailing Classified Documents

DISTRIBUTION:
NWD-NP – All Supervisors
NWP - All Supervisors

APPENDIX A
FORMS

<u>Title</u>		<u>Version</u>
PS Form 3602-R	Postage Statement –Standard Mail (A) (Other Than Nonprofit) – Permit Imprint)	Paper
Optional Form 65a, 65b, and 65c	U.S. Government Messenger Envelope	Paper
DA Label 87	Cover Sheet (For Official Use Only)	Card Stock
DA Label 113	Congressional Cover Sheet	Card Stock
DA Form 2445	Correspondence Control Record	Paper
DA Form 3964	Classified Accountability Record	Paper
NWD Form 1n-1-R	Northwestern Division Headquarters Routing Slip	Electronic
NWD Form 600-1	Mailing Label (Northwestern Division)	Paper & Electronic
NWD Form 600-8-R	Mail Services Request	Electronic
NWD-NP Form 25-4	Do Not Mail!	Card Stock
NWD-NP Form 25-7	Information Change	Paper & Electronic
NWD-NP Form 600-7	Express Mail	Card Stock (Pink)
NWP Form 1n-1-R	Portland District (CENWP) Routing Slip	Paper & Electronic
NWP Form 25-7	Information Change	Paper & Electronic
NWP Form 600-1	Mailing Label (Portland District)	Paper & Electronic
NWP Form 600-2	Mailing Label (Portland Resident Office)	Paper & Electronic

Appendix A
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<u>Title</u>		<u>Version</u>
NWP Form 600-3	Mailing Label (Dalles-John Day Project)	Paper & Electronic
NWP Form 600-4	Mailing Label (Coos Bay Field Office)	Paper & Electronic
NWP Form 600-5	Mailing Label (Rogue River Basin Project)	Paper & Electronic
NWP Form 600-6	Mailing Label (Bonneville Lock and Dam)	Paper & Electronic

APPENDIX B
MESSENGER SCHEDULE

<u>STOP/LOCATION</u>	<u>AR</u>	<u>LV</u>
1. Robert Duncan Plaza (333 SW First Ave)	0630	0635
2. Federal Building (1220 SW Third Ave)	0645	0655
3. U.S. Postal Service (715 NW Hoyt)	0705	0725
4. Robert Duncan Plaza (333 SW First)	0730	0735
5. Custom House (220 NW 8th)	0745	0755
6. Robert Duncan Plaza or Tape Pickup on Mondays Robert Duncan Plaza and Federal Building on Thursday	0805	0915
7. Custom House	0930	0935
8. Robert Duncan Plaza	0940	0955
9. Federal Building	1000	1010
10. Moorings (8010 NW St. Helen's Road)	1040	1045
11. U. S. Postal Service	1115	1120
12. Custom House	1125	1130
13. Robert Duncan Plaza	1135	1140
14. Lunch Break for Messenger	1145	1230
15. Federal Building (By Request Only)	1235	1245
16. Moorings	1300	1305
17. Custom House	1325	1330
18. Robert Duncan Plaza	1345	1350
19. Custom House	1440	1450
20. Robert Duncan Plaza	1500	1515

APPENDIX C
METERED MAIL ACCOUNTING CODES

<u>CENWD-NP</u>	<u>Code</u>
Office of Counsel	400
Water Management	13
All Others	101

<u>CENWP</u>	
Engineering	100
Operations	200
Navigation	300
Real Estate	400
Office of Counsel	400
Construction	600
Contracting	700
Human Resources	700
Resource Management	700
Information Management	700
Programs Management	700
Defense Automated Printing Service	222
Contracting (ACASS)	8
Contracting (CCASS)	25
Hydroelectric Design Center	14
All Other Offices	700

APPENDIX D
CONSOLIDATED MAILING LIST

HEADQUARTERS
US ARMY CORPS OF ENGINEERS
20 MASSACHUSETTS AVE NW
WASHINGTON DC 20314-1000

USAED, PORTLAND
USACE FINANCE CENTER
5722 INTEGRITY DRIVE
MILLINGTON TN 38054-5005

US ARMY CORPS OF ENGINEERS
MISSOURI RIVER REGION HEADQUARTERS
12565 WEST CENTER ROAD
OMAHA NE 68144-3869

US ARMY CORPS OF ENGINEERS
KANSAS CITY DISTRICT
700 FEDERAL BUILDING
KANSAS CITY MO 64106-2896

US ARMY CORPS OF ENGINEERS
OMAHA DISTRICT
215 NORTH 17 STREET
OMAHA NE 68102-4978

US ARMY CORPS OF ENGINEERS
SEATTLE DISTRICT
P O BOX 3755
SEATTLE WA 98124-2255

US ARMY CORPS OF ENGINEERS
WALLA WALLA DISTRICT
201 NORTH THIRD AVENUE
WALLA WALLA WA 99362-1876

US ARMY CORPS OF ENGINEERS
PORTLAND RESIDENT OFFICE
1068 NW CORPORATE DRIVE
TROUTDALE OR 97060-9540

US ARMY CORPS OF ENGINEERS
ROGUE RIVER BASIN PROJECTS
100 COLE M RIVERS DRIVE
PO BOX 604
TRAIL OR 97541-9607

US ARMY CORPS OF ENGINEERS
BONNEVILLE DAM PROJECT
P O BOX 150
CASCADE LOCKS OR 97014-0150

US ARMY CORPS OF ENGINEERS
WILLAMETTE FALLS LOCKS
WEST LINN OR 97068-3397

US ARMY CORPS OF ENGINEERS
WILLAMETTE VALLEY PROJECT OFFICE
P O BOX 429
LOWELL OR 97452-0429

US ARMY CORPS OF ENGINEERS
ASTORIA FIELD OFFICE
ROUTE 5 BOX 30
ASTORIA OR 97103-9308

US ARMY CORPS OF ENGINEERS
THE DALLES-JOHN DAY
P O BOX 564
THE DALLES OR 97058-9998

US ARMY CORPS OF ENGINEERS
COOS BAY FIELD OFFICE
NORTH BEND OR 97459-0050

MEPS
2107 NE COLUMBIA BLVD
PORTLAND OR 97211-1987

US ARMY RECRUITING BATTALION
6130 NE 78 CT
PORTLAND OR 97218-2853

APPENDIX E
INCOMING CLASSIFIED MAIL CONTROL PROCEDURES

Incoming classified mail arrives Registered, Certified, and First Class/Priority Mail via the U. S. Postal Service. Mail is addressed to P. O. Box 2946 (NWP) and P. O. Box 2870 (NWD-NP). Since Registered, Certified and First Class mail may contain CLASSIFIED material, a SECRET clearance with current access is required to process it. Procedures are listed below:

a. The cleared messenger arrives at the U. S. Post Office at 0720 to pick up the mail for P.O Boxes 2946 and 2870. All First Class and other regular nonaccountable mail are delivered by the Post Office to the messenger in locked bags -- the messenger does not have the key on his person. All accountable mail, i.e., Registered, Certified, Insured, and Express is signed for by the messenger and put into a locked briefcase unless size prohibits.

b. The messenger leaves the Post Office at 0725 and arrives at Robert Duncan Plaza at 0730. The messenger is met by a cleared Robert Duncan Plaza mail clerk and delivers both accountable and nonaccountable mail for P. O. Box 2946 to the NWP mailroom. At no time is any accountable mail left unattended by a cleared employee. Once the NWP mail clerk has signed for the receipt of accountable mail, an initial breakdown of all First Class Mail, Registered, Certified, and any possible CLASSIFIED material is delivered immediately to an authorized cleared recipient. No classified mail is left unattended by cleared mail clerks at any time in the NWP Mailroom. A safe is located in the mailroom and will be utilized to store all suspected CLASSIFIED material when mailroom personnel are not present. Additionally, the safe will be utilized at all times to temporarily store CLASSIFIED or suspected CLASSIFIED mail until appropriate delivery can be made. Should any problems arise with these procedures, all mail clerks have been instructed to contact the COR or Designated Alternate. If CLASSIFIED material is found which is uncontrolled anywhere in the mail distribution system, all mail clerks have been instructed to contact the appropriate Security Manager immediately.

c. Once all mail for NWP is properly delivered by the messenger, the messenger drives to NWD-NP (Custom House) and arrives at 0740. The messenger delivers both accountable and nonaccountable mail for P. O. Box 2870 to the NWD-NP mailroom. At no time is any accountable mail left unattended by a cleared employee. Once the NWD-NP mail clerk has signed for the receipt of accountable mail, an initial breakdown of all First Class Mail, looking for CLASSIFIED material, is made by the NWD-NP mail clerk. Mailroom employees will be given the names of individuals authorized to receipt for CLASSIFIED information within NWD-NP. The list will not be all inclusive, but will cover certain offices.

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When the outer envelope of suspected CLASSIFIED mail (Registered, Certified and First Class, Do Not Forward) clearly denotes an office symbol and/or individual's name, the mailroom employee will call the appropriate individual/office for pickup and/or delivery. Mailroom employees will notify the Communications Center when mail meeting the preceding criteria and not specifically addressed with an attention line and/or office symbol is received. The Communications Center will pick up the suspected CLASSIFIED package, open it and if it is a CLASSIFIED document, call the appropriate office for pickup. If the material is not CLASSIFIED, it will be returned to the mailroom for routine handling. A safe is located in the mailroom, and will be utilized to store all suspected CLASSIFIED material when mailroom personnel are not present. Additionally, the safe will be utilized at all times to temporarily store CLASSIFIED, or suspected CLASSIFIED mail until appropriate delivery can be made. All Registered, Certified, and/or CLASSIFIED First Class Mail will be delivered immediately to an authorized cleared recipient.

APPENDIX F
OUTGOING CLASSIFIED MAIL CONTROL PROCEDURES

Outgoing mail classified SECRET must be sent via Registered Mail (or by an authorized courier if appropriate). Outgoing CONFIDENTIAL mail may be sent Registered, Certified, or First Class/priority Mail, provided the outgoing mail is annotated "POSTMASTER: Address Correction Requested/Do Not Forward". All outgoing classified mail will be prepared and dispatched in accordance with the requirements of AR 25-51 and AR 380-5.

a. A completed NWD Form 600-8 (Mail Services (Special, Express, or Commercial Courier) Request) will be prepared for and accompany all classified mailings. The appropriate special service requested will be indicated on the NWD Form 600-8. Reference to the classification will not be made on the form, so the words "IAW AR 25-51 and AR 380-5" will be used as the justification.

b. All classified mail will be packaged in two sealed opaque coverings, (i.e., envelopes, similar wrappings, or containers), sealed with paper tape so as to ensure security protection while in transit, prevent items from breaking out of packaging, and to facilitate detection of tampering. The outer covering will be addressed to a specific government activity or cleared DOD contractor and will not be addressed to an individual; however, ATTN: lines citing internal aids to expedite internal routing will be used whenever possible. There will be nothing on the outside covering which would specifically indicate the classified nature of the contents. The outer covering will include a specific return address (the originating office) annotated in the upper left hand corner along with the metered mail accounting code. The inner covering will be addressed identically to the outer covering, but will include in addition the level of classification, any restrictions or special instructions. The inner The classified contents will be folded or packed so that the text will not be in direct contact with the inner covering, and will include a receipt (DA Form 3964, Classified Accountability Record).

c. After classified material has been properly prepared for mailing, the sender will contact the mailroom for pickup. Mailroom personnel will pick up the mail and immediately take it to the post office. All individuals will ensure that classified material in their possession is given only to other properly cleared and accessed individuals to whom they transfer classified mail prior to receipt by the U. S. Postal Service are fully aware that the material received is classified. Certain individuals have been designated to perform this process, a listing of these designated individuals is available from the Portland District Security and Law Enforcement Office.

APPENDIX G CHECKLIST FOR MAILING CLASSIFIED DOCUMENTS

Compliance with regulatory guidance in the following cited areas will significantly reduce the possibility of compromise resulting from improperly processed mail. This checklist should be adapted as necessary and make available to all individuals involved in the handling and preparation of classified material for transmission. The parenthetical entries indicate the paragraph and regulation which contain specific guidance regarding each topic.

A. Marking

1. Classification placement (AR 380-5, para 8-201).
2. Special markings (AR 380-5, para 8-201c).
3. Inner envelope only (AR 380-5, para 8-201c).

B. Packaging

1. Double wrapped (AR 380-5, para 8-200a,b).
2. Sufficiently strong (AR 380-5, para 8-200)
3. Bulky packages are properly wrapped (AR 380-5, para 8-200b.)
4. Proper size/weight (Part 126, U. S. Postal Service Manual).

C. Address.

1. Current, proper and legible. (AR 380-5, para 8-201).
2. Return address included on outer envelope (AR 380-5, para 8-201d).

D. Transmission

1. Proper class mail.
 - a. TOP SECRET - Armed Forces Courier Service Authorized Cleared Personnel (AR 380-5, para 8-101).
 - b. SECRET - Registered (AR 380-5, para 8-102).
 - c. CONFIDENTIAL - First Class or as otherwise required. (AR 380-5, para 8-103).
 - d. COMSEC Information - See National COMSEC Instructions 4005.
2. Overseas mail properly processed (AR 340-25, AR 380-5, para 8-201)

E. Receipts (DA Form 3964, Classified Document Accountability Record).

1. Included if required (AR 380-5, para 8-202).
2. Accurate (AR 380-5, Fig 8-1).
3. Enough copies (local).
4. Return address proper (AR 380-5, para 8-201b. Fig 8-1)