

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE (AFMC)**



**DOD 4525.8-M/AF SUPPLEMENT
HILL AIR FORCE BASE
Supplement 1
14 DECEMBER 2001**

OFFICIAL MAIL MANUAL

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Certified by: A. Marianne Nelson
Pages: 3
Distribution: F

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DOD 4525.8-M/AF Supplement, 18 April 1994, is supplemented as follows:

CHAPTER 2

C3a(1). The Official Mail Manager (OMM) at Hill AFB is the Administrative Communications (75 CS/SCSA).

CHAPTER 3

C2d(Added)(AF). When using a Optional Forms (OF) 65B or 65C, **U.S. Government Messenger Envelopes**, as your addressing container, show the entire mailing address.

E1. The OMM assigns all delivery addresses and Zip + 4 Codes to Hill AFB mail delivery points.

I21(Added)(AF). United States Postal Service (PS) Form 3811, **Domestic Return Receipt**, may be obtained from the Base Information Transfer Center (BITC).

K4(Added)(AF). FedEx® is also a DoD approved carrier of US classified material.

K6b(2) (Added)(AF)(AFMCS). All requests for the use of USPS Express Mail or FedEx® services must be accompanied by a letter of justification and hand carried to the BITC not-later-than 1430 daily for guaranteed same day processing and next day delivery. The responsible supervisor with mission oversight must sign the justification letter.

M2c (Added)(AF). Business reply mail (BRM) material must be coordinated through the OMM prior to printing. Information shown on the BRM mail piece will not be changed after approval is obtained from the OMM.

Q3. (Added). Will result in reimbursement of actual postage expenses for unauthorized use of the 75CS/SCSA FedEx account by the using activity.

R1. Exterior design of the mail piece must be coordinated through the OMM prior to printing.

CHAPTER 9(ADDED)(AF)

A3. All material items (for example: equipment, aircraft parts, etc.) must be shipped through Defense Depot Hill Utah, Transportation and Shipping Division (DDHU/T).

C1. This type material will be enclosed within the package being shipped, not taped to the outside.

CHAPTER 10(ADDED)(AF)

C3. The OMM will assign a base mailing address to contractors for the delivery of mail by private carriers. The BITC will deliver mail to on-base contractors only if the contractor works in the capacity as a government organization. The contractor must use the government organization's official office symbol when utilizing the BITC.

C4. NOTE: (Added). Use AFMC Form 10, **Mail Discrepancy Notice**, to notify Activity Distribution Office (ADO) of discrepancies in mail received.

D2. The base information transfer schedule is available upon request from the OMM.

I1b(2). The BITC will annually suspense all accountable mail receiving offices to verify and validate all individuals authorized to receive accountable mail.

J4. Bulk shipment is defined as no more than five each one and one half cubic feet size boxes, or more than MDV operators can carry in one trip to the ADO.

J5. Sort and process intra-base distribution in-route. On weight days all intra-base distribution will be returned to the BITC.

CHAPTER 11(ADDED)(AF)

B1a. OF 65B and 65C must include the organization/office symbol and installation name for all pouch/consolidated mail.

G. 4.(Added). Ensure letter for personnel authorized to receipt for accountable mail is updated yearly or when changes occur.

H. NOTE: (Added). Padded envelopes will not be used when preparing accountable mail.

I. Intra-base delivery of boxes transported via BITC must include the sender's office symbol in the "return" element on the outer container.

L. Do not place Privacy Act information in OF 65B envelopes.

Table 11.1, Note 4(AFMCS). At Hill AFB the 75 CS/SCSA is the North Atlantic Treaty Organization (NATO) control point.

CHAPTER 12(ADDED)(AF)

A1. The shared user facsimile network is located in the BITC and operates 0700-1530.

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