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

Chapter 2

B.1. Requests for shipping using carriers other than the United States Postal Service (USPS) should be referred to the Traffic Management Office (TMO).

C6. (Added) (AF) Postal Expenditure Reports will be submitted in memorandum format to HQ AFSPC/SCMA semi-annually. Reports will be submitted no later than the 10th day of the month following the end of the respective reporting period. Identify the total postage used for each month within the reporting period, then identify the total postal expenditures for the reporting period.

C7. (Added) (AF) The Official Mail Manager (OMM) will provide the finance office with a listing of personnel authorized to receipt for checks paid to the order of the United States Postal Service (USPS) Postmaster. The list will be updated as changes occur.

Chapter 3

C.1. (Added) (AF) When the volume of mail justifies the cost, pouch mail is sent via USPS 2-Day Priority Mail. All other pouch mail is sent First Class Mail.

C.1.a.1. (Added) (AF) When using SF 65A or SF 65B, U. S. Government Messenger Envelope, to send official mail via "pouch," place the Functional Address Symbol (FAS), the name of the individual (if applicable), the name of the base, and the state on the outside of the envelope.

C.2.e(1). (Added) (AF) Vandenberg AFB provides "pouch" service to the locations identified on the Base Information Transfer Center (BITC) delivery schedule. Outgoing mail is tracked daily to determine customer needs, and "pouch" bases are updated periodically.

C.2.g. (Added) (AF) Pouch mail service is provided to most installations three times per week. Some installations are provided pouch mail service five times per week as indicated on the Base Information Transfer Center (BITC) delivery schedule.

D.1. (Added) (AF) The official return address must be typed and placed on all outgoing mail to be sent via the USPS.

D.2. (Added) (AF) Clinics and other patient service offices/agencies within the 30th Medical Group whose patients provide a self-addressed envelope are granted an exemption from the requirement to type or mechanically produce the mailing address on those items. All other mail generated by the 30th Medical Group and all other Vandenberg AFB agencies, organizations, and units must comply with USPS automation standards.

I.2.2. (Added) (AF) Based on a waiver coordinated with the Air Force Official Mail and Postal Manager, and approved by HQ AFSPC/SCMA, the Defense Commissary Agency (DeCA) is authorized to use PS Form 3817, Certificate of Mailing, when mailing merchandise coupons to the Coupon Clearing House.

K.4. (Added) (AF) All requests for next day service to a CONUS location will be referred to the TMO. The use of USPS Express Mail is extremely limited. The Official Mail Manager (OMM) or designated representative approves the use of USPS Express Mail when its use is determined to be the most cost-effective way to meet a program requirement within time and security constraints. Agencies must provide a justification memorandum signed by their flight commander when requesting the use of Express Mail. Requests for USPS Express Mail will be considered on a case-by-case basis.

K.6.b(3). (Added) (AF) All incoming USPS Express Mail will be handled, safeguarded, and delivered as accountable (classified) mail until determined otherwise. BITC personnel prepare an AF Form 12, Accountable Container Receipt, for each Express Mail package. Only individuals designated by the unit to receipt for accountable/classified mail, or the individual (named) addressee may receipt for the package.

O.4. This service will be provided for departing personnel within 60 days of permanent change of station (PCS) upon presentation of official military orders. Personnel are encouraged to notify creditors and other businesses or agencies with whom they frequently correspond of their change of address through routine monthly correspondence (e.g., billing statements, etc.).

P.18. Includes mailings by unit booster clubs, Top-3, and Top-4 associations.

Chapter 5

C.2.2.b(2). (Added) (AF). The meter lock/unlock code will be changed whenever there is a change in personnel or a compromise is suspected.

C.2.2b(3). (Added) (AF). Operator identification numbers are utilized to operate the mail metering equipment. Operator identification numbers are determined and programmed by the OMM. Use of operator identification numbers prohibits unauthorized use of the mail metering equipment.

C.8.1. (Added) (AF) The following agencies operate their own mail metering equipment:

- a. Army Air Force Exchange Service
- b. 30th Services Squadron, Marketing and Publicity
- c. Army Corps of Engineers

Chapter 10 (Added) (AF)

C.3. Units must update authorization memorandums as changes occur. Each authorization memorandum must contain each individual's name, social security number, duty phone number, level of security clearance, and the following endorsement by the unit security manager:

"I have verified the security clearances and social security numbers of the individuals identified herein using the Automated Security Clearance Approved System (ASCAS). Each individual has been briefed

on the proper procedures for handling, transmitting, and safeguarding accountable mail/classified material in accordance with DoD 5200.1R, Information Security Program, and AFI 31-401, Managing the Information Security Program."

C.7. The BITC sorts and separates First Class Mail endorsed "RETURN SERVICE REQUESTED." Mail so endorsed is delivered during the accountable mail run.

C.8. Includes mail generated by the Health and Wellness Center, Accounting and Finance, Transportation Management Office, Quality Office, Base Education Center, etc., for military and or civilian personnel assigned to Vandenberg AFB organizations, agencies, and units. Address this type correspondence to the duty (unit) address (Postal Service Center, if applicable). BITC or the PSC, respectively, will deliver this mail. Postage will not be applied to this mail.

C.8.b.(3). Do not place outgoing personal mail (greeting cards, bill payments, mortgage payments, etc.) with postage already applied, into the official outgoing mail bag. Place this mail in USPS mail receptacles. If BITC receives this mail, they will return it to the sender.

C.9.e. (Added) The BITC will not distribute UNOFFICIAL flyers advertising/announcing the following:

- (1). Fund raising activities (i.e., car washes, bake sales, bowl-a-thons, pie-in-the face contests, etc.);
- (2). Retirement luncheons or banquets, except when indicated as part of the official retirement ceremony;
- (3). PCS, PCA, going away luncheons, dinners, or parties (NOTE: Advertise these events in the base bulletin, base newspaper, base television channel, etc.);
- (4). Events sponsored by private organizations, i.e., Boy Scouts, American Cancer Society, American Red Cross, Unit Associations (Booster Clubs, Wives Clubs, Top-3, Top-4), Air Force Association, Air Force Sergeants Association. EXCEPTION: Flyers advertising federally recognized events (e.g., Black or Hispanic Heritage Months, Federal Women's Week, etc.) are authorized to be distributed by BITC for the duration of the event as long as it does not produce revenue.
- (5). Revenue producing items or events sponsored by military or military affiliated organizations, (e.g., Non-Appropriated Fund Instrumentalities or Morale, Welfare, and Recreation activities, etc.).
- (6). Other Unofficial events.

C.9.f. (Added) All flyers prepared for distribution through the BITC must reflect the categorical distribution code of the target audience in the lower left hand corner, and the expiration date of the flyer in the lower right hand corner. Additionally, these flyers must be approved by the DCI/IM prior to duplicating and distribution.

D.1. Hours of operation for the BITC are Monday through Friday, 0730-1630.

D.2. The cutoff time for off-base mail is 1400 hours, Monday through Friday. The cutoff time for intra-base mail is 1600 hours, Monday through Friday.

Chapter 11 (Added) (AF)

B.7. (Added) Instruct action offices to place forwarding addresses on the face of mail addressed to individuals who have gone PCS, separated, or retired. Forwarding addresses should be provided for a period of 90 days after an individual leaves a unit.

D. If a multi-story facility does not have an elevator, the activity distribution office (ADO) shall be on the first floor.

D.1. (Added) Requests to relocate an ADO or initiate delivery service will be made in writing to the OMM, DCI/IM. Requests will include the location of the proposed ADO (building number, room or suite number), the proposed implementation or effective date, and the name and telephone number of the unit point of contact. Do not relocate an ADO without prior coordination with the OMM. Similarly, a new ADO will not be established without prior coordination and approval of the OMM.

G.4. (Added) Base agencies having classified material or correspondence for another base agency will hand carry that material or correspondence directly to its addressee. Per 30th Space Wing Security Managers Formal Guide, do not place intra-base classified material or correspondence into the Base Information Transfer Center.

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