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**Communications and Information**

**POSTAL MANAGEMENT PROGRAM**

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This instruction implements AFRS 37-1, *Air Force Information Management* (will be replaced by AFRS 33-3) and DoD 4525.8-M/AF Sup 1, *Official Mail Manual*. It establishes and implements postal management policy and procedures for Air Force Recruiting Service (AFRS). It applies to all AFRS personnel.

This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). See Attachment 1 for a glossary of references and supporting information.

***Section A--General Requirements and Responsibilities***

**1. Use of DoD Official Mail and Postal Resources.** Postage paid for by appropriated funds will be used only for official mail relating solely to the business of the United States government. Postage will not be used to mail items specifically mentioned in DoD 4528.8-M/AF Sup 1, paragraph C1.4 (for example, invitations to social functions, private congratulatory letters, holiday and birthday greetings, etc.).

**2. Supplements.** HQ AFRS/RSIAM must approve supplements to this instruction before they are published. Groups and squadrons will send a copy of their proposed supplement to HQ AFRS/RSIAM, 550 D Street West, Suite 1, Randolph AFB TX 78150-4527.

**3. Responsibilities:**

**3.1. HQ AFRS/RSI.** HQ AFRS/RSI is the office of primary responsibility for the overall direction and management of the AFRS postal management program.

**3.2. Squadron Information Management (RSSI).** RSSI personnel are appointed as squadron official mail managers (OMM). The OMMs will oversee the postal program for their units and familiarize themselves with the requirements outlined in DoD 4525.8-M/AF Sup 1.

3.2.1. RSSIs will monitor all areas of responsibility outlined in this instruction.

3.2.2. Specifically, RSSIs will:

3.2.2.1. Ensure adequate postal products are available and postage is maintained on the squadron postage meter.

3.2.2.2. Coordinate with the squadron resource advisor to ensure funds are available for payment of postal costs (to include all postal products).

3.2.2.3. Monitor or oversee the contracted Express Mail program.

3.2.2.4. Prepare postal reports as required by higher headquarters and applicable instructions, and ensure proper distribution is made of all incoming/outgoing correspondence from the squadron.

**3.3. Squadron Resource Advisor (RSSF).** The RSSF will monitor postal expenditures and keep the squadron commander apprised of all expenditures.

**3.4. Support Flight Commander.** Performs periodic inventories of the squadron's on-hand stock to ensure the correct quantity listed on postal logs match on-hand stocks, and verifies receipts are kept for disseminated postal products.

**3.5. Military Entrance Processing Stations (MEPS).** Liaison supervisors are responsible for the overall management of their postal programs.

### **3.6. Flight Chiefs and Secretaries:**

3.6.1. Flight chiefs are responsible for the overall management of their postal programs.

3.6.2. Flight secretaries will order and inventory postal products for their flight. Additionally, they will monitor the postal program at the flight level, and will provide training to all recruiters upon arrival into the squadron.

**3.7. Air Force Recruiting Office (AFRO).** Recruiters will order, inventory, and monitor postal products as required to meet routine mail requirements.

## ***Section B--Policies and Procedures***

### **4. Postage Accountability:**

**4.1. Chain of Receipt.** A chain of receipts is required every time postage is issued. Receipts must be signed and maintained by the issuing activity. AF Form 213, **Receipt for Accountable Form**, may be used as a receipt for postage stamps. For squadrons ordering stamps on line, the shipping invoice will be used in lieu of receipts.

**4.2. Documentation.** The squadron will maintain a postal product distribution log or spreadsheet to document all transactions taking place within the postal program.

4.2.1. AFROs, MEPS, and flight offices possessing postage stamps will maintain a log or spreadsheet of products used/on-hand. At least quarterly, flights and MEPS will consolidate recruiter postage logs with their own, and submit to the squadron headquarters.

4.2.2. The squadron will use the information in paragraph 4.2.1 to determine postage replenishment and reorder. Information will also be used to provide an accurate assessment of all postage used within the squadron.

**4.3. Storage/Security Containers.** Maintain all postage stamps in a lockable container (for example, file cabinet, safe, desk drawer, storage cabinet, etc.) or a locked room. Secure the unit postage meter in a locked safe, locked file cabinet, or in a locked room overnight, and at any other time information management personnel are temporarily absent.

**5. Postage Audits.** Squadrons will perform postal audits, at a minimum, on an annual basis during the first quarter of the fiscal year (Oct-Dec). Flight offices will send the results of audits performed on AFROs to squadrons.

**6. Stamps.** AFROs, MEPS, and flight offices will use postage stamps to support daily postage needs.

6.1. Each user will maintain a serviceable postal scale obtained from the squadron, and a local zone chart obtained from the local post office. Squadrons are authorized and encouraged to establish maximum and minimum stock amounts based on historical data. No more than a 90-day supply of stamps will be maintained.

6.2. Squadrons are authorized to maintain no more than a 10-day emergency supply of postage stamps at the headquarters to be used only when metering equipment is not operational. This requirement does not apply to squadrons located on Air Force bases that do not maintain a meter.

**7. Postage Meter.** The postage meter is used by the information management section or designated squadron personnel to affix postage on squadron mail. The squadron should maintain enough postage on the meter to accommodate its needs and accomplish the mission. Excessive amounts must be avoided. This requirement does not apply to squadrons on Air Force bases that do not maintain a meter. PS Form 3602-A, **Daily Record of Meter Register Readings**, will be maintained to record all meter transactions.

## **8. Contracted Express Mail:**

**8.1. Usage.** Use Express Mail only when it is the most cost effective way to accomplish a mission within time, security, and accountability constraints (for example, the only way to meet a short suspense). It will not be used to meet a late suspense when adequate time existed or on days before weekends or holidays, unless the sender has verification someone will be available on the other end to accept the package.

**8.2. Approval Authorities.** The noncommissioned officer in charge (NCOIC) of the information management section is the approval authority for Express Mail packages. If the NCOIC is unavailable, the officer accesses flight commander, support flight commander, or the commander will approve contracted Express Mail service.

**8.3. Requesting Contracted Express Mail Service.** Any squadron member can use this service if it has been determined to be the most practical method. Individuals will submit requests by telephone, AETC

Form 444, **Request for Express/Next-Day Mail Service**, or e-mail to include adequate justification. Upon approval, the requesting office can then request pick-up of the package from the carrier.

**8.4. Verifying Contracted Express Mail Expenditures.** To prevent fraud, waste, and abuse, the squadron will verify all contracted Express Mail expenditures on the invoice or bill provided by the carrier or the Government Purchase Card statement.

8.4.1. The verification will include the statement “All uses of contracted Express Mail are valid and mission essential.” This statement will be typed on the bill and signed by the commander or support flight commander.

8.4.2. If using the Customer Automated and Reporting Environment Transaction Management System, the statement is not required.

**9. Quarterly Air Force Postage Expenditure Reports.** The squadron information management section will submit quarterly postage expenditure reports (Attachment 2) to HQ AFRS/RSIAM via e-mail, [afsrslam@rs.af.mil](mailto:afsrslam@rs.af.mil), no later than the 20th of March, June, September, and December of each year.

**10. Forms Adopted.** AF Form 213, AETC Form 444, and PS Form 3602-A.

DARREL R. GREER, Colonel, USAF  
Vice Commander

***2 Attachments***

1. Glossary of References and Supporting Information
2. Sample Quarterly Air Force Postage Expenditure Report

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

DOD 4525.8-M/AF Sup 1, *Official Mail Manual*

AFPD 37-1, *Air Force Information Management*

AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4)

***Abbreviations and Acronyms***

**AFRC**—Air Force Reserve Command

**AFRO**—Air Force recruiting office

**AFRS**—Air Force Recruiting Service

**ANG**—Air National Guard

**MEPS**—Military Entrance Processing Stations

**NCOIC**—noncommissioned officer in charge

**OMM**—official mail manager

## Attachment 2

## SAMPLE QUARTERLY AIR FORCE POSTAGE EXPENDITURE REPORT

1/02	CATEGORY	3XX RCS
<b><u>SECTION I</u></b>		
1001	ADDRESS CORR	\$0.00
1002	BRM	\$0.00
1003	EXPRESS ACCT	\$0.00
1004	MERCH RTN	\$0.00
1005	METERS	\$0.00
1006	CONTRACT REIM	\$0.00
1007	PERMITS	\$0.00
1008	IMPRINTS	\$0.00
1009	POSTAGE DUE	\$0.00
1010	STAMPS	\$0.00
1011	ENVELOPES	\$0.00
1012	2ND CLASS	\$0.00
<b><u>SECTION II</u></b>		
469	PRIVATE PARCEL	\$0.00
473	EQUIP LEASE	\$0.00
639	EQUIP PURCH	\$0.00
	PRESORT	\$0.00
	G-825 PERMIT	\$0.00
	MISCELLANEOUS	\$0.00
<b>EXPRESS/NEXT DAY</b>		
<b>(SHOULD MATCH W/1003)</b>		\$0.00
	PERMITS	0
	ADTA	0
	METERS	0