



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

August 19, 2002

INSPECTOR GENERAL INSTRUCTION 4525.8¹

SUBJECT: Mail Management Program

References:

- a. DoD Instruction 4525.8, "DoD Official Mail Management," December 26, 2001
- b. DoD 4525.8-M, "DoD Official Mail Manual," December 26, 2001
- c. DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 1998

A. Purpose. This Instruction establishes policies and procedures and assigns responsibilities within the Office of the Inspector General of the Department of Defense (OIG DoD) for mail management in accordance with references a and b.

B. Cancellation. The following publications are hereby cancelled:

1. IGDINST 4525.8, *Inspector General Mail Management Program*, June 14, 1991.
2. IGDM 4525.8, *Inspector General Mail Management Program*, September 1994 and Change 1 dated March 15, 1995.
3. IGDPH 4525.8, *Inspector General Mail Services: A Deskside Reference*, July 2000.

C. Applicability. This Instruction applies to the Offices of the Inspector General, the Deputy Inspectors General, the Assistant Inspectors General who report to the Inspector General, the Deputy Chief Human Capital Officer, the Dean of Instruction, the Chief of Staff, and the Equal Employment Opportunity Director, hereafter referred to collectively as the OIG Components.

D. Policy. It is DoD policy to promote cost-effective use of the taxpayers' money in transporting official matter through proper and efficient processing and use of internal mail, the United States Postal Service (USPS), other carriers, international mail, and postage of other countries. The mail channels shall be used for official mail only.

E. Responsibilities

1. The **Inspector General** shall establish the Mail Management Program within the OIG DoD.

¹ This instruction has been updated administratively to reflect the current organizational structure of the OIG DoD. No policy changes have been made. December 2004.

2. The **Chief of Staff (CoS)** shall:
 - a. Be responsible for the overall management and administration of the OIG DoD Mail Management Program.
 - b. Appoint an OIG DoD Headquarters Official Mail Manager (OMM).
3. The **Director of Administration and Logistics Services (ALSD), Office of the Chief of Staff, (OCoS)**, shall:
 - a. Direct the administration of the Mail Management Program.
 - b. Ensure policies and procedures for administering DoD official mail comply with references a and b.
4. The **Chief, Acquisition and Mail Services Division (AMSD), ALSD, OCoS**, shall:
 - a. Be responsible for the coordination and administration of the Mail Management Program.
 - b. Supervise the OIG DoD Headquarters OMM and ensure internal controls are in place in the OIG Mail Service Center.
 - c. Provide input to the OIG DoD budget process for mail management, as appropriate.
5. The **OIG DoD Headquarters Official Mail Manager** shall:
 - a. Manage the OIG DoD Headquarters mailroom in compliance with this Instruction and references a and b.
 - b. Ensure that mail users know when and how to contact the OMM.
 - c. Provide training for employees who originate or prepare material for mailing.
 - d. Supervise mailroom functions including courier delivery and pickup service.
 - e. Monitor mail practices to ensure that mail is dispatched in the most cost-effective manner and report misuse of official mail through the chain of command.
6. The **OIG DoD Field Activities** shall coordinate operational and routine postal matters with their local postal facility.
7. Each **Employee** who prescribes, creates, designs, or prepares pieces for mailing shall:
 - a. Comply with this Instruction and all references herein.
 - b. Not have personal mail sent to the office.
 - c. Not use official postage to mail job applications, retirement announcements, greeting cards, personal items, etc.

F. Procedures

1. The OIG DoD shall follow reference b procedures for preparing and distributing official mail. Questions regarding mail matters should be referred to the OIG DoD Mail Service Center.

2. OIG Form 4525.8-2, "Mail Service Request Form" (*see* sample, page 4), is required at the OIG DoD Headquarters for all expedited mailings of a specialized nature. The form accompanies the mailing package to the OIG DoD Mail Service Center. The following mail services require completion of this form:

- a. Mail and/or packages requiring overnight delivery.
- b. Packages shipped using ground transportation services.
- c. "Hand carried" material to/from offices in the National Capital Region.

3. All Federal Express (FedEx) accounts used by OIG DoD Field Activities shall be documented, authorized, and funded properly with the Government Purchase Card.

G. Inspection Requirements. The Director of Administration and Logistics Services, OCoS, shall direct an internal inspection of the OIG DoD mail management function at least once a year (reference a pertains).

H. Information Requirements. Report Control Symbol (RCS) DD-AT&L(SA)1833, "Prepaid Postage Report" (reference c pertains).

I. Supplementation. Supplementation of this Instruction is not authorized.

J. Effective Date of Implementation. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:



Gregg E. Bauer
Chief of Staff

MAIL SERVICE REQUEST				
(Please type or print all necessary information)				
SECTION I - Requestor Information				
1. REQUESTER'S NAME	2. DATE	3. OFFICE	4. ROOM NR.	5. TELEPHONE NR.
6. TYPE OF CONTENTS (Select One)				
<input type="checkbox"/> Time Cards <input type="checkbox"/> Subpoena <input type="checkbox"/> Personnel Data <input type="checkbox"/> Training Materials <input type="checkbox"/> Publications <input type="checkbox"/> Computer				
Other (Explain):				
7. VALUE OF CONTENTS	8. TYPE OF SERVICE (Select One)			
\$	Same Day Messenger Service <input type="checkbox"/> Overnight Delivery (FedEx) <input type="checkbox"/> FedEx Ground Service <input type="checkbox"/> IG/DOD Mail Service Hand Carry (Courier) <input type="checkbox"/>			
SECTION II - Hand Carry (Check one and Enter Information)			SECTION III - Shipment Information (Entered by Mail Clerk)	
<input type="checkbox"/> DELIVER TO: <input type="checkbox"/> PICK UP FROM:			15. OVERNIGHT / UPS NUMBER ISSUED	
9. NAME			16. COST OF SERVICE	
10. OFFICE SYMBOL / ROOM NUMBER				
11. LOCATION / ADDRESS			\$	
12. TELEPHONE NUMBER			17. SIGNATURE OF MAIL CLERK	
13. DATE DELIVERED / PICKED UP			18. COMMENTS:	
14. SIGNATURE OF RECIPIENT				
SECTION IV - Justification				
19.				
20. DIVISION CHIEF'S SIGNATURE			21. TELEPHONE NUMBER	

IG FORM 4525.8-2 MARCH 2002 (PREVIOUS EDITIONS OBSOLETE)