



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

September 27, 2010

INSPECTOR GENERAL INSTRUCTION 4525.8

MAIL MANAGEMENT PROGRAM

FOREWORD

This Instruction establishes policy, assigns responsibilities, and prescribes procedures for the Mail Management Program within the Department of Defense Office of Inspector General.

The office of primary responsibility for this Instruction is the Administration and Logistics Services Directorate. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:

A handwritten signature in black ink, appearing to read "SD Wilson".

Stephen D. Wilson
Assistant Inspector General
for Administration and Management

2 Appendices

A. Purpose. This Instruction establishes policy, assigns responsibilities, and prescribes procedures for the Mail Management Program within the Department of Defense Office of Inspector General (DoD OIG) in accordance with references (a) and (b).

B. Cancellation. This Instruction supersedes IGDINST 4525.8, *Mail Management Program*, August 19, 2002.

C. Applicability. This Instruction applies to the Office of Inspector General and the Department of Defense Inspector General Components, 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, 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.
2. The **Assistant Inspector General for Administration and Management** shall:
 - a. Be responsible for the overall management and administration of the Mail Management Program.
 - b. Appoint an Official Mail Manager (OMM).
3. The **Director, Administration and Logistics Services Directorate (ALSD)** 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, Property and Mail Services Division** shall:
 - a. Be responsible for the coordination and administration of the Mail Management Program.
 - b. Supervise the OMM and ensure internal controls are in place in the Mail Services Center.
 - c. Provide input to the OIG budget process for mail management, as appropriate.

5. The **OMM** shall:
 - a. Manage the Mail Services Center 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 Mail Services Center 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 **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 shall follow reference (b) procedures for preparing and distributing official mail. Questions regarding mail matters should be referred to the Mail Services Center.
2. The IG Form 4525.8-2, *Mail Service Request*, (Appendix B), is required at the OIG Headquarters for all expedited mailings of a specialized nature. The form accompanies the mailing package to the Mail Services Center and shall be completely filled out to include address, telephone number, point of contact, justification, and division chief signature. The mail services that require the form are:
 - 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 accounts used by field activities shall be documented, authorized, and funded properly with the Government Purchase Card.

G. Inspection Requirements. The Director, ALSD shall direct an internal inspection of the OIG mail management function at least once a year, reference (a).

H. Information Requirements. Report Control Symbol (RCS) DD-AT&L(SA)1833. DoD Components using prepaid postage shall report purchases to the DoD Official Mail Manager Military Postal Service Agency twice a year, reference (c).

**APPENDIX A
REFERENCES**

- a. DoD Instruction 4525.8, *DoD Official Mail Management*, August 11, 2006
- b. DoD 4525.8-Manual, *DoD Official Mail Manual*, December 26, 2001
- c. DoD 8910.1-Manual, *DoD Procedures for Management of Information Requirements*, June 30, 1998

APPENDIX B
IG FORM 4525.8-2, MAIL SERVICE REQUEST

MAIL SERVICE REQUEST (Please type or print all necessary information)				
SECTION I - Requestor Information				
1. REQUESTER'S NAME	2. DATE	3. OFFICE	4. ROOM NO.	5. PHONE NO.
6. TYPE OF CONTENTS (Select One) <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"/> DoD OIG 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. FEDEX NUMBER ISSUED		
9. NAME		16. COST OF SERVICE \$		
10. OFFICE SYMBOL / ROOM NUMBER				
11. LOCATION / ADDRESS		17. SIGNATURE OF MAIL CLERK		
12. TELEPHONE NUMBER		18. COMMENTS:		
13. DATE DELIVERED / PICKED UP				
14. SIGNATURE OF RECIPIENT				
SECTION IV - Justification				
19.				
20. DIVISION CHIEF'S SIGNATURE			21. PHONE NUMBER	