Headquarters
United States Army Recruiting Command
Fort Knox, Kentucky 40121-2726
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*USAREC Supplement 1 to AR 25-51

Effectve 31 July 1993

Information Management: Records Management

Official Mail and Distribution Management

The original version of this publication was first published on 17 June 1993.

This UPDATE printing publishes a new Change 2, which is effective 31 January 1998. The strikethrough and underscore method is used for the portions of the text that are revised.

For the Commander:

RICHARD L. TETERS, JR.
Colonel, GS
Chief of Staff

Official:

ROGER H. BALABAN
Director, Information Management

Summary. This publication supplements AR 25-51, 30 November 1992.

Applicability. This supplement applies to all personnel assigned to the United States Army Recruiting Command.

Impact on New Manning System. This supplement does not contain information that affects the New Manning System.

Supplementation. Further supplementation of this regulation is prohibited. This supplement is current until further notice from this headquarters.

Suggested improvements. The proponent agency of this supplement is the Office of the Director of Information Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCIM-RMP-AS), Fort Knox, KY 40121-2726.

Distribution. Distribution of this supplement has been made in accordance with USAREC Pam 25-30, distribution A. This supplement is published in the Recruiting Station Administration UPDATE.

Paragraph 1-4, Responsibilities
Add subparagraphs n through q after subparagraph m.

n. Headquarters, United States Army Recruiting Command (HQ USAREC), Director of Information Management, is responsible for:

(1) The United States Army Recruiting Command (USAREC) OMDMP.

(2) Appointing the command OMM.

o. HQ USAREC, Information Management Directorate, Administrative Services Branch; recruiting brigades (Rctg Bdes); and recruiting battalions (Rctg Bns) will:

(1) Implement the OMDMP.

(2) Formally appoint an OMM.

p. OMM will carry out duties assigned to them in the OMDMP and manage the program in their area.

q. Each individual who prepares pieces for mailing will comply with this regulation.

Paragraph 2-27, Postage stamps and prestamped envelopes
Add subparagraphs d through g after subparagraph c.

d. Postage stamps are intended for use by small volume mail units throughout USAREC that have outgoing mail volume too low to justify postage meters. Rctg Bns that have postal metering equipment without a backup system should maintain a 10-day emergency supply of stamps to ensure normal flow of mail in the event of equipment malfunction. The emergency supply of stamps will not be used when postal equipment is operational.

e. USPS postage stamps can be purchased at local post offices. A 2-week advance notice is needed if large amounts of stamps ($1,000 or more) will be purchased at any given time.

f. Stamps cannot be purchased with ADTA. Stamps may only be purchased with a check for the appropriate amount of money.

g. Rctg Bn OMM will appoint on orders a person at Rctg Bn headquarters, recruiting companies (Rctg Cos), and recruiting stations (RS) who will be responsible for ordering, accounting for, and safeguarding stamps. Individuals responsible for stamps will follow these guidelines:

(1) Rctg Bn level.

(a) Prepare SF 1034 (Public Voucher for Purchases and Services Other Than Personal) to request postal checks from finance and accounting to purchase stamps.

(b) Order stamps and distribute to Rctg Cos and RS.

(c) Order only the amount of stamps needed for a 90-day period. Use the previous quarter's usage to estimate the amount needed.

(d) Order all stamps in multiples of hundreds (100, 200, 300, etc.,) except for $5 stamps which must be ordered in multiples of twenties (20, 40, 60, etc.).

(e) Establish accountability of stamps received and issued utilizing USAREC Fm 941 (Daily Record of Stamps) (see fig 2-4). Stamps will be stored in lockable containers (i.e., safe, wall locker, desk, etc.,) and the container secured at all times. Instructions for completing USAREC Fm 941 are as follows. Use a separate sheet for each denomination of stamps. Fill in block d with the quantity of whatever denomination of stamp you are using. In block e put the dollar value of that quantity. In block 6 ~~write the phrase "Initial use of this form" and~~ sign. When issuing stamps to someone, fill in block c with the number of stamps issued and subtract that amount from blocks d and e. Have the individual that accepted the stamps sign the signature portion of the form. When you receive a new supply of stamps fill in block b with the quantity received. Add this to blocks d and e and the person responsible for accounting for the stamps will sign in the signature portion of USAREC Fm 941. Use the least expensive delivery carrier capable of verifying receipt when filling orders to Rctg Cos and RS. When filling orders by mail, indicate in block c the quantity you are shipping, subtract that amount from blocks d and e, and in the signature portion put the name of the carrier used, address, and date where the stamps were mailed. Whenever possible, without making a special trip the Rctg Bn OMM or alternate mail manager can distribute and have the individual sign for stamps (i.e., the company afteraction review conference, the station commander afteraction review conference, etc.). Each time a stamp transaction is made it will be recorded on this form.

(2) Rctg Cos and RS level:

(a) Requisition stamps from the Rctg Bn.

(b) No more than a $500 stockage of stamps is authorized.

(c) Establish accountability of stamps utilizing USAREC Fm 941 and follow the same procedures outlined above.

(d) Prestamped envelopes will be accounted

*This supplement supersedes USAREC Circular 25-50, 12 April 1991.

for and controlled in the same manner as stamps.

Paragraph 2-32, Express mail
Add the following to subparagraph b:
Approval authority for USAREC is delegated to Rctg Bn OMM.

Paragraph 2-32, Express mail
Add subparagraphs g through j after subparagraph f.

g. Express mail will only be used when the mission cannot be accomplished without the use of it. Within USAREC, the major purpose for using express mail is to send enlistment packets, Officer Candidate School packets, Warrant Officer Flight Training packets, and nurse packets, when processing time does not allow the use of regular mail service.

h. Express mail will not be used to send material such as personnel evaluation reports, recurring reports, and routine nonmission-essential material. Use of this high cost service to meet suspense dates is not authorized.

i. The following procedures will be followed when a situation dictates the use of express mail.

(1) Determine whether or not time is of the essence and if the material to be dispatched is mission essential.

(2) Consolidate material, whenever possible, to reduce the total cost. A central RS in metropolitan areas should be designated to consolidate packets for forwarding to Military Entrance Processing Stations.

(3) Obtain the necessary approval from your Rctg Bn OMM and document the transaction on USAREC Fm 867 (Express Mail Exceptions) (see fig 2-5).

j. The following guidelines will be taken into consideration when express mail is used:

(1) Transit time. If a packet requires 3 days or less to act upon, the use of express mail may be justifiable. If 4 days or longer, priority mail should be used.

(2) Weekend dispatches. It is not cost effective to use express mail on Fridays. The use of priority mail would be the proper choice for dispatches made on Fridays when the addressee's next duty day is Monday.

(3) Cost. The use of express mail is expensive and demands close and prudent usage. Commanders are responsible for ensuring express mail is used for only mission-essential material described in g above when processing time does not allow the use of regular mail.

(4) Method of payment. The authorized method of payment for express mail is either stamps or meter strip.

Appendix A, References
Add the following to Section III, Prescribed Forms:
USAREC Fm 867
Express Mail Exceptions.

USAREC Fm 941
Daily Record of Stamps.

Appendix A, References
Add the following to Section IV, Referenced Forms:
SF 1034
Public Voucher for Purchases and Services Other Than Personal.

Glossary
Add the following to Section I, Abbreviations:
HQ USAREC
Headquarters, United States Army Recruiting Command

Rctg Bde
recruiting brigade

Rctg Bn
recruiting battalion

Rctg Co
recruiting company

RS
recruiting station

USAREC
United States Army Recruiting Command

DAILY RECORD OF STAMPS

(For use of this form see USAREC Suppl 1 to AR 25-51)
Use separate sheet for each item number. Complete heading by filling in the description, denomination, item number, and price.

1. VALUE OF STAMPS PER BOOK OR COIL	2. VALUE OF ENVELOPES PER THOUSAND	3. DENOMINATION	4. ITEM NO.
$220.00	$	.29	

5. DESCRIPTION

DATE 19 93 (A)	QUANTITY RECEIVED (B)	QUANTITY ISSUED (C)	BALANCE QUANTITY (D)	BALANCE VALUE (E)		6. PRINTED NAME, SIGNATURE, AND SELECTION OF PERSON ACCEPTING PMS
1 Feb			3,500	$1,015	00	JOHN E. DOE, CPT, U.S. Army Rctg Bn Columbia
2 Feb		500	3,000	$870	00	JOHN E. SMITH, CPT, U.S. Army Rctg Co Podunck
3 Feb	9,000		12,000	$3,480	00	JOHN E. DOE, CPT, U.S. Army Rctg Bn Columbia
4 Feb		500	11,500	$3,335	00	Metro Rctg Co, Registered Number 123456

USAREC Fm 941, Rev 1 Jul 93 (Previous editions may be used)

Figure 2-4. Sample of a completed USAREC Fm 941

EXPRESS MAIL EXCEPTIONS (For use of this form see USAREC Suppl 1 to AR 25-51)				MACOM/ARSTAF	MONTH	REQUIREMENT CONTROL SYMBOL
DATE/ APPROVED BY	**REQUESTING BDE/BN**	**OT/R 1/**	**JUSTIFICATION**	**MAILED TO 2/**	**WEIGHT/ COST**	**MAILED AT 2/**
27 Jan 93 SFC Martin	USA Rctg Bn Chicago	OT	Courtesy Ship - 30 Jan 93	US Army Guidance Counselor 400 Lake Cook Rd., Rm 203 Deerfield, IL 60015	2 lbs $10.75	Fort Sheridan Post Office 3480 Lyster Rd. Ft Sheridan, IL 60037
30 Jan 93 SFC Martin	USA Rctg Bn Chicago	OT	Courtesy Ship - 31 Jan 93	US Army Guidance Counselor 119 E. Palatine Rd. Palatine, IL 60067	1 lb $10.75	Highland Park Post Office 582 Roger Williams Rd. Highland Park, IL 60035
31 Jan 93 Mr Holland	USA Rctg Bn Chicago	OT	Courtesy Ship - 1 Feb 93	US Army Guidance Counselor 715 W. Rollins Rd. Round Lake Beach, IL 60073	1 lb $10.75	Highwood Post Office 43 Highwood Ave. Highwood, IL 60040
Date approved and by whom.	Name of requesting installation or activity.	See note 1/ below	Reason for mailing. If this is a recurring usage, specify frequency. Recurring usage must be reported on each monthly report that mailings occur.	Enter complete address of receiver.	Enter number of pounds and/or ounces and dollar amount.	Enter the name of the main post office, branch, or station and the city, state, and ZIP Code.

1/ Enter "OT" for "One time" usage or "R" for "Recurring" usage. 2/ Enter complete address.

NUMBER OF REQUESTS DISAPPROVED	TYPED OR PRINTED NAME AND TITLE OF RESPONSIBLE OFFICER	SIGNATURE
0	John E. Doe, SFC	/signed/

USAREC Fm 867, 1 Feb 85

Figure 2-5. Sample of a completed USAREC Fm 867