

**BY ORDER OF
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 33-302**

15 MAY 2003



Communications and Information

MAILROOM PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The purpose of this instruction is to provide policy and guidance for operating the AFIT mailroom and applies to all AFIT personnel.

SUMMARY OF REVISIONS

This revision deletes the need to deliver mail to Civilian Institution Programs in building 16 and reflects changes in overnight mail procedures.

1. Mail Room Pick-Up/Delivery Times.

1.1. The Base Information Transfer Center (BITC) will deliver/pick-up mail at 0900 and 1300, Monday through Friday. AFIT/SCBI may cancel mail delivery/pick-up due to official functions and mission requirements that reduce branch manpower. At the times listed above, BITC will also pick-up institute's outgoing overnight mail. All outgoing mail must be brought to the AFIT mailroom NLT 0830 and 1230 for proper processing

1.2. **Overnight Mail.** All outgoing overnight mail must be brought to the AFIT mailroom NLT 0830 or 1230 for proper processing. All overnight mail will be properly addressed, with return address included, sealed, and have an overnight justification letter attached (Atch 1). If a department needs overnight service after that time, it will be that department's responsibility to take the package to the base mailroom. However, an overnight justification letter will still need to be provided to AFIT/SCBI for processing. After processing, the individual/department will deliver the package, NLT 1500, to either building 20 or to building 262, to get the overnight

package released. AFIT/SCBI will open all in-coming Federal Express packages to determine classification of material. If unclassified, mail will be placed in office's mailroom bin. If classified, office will be notified via accountable mail procedures.

2. Accountable Mail. Each school or directorate must submit an AETC Form 209, Accountable Communications Receipt Authorization, in March and September of each year, for those individual(s) designated to pick-up accountable mail. **NOTE:** *Each individual must maintain at least a Secret clearance to pick up any accountable mail.* Clearances must be verified by the AFIT Security Manager prior to forwarding the form to AFIT/SCBI. Any directorate that fails to submit an AETC Form 209 in March and September will have accountable mail returned to sender.

2.1. AETC Form 209 updates will be suspended to each office 30 days prior (February and August) of each year.

3. Mailroom Operating Hours. Branch personnel are available for processing outgoing mail from 0830-0900 and 1230-1300. Those individuals who hold a RUSCO entry card (with mailroom privileges determined by the appropriate dean/director and approved by SCBI) have access to the mailroom from 0700-1630. Individuals without this privilege and need assistance, please call us at 255-6565 x4488 or x4291.

4. Mailroom Procedures.

4.1. Mailroom personnel will:

4.1.1. Ensure all mail is properly bar coded and sent out the most efficient and economical way.

4.1.2. Remain in the mailroom until all duties are completed.

4.1.3. Ensure all outgoing international mail has been routed through the AFIT International Affairs Office, AFIT/IA. The International Affairs Office representative may be reached at 255-6800. International mail is mail departing the United States and forwarded to a location in a foreign country other than a military location, to include Canada and South America.

4.1.4. Ensure all overnight mail is handled expeditiously.

4.1.5. Keep customers informed of all incoming boxes and large packages via mail status board.

4.1.6. Open any incoming mail without a proper mailing label to determine its proper addressee.

4.1.7. Ensure all individuals signing for accountable mail are listed on the department's AETC Form 209, Accountable Communication Receipt Authorizations.

4.1.8. Ensure AETC Form 209s are re-certified semi-annually in March and September.

4.1.9. Keep a tracking log of all accountable mail departing AFIT.

4.2. Customers will:

4.2.1. Check mail slot and the Mail Notification Board located in the mailroom regularly, and ensure all mail/boxes/oversized packages are picked up in an expeditious manner. Accountable mail should be picked up in AFIT/SCBI, building 642, room 2200, once the customer has been notified via email.

4.2.2. Ensure all mail brought to the mailroom is properly addressed and labels are typewritten. If labels are not properly filled out, mailroom personnel will return mail to the department for correction.

4.2.3. Presort all mail according to type of mail (i.e. first class, pouch, on base and AFIT mail). If there are questions on how to sort mail, please consult with mailroom personnel prior to placing mail in bins.

4.2.4. Ensure all outgoing mail is placed inside mailroom and not left outside the mailroom or on mailroom tables.

4.2.5. Prepare a letter of justification for all overnight mail.

4.2.6. Prepare an AF Form 12, Accountable Container Receipt, for all accountable mail, and keep a log on all accountable mail leaving departments.

4.2.7. Not place personal mail in mailroom.

DAVID W. EIDSAUNE, Colonel, USAF
Commandant
Air Force Institute of Technology

Attachment
Overnight Mail Justification Letter

Attachment 1

Date

MEMORANDUM FOR AFIT/SCBI

FROM: AFIT/XXX

SUBJECT: Request for Use of Overnight Delivery Service

1. Request the use of overnight mail service for attached documents from _____, AFIT/XXX, 937-255-6565 X_____to:

Attention:	Optional
Recipient:	Organization
Delivery Address:	Street Address
City, State, Zip:	Self explanatory
Commercial Phone:	Mandatory

2. **MISSION IMPACT STATEMENT:** Simply meeting a suspense is not justification unless it directly impacts the institute mission or adversely affects an individual's career. Please be detailed and thorough in your justification.

3. Point of Contact is _____, (937)255-6565 X_____.

Name of Individual Taking Responsibility
Duty Title