

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
17 August 2015

*Fort Sill Supplement 1 to AR 25-51

Information Management: Records Management
OFFICIAL MAIL AND DISTRIBUTION MANAGEMENT

Summary. This supplement provides policy on the operation of the Fort Sill Official Mail and Distribution Center.

Applicability. The supplement is applicable to all Fort Sill organizations.

Suggested Improvements. The proponent of this supplement is the Directorate of Human Resources (DHR). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DHR, Administrative Services Division (ASD), 4700 Mow-Way Road, Suite G06, Fort Sill, OK 73503.

Distribution. This supplement is distributed solely through the DHR, ASD Homepage at <http://sill-www.army.mil/USAG/publications2012.html>.

*This publication supersedes Fort Sill Supplement 1 to AR 25-51, Official Mail and Distribution Management, 8 August 2012.

- 1. Purpose.** This supplement provides policy on the operation of the Fort Sill OMDC.
- 2. References.** Required and related publications and forms are listed in appendix A.
- 3. Explanation of Abbreviations and Terms.** Abbreviations and terms used in this regulation are explained in the glossary.
- 4. Records Management.** Records created as a result of process prescribed by this regulation must be identified, maintained, and disposed of according to Army Regulation (AR) 25-4002m The Army Records Information Management System (ARIMS) and DA Pamphlet 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the ARIMS website: <https://ww.arims.army.mil/arims/Default.aspx>.

AR 25-51, 14 January 2015, is supplemented as follows:

Page 1, paragraph 1-4, Responsibilities. Add the following at the end of paragraph 1-4k(5):

The Director of Human Resources (DHR) is responsible for assuring prompt and efficient processing of official mail between elements of the headquarters and between separate activities and units. The Chief, Administrative Services Division (ASD) is the Official Mail Manager (OMM) for Fort Sill.

Page 8, paragraph 2-12, Addresses. Add subparagraph d after subparagraph c:

d. Organizations must prepare outgoing mail addresses in accordance with United States Postal Service (USPS) requirements. Addresses should not exceed four lines. Use the address examples in AR 25-51, paragraph 2-12a to prepare outgoing mail addresses. Below are examples of return addresses for personnel to use. Use building numbers along with road names for mailing addresses. Do not include the word "building" in the address. If individual name or office symbol is required, it should be placed between the first two lines. Do not use punctuations.

DEPARTMENT OF THE ARMY

DHR, ASD
4700 Mow-Way Rd Ste G06
Fort Sill, OK 73503

Official Business

DEPARTMENT OF THE ARMY

Cdr 428th FA Bde
ATTN S1
750 Geronimo Road
Fort Sill OK 73503-9000

Official Business

DEPARTMENT OF THE ARMY

DHR
ATTN IMSI-HR
4700 Mow-Way Rd Ste 90
Fort Sill OK 73503

Official Business

Page 24, paragraph 3-1, Hours of operation and release of correspondence. Add subparagraphs c and d after subparagraph b:

c. The Installation OMDC is located in Building 4700 and is open Monday through Friday to include training holidays, 0730-1530. The OMDC will meter official outgoing mail received prior to 1430, same day. The OMDC will meter official outgoing mail received after 1430, next business day.

d. Organizations must hand carry official accountable mail directly to the OMDC prior to the 1430 cutoff as indicated above. The OMDC will not store outgoing official accountable mail overnight.

Page 25, paragraph 3-5, Pickup and delivery schedules. Add subparagraph e after subparagraph d:

e. The OMDC provides pickup and delivery services to the Garrison and Fires Center of Excellences and Fort Sill Command Groups only. All other organizations will pickup and deliver mail between the hours of 0730 and 1530 hours as stated in paragraph (c) above.

Appendix A References

Section I Required Publications

AR 25-51
Official Mail and Distribution Management

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

DA Form 2028
Recommended Changes to Publications and Blank Forms

Section IV Referenced Forms

This section contains no entries.

Glossary

Section I Abbreviations

AR
Army Regulation

ASD
Administrative Services Division

Bde
Brigade

DHR
Directorate of Human Resources

FA
Field Artillery

IAW
In Accordance With

NW
Northwest

OK
Oklahoma

OMDC
Official Mail and Distribution Center

OMM
Official Mail Manager

USPS
United States Postal Service

IMSI-HRA



GLENN A. WATERS
COL, FA
Garrison Commander

JAMES A. MILLER
Director of Human
Resources

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434th FA Bde
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31st ADA Bde
MEDDAC
75th Fires Bde