



DEFENSE INFORMATION SYSTEMS AGENCY

P.O. BOX 4502
ARLINGTON, VIRGINIA 22204-4502

JITC INSTRUCTION 210-15-01*

8 April 2010

ADMINISTRATION OF WRITTEN COMMUNICATIONS

Document Control, Mail Distribution, and Document Reproduction

1. **Purpose.** This instruction prescribes policy and assigns responsibility for document control; mail distribution; use of the United States Postal Service (USPS), Federal Express (FedEx) and other expedited mail/package services; and document reproduction for the Joint Interoperability Test Command (JITC).

2. **Applicability.** This instruction applies to all military and government personnel assigned to JITC, contractors engaged in work on behalf of JITC, and visitors to JITC.

3. **Reference.**

3.1 Defense Information Systems Agency Instruction 200-15-6, Document Control and Mail Distribution, dated 1 February 2007.

3.2 Department of Defense (DoD) Instruction 4525.08, "DoD Official Mail Management," August 11, 2006.

4. **Definitions.**

4.1 **Document.** Includes letters, memorandums, postcards, test plans/reports, packages, publications, directives, forms, and any other written communications; whether in hard or soft copy.

4.2 **Mail.** Includes all documents required by law to be carried by the USPS and received for distribution or dispatch.

4.3 **Certified Mail.** A special service that provides the sender with a receipt at the time of mailing, with a record of delivery being kept at the post office of address. This type of mail must be sent at the regular first class mail or priority mail rate. It is dispatched and handled in transit as ordinary mail. If a return receipt is requested there are additional fees; but in this case no record is kept at the mailing post office, so if the item is lost it cannot be traced.

4.4 **Expedited Mail Services.** Commercial carrier services, such as FedEx and United Parcel Service (UPS) that provide overnight, two-day, and longer delivery services, with tracking capabilities for correspondence and packages. Commercial carriers are used only to prevent mission failure or financial loss, and require Branch or Division/Portfolio Chief approval.

4.5 **Express Mail.** The USPS' quickest and most costly means to dispatch mailable items; it is used only to prevent mission failure or financial loss. It includes expedited USPS overnight to two-day delivery service for mailable matter (up to 70 pounds), subject to certain standards. Express mail international service is available for foreign destinations.

4.6 **First Class Mail.** Any mailable item weighing 13 ounces or less. First class mail comprises three subclasses: post cards and stamped cards, letters and sealed parcels, and priority mail. Any mailable matter may be sent as first class mail.

4.7 **Flat-Size Mail.** A mail piece that exceeds one of the dimensions for letter-size mail (11 1/2 inches long, 6 1/8 inches high, 1/4 inch thick), but does not exceed the maximum dimension for this mail-processing category (15 inches long, 12 inches high, 3/4 inch thick). The dimensions are slightly different for automation rate eligibility. It may be unwrapped, paper-wrapped, sleeve-wrapped, or enveloped.

4.8 **International Mail.** Mail originating in one country addressed to a destination in another. It is classified as Postal Union Mail (letters and cards and other articles, postal parcels, and express mail international service). Mail to and from Military Post Offices (MPOs) is considered domestic mail and not international mail, as long as the return address is an MPO or domestic address, and the delivery address does not include the name of a foreign city and country.

4.9 **Priority Mail.** First class mail weighing more than 13 ounces.

4.10 **Registered Mail.** The most secure service the USPS offers. It incorporates a system of receipts to monitor mail movement from the point of acceptance to delivery.

4.11 **Return Receipt.** A postal service available only on registered or certified mail. The USPS domestic return receipt (PS Form 3811) shows to whom and when mail is delivered, and is

used only when the mailer must have proof of delivery or date of delivery. Return receipt must be paid for at time of mailing.

5. Policy.

5.1 The JITC correspondence distribution, controlled mail processing, and reproduction will be performed at the lowest possible cost without sacrificing efficiency, security, or privacy. Mailing costs will be kept to the minimum necessary to conduct essential government business. Expedited and contract mail (FedEx/UPS) services will be used only to prevent mission failure or financial loss. The shipment of equipment, large or heavy items, and accountable property will be coordinated with the Accountable Property/Supply Officer to ensure the most cost effective method of shipping is used to meet mission requirements.

5.2 The JITC will operate a Distribution/Reproduction Center at Fort Huachuca to facilitate printing and mailing of classified and unclassified official documents and material. Convenience copiers are placed at key locations for small, self-help printing needs.

5.3 Classified documents and mail will be handled, processed, and stored in accordance with Reference 3.1.

5.4 The use of expedited mail service must be approved by the Division, Portfolio, or Branch Chief. At Fort Huachuca, FH Form 25-20-R-E (Enclosure 2) will be used to approve the use of expedited mail service and the requestor will provide a line of accounting in block 2 for billing purposes. Block 13 of the FH Form 25-20-R-E must be signed by an individual, whose name appears on the DA Form 1687 (Enclosure 1) signature card on file with the Central Mail Room to authorize the use of expedited mail/contract mail services. Expedited mail must be delivered to the JITC Distribution Center prior to 1300 hours for processing to the Fort Huachuca Central Mailroom. Personnel at Indian Head will use the local "JITC Request for FEDEX Shipment" form (Enclosure 5), along with the FedEx Air Bill, and follow Indian Head Standard Operating Procedure "Property-011" (Enclosure 3) to request expedited mail service. JITC personnel on temporary assignment to other locations will follow the locally established policy and procedures for obtaining expedited mail service.

5.6 JITC FedEx account numbers will not be provided to customers, contract vendors, or other outside agencies or

personnel. Shipments of equipment or the sending of documents to JITC, using the "Bill Receiver" option is strictly prohibited without prior approval from the receiving Portfolio/Division Chief and certification from CFE that the appropriate funding is available.

5.7 The JITC Distribution Center at Fort Huachuca and Security Office at Indian Head will not process personal mail, except newly assigned personnel may receive personal mail via the JITC Distribution Center or Indian Head Security Office for up to sixty days while permanent residency is being established.

5.8 All JITC government and contractor personnel will in-and-out process through the Distribution Center at Fort Huachuca or the Security Office at Indian Head as appropriate.

5.9 Non-personal, official, mission-related mail that is addressed to an individual will not be opened in the Distribution Center or Security Office unless requested by the addressee. Items received that have already been opened will be sealed/taped.

5.10 Documents will be reproduced using the most cost effective method.

5.11 The JITC Distribution Center will operate a central facsimile device for common use. Additionally, individual JITC Divisions may make facsimile devices available for their employees.

6. Procedures.

6.1 Divisions will:

6.1.1 Collect mail from their Distribution Center mailboxes on a regular basis.

6.1.2 Contact the Distribution/Reproduction Center or Supply to arrange for special delivery or pickup of items.

6.1.3 Ensure all incoming and outgoing accountable property actions are coordinated with the Accountable Property Officer.

6.1.4 Ensure that JITC Form 7 "Facsimile Header Sheet" is used when transmitting outgoing facsimiles through the Distribution Center or from local fax machines.

6.1.5 Designate at least two individuals to process mail to and from the Distribution Center. Two keys will be issued to each Division Office Manager.

6.1.6 Coordinate with the JITC Security Office to mail or reproduce classified documents.

6.2 Distribution/Reproduction Center will:

6.2.1 Maintain operating hours of 0700-1600, Monday through Friday, except for Federal Holidays or other JITC approved exceptions.

6.2.2 Operate daily distribution runs to on-Post and off-Post activities, such as the Central Mailroom, Directorate of Contracting, various airline ticketing offices, U.S. Post Office, Directorate of Information Management, Directorate of Installation Support, etc.

6.2.3 Transmit and receive facsimile documents, as requested.

6.2.4 Monitor the operation and maintenance of all JITC copiers.

6.2.5 Maintain appropriate levels of reproduction/mailroom supplies.

6.2.6 Maintain the JITC Distribution Database.

6.2.7 Annotate and record necessary documentation for mailing classified documents (DA Form 3964).

6.2.8 Maintain a copier management database.



RONALD C. STEPHENS
Colonel, USA
Commander

SUMMARY OF SIGNIFICANT CHANGES. This instruction contains procedural changes and should be read in its entirety.

*This Instruction supersedes JITCI 210-15-01, dated 01 Aug 03
OPR: JT5A
DIST: All JITC Civilian, Military, and Contractor Personnel

DA FORM 1687 SIGNATURE CARD

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>				DATE	
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
LAST NAME-FIRST NAME-MIDDLE INITIAL		AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO:					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1.00ES

REQUEST FOR EXPEDITED MAIL SERVICE

COMPLETED LEGIBLY BY REQUESTOR:

FEDERAL EXPRESS MUST BE RECEIVED BY 1330 HOURS DATE: _____

1. Sender's Name: _____ 2. Sender's Office Symbol & Mail Account No. _____ 3. Sender's Phone Number: _____

4. Conus International

5. Multiple Packages To the Same Address:
(FED-EX ONLY) YES NO

7. Description of Contents:

6. Delivery Address:

Point of Contact (Name, Rank): _____

Agency/Firm/Military Unit (Office Symbol): _____

Street/Building: _____
(FED-EX will not deliver to a P.O. Box)

Department/Floor/Room/Suite: _____

City, State, Zip Code: _____
(No APO or FPO for FED-EX)

8. Classified? YES NO
(FED-EX, Monday thru Thursday only)

Commercial Phone Number (No DSN): _____

9. Special Handling FED-EX Fee: (If applicable)

Saturday Delivery (someone must be available to receive items)

Hold for pick-up FED-EX

10. Value of Item(s) (FED-EX) Limit \$50,000 (if applicable)

Item #1	<u>LEAVE BLANK</u>	Item #2	<u>LEAVE BLANK</u>	Item #3	<u>LEAVE BLANK</u>	Item #4	<u>LEAVE BLANK</u>
Item #5	<u>LEAVE BLANK</u>	Item #6	<u>LEAVE BLANK</u>	Item #7	<u>LEAVE BLANK</u>	Item #8	<u>LEAVE BLANK</u>

11. Bill Recipient items must be on a FED-EX USA Airbill. Mark the payment area and fill in Recipient's FED-EX Account Number. (If applicable)

12. Remarks:
shaundra.mcmemore@disa.mil (All forms will contain this email address for funding purposes. DO NOT REMOVE)

13. I authorized the expenditure of Official Mail funds for expedited service of this material. Other means of delivery have been considered and are not appropriate in this case. If your package was not delivered on time, please contact the Mail and Distribution Center, and have your Tracking Number available.

Date: _____ Typed Name: _____ Signature: _____

14. Private Express Statues Material? YES NO If Yes, affix proper postage prior to processing.

15. Mail Center Action:

TIME IN: _____ DATE IN: _____ MAIL CLERK INITIALS COMPLETING ACTION: _____

TRACK NUMBER:

_____	_____
_____	_____
_____	_____

FH FORM 25-20-R-E

1 MAY 01

Replaces FH Form 25-20-R-E, 11 JAN 00
Previous editions are obsolete

Enclosure 2

INDIAN HEAD STANDARD OPERATING PROCEDURE PROPERTY-011

Date Originated: 10 February 2009

Date Reviewed: 25 March 2009

Title: Property-011

Purpose: To establish procedures for outgoing shipment(s)

Reference(s): Form S1-1 JITC Request for FedEx Shipment Instructions and FedEx US Airbill Express

Enclosure(s): N/A

Actions:

The only authorized shipping point for outgoing accountable property is JITC-IH Warehouse, Building 1777. The Accountable Property Officer (APO) must be notified prior to shipping any accountable property. The Property Custodian (PC) must obtain a Return Material Authorization (RMA) number prior to shipping property for vendor repair or replacement. JITC-IH Shipping and Receiving Clerk will assist customers in processing the following types of shipments from the JITC-IH warehouse:

- a. Federal Express (FedEx) Shipments
- b. Freight Shipments
- c. Overseas Shipments
- d. Lateral Transfer shipment

1. **FedEx Shipments.** FedEx "Express" shipments will not exceed 150 pounds; shipments exceeding 150 pounds may be sent FedEx "Express Heavy" when expedited delivery is required. Daily delivery and pickup time for FedEx express is approximately 10:00 a.m. Monday through Friday. Any pickups after 10:00 a.m require FedEx to be notified before 1:00 p.m to allow for a 2-hour window with pickup by 3:00 p.m. JITC is contracted with FedEx and does not ship by UPS. To ship by Federal Express use the following procedures:

- a. Obtain copy of Form S1-1 - JITC Request for FedEx Shipment document and a FedEx US Airbill Express request from your Branch Office Manager or the Shipping and Receiving Clerk in bldg 1777.
- b. After completing these forms, obtain approval from Chief Financial Executive (CFE) office.
- c. Deliver the documents and the item(s) to Shipping and Receiving in Building 1777 for processing. The Shipping Clerk will pack the goods and coordinate pickup, provide the customer with a copy of the documents and retain the original documents for tracking and audit purposes.

Enclosure 3

- d. Customers should obtain a copy of the FedEx Express US Air bill prior to departing the warehouse to track their package if necessary.
 - e. The warehouse is available to assist customers upon request with tracking issues.
2. **FedEx Freight shipments.** Large items weighing over 150 pounds are classified as freight and will be handled on a case-by-case basis. Any freight or overseas shipment of goods or accountable property will be coordinated through the APO. Overseas shipments cannot be shipped to a post office box. The following procedures apply:
- a. Follow instructions in paragraph 1.a – d.
 - b. The method of shipping will be determined based on the destination and requirements. Shipping Clerk will process the shipment under the direction of the APO.
3. **Lateral Transfer Shipment.** The Shipping and Receiving Clerk is available to assist customers with packing accountable property. Follow the necessary procedures:
- a. The following must be brought to 1777 for processing:
 - 1) Signed copy of the DD Form 1149 Shipping Document
 - 2) Signed copy of the DA Form 3161 Lateral Transfer
 - 3) Equipment to be shipped
 - 4) Receiving POC and contact information.
 - b. The Shipping Clerk will receive the unpackaged item(s) to be shipped from the PC and verify equipment against transfer document. If the property is packed prior to arrival at the warehouse, the PC will provide a signed statement verifying the contents of the package.
 - c. Upon verification, the Shipping Clerk will pack the goods and ship to the destination provided by the customer.
 - d. The customer is responsible for assisting the APO in obtaining a signed receipt copy of the DD Form 1149 shipping document for the APO's files.

Gregory K. Slaughter
Test Bed Operations & Infrastructure Support Branch, Chief

1 From *Please print and press hard.*

Date _____ Sender's FedEx Account Number _____

Sender's Name _____ Phone () _____

Company _____

Address _____ Dept./Floor/Suite/Floor _____

City _____ State _____ ZIP _____

2 Your Internal Billing Reference
First 24 characters will appear on invoice.

3 To

Recipient's Name _____ Phone () _____

Company _____

Recipient's Address _____ Dept./Floor/Suite/Floor _____

We cannot deliver to P.O. boxes or P.O. ZIP codes.

Address _____
To request a package be held at a specific FedEx location, print FedEx address here.

City _____ State _____ ZIP _____

4a Express Package Service *Packages up to 150 lbs.*

FedEx Priority Overnight *Next business morning** Friday shipments will be delivered on Monday unless SATURDAY Delivery is selected.* FedEx Standard Overnight *Next business afternoon.* Saturday Delivery NOT available.* FedEx First Overnight *Earliest next business morning delivery to select locations.* Saturday Delivery NOT available.*

FedEx 2Day *Second business day.* Thursday shipments will be delivered on Monday unless SATURDAY Delivery is selected. FedEx Envelope rate not available. Minimum charge: One-pound rate.* FedEx Express Saver *Third business day.* Saturday Delivery NOT available.*

4b Express Freight Service *Packages over 150 lbs.*

FedEx 1Day Freight* *Next business day.** Friday shipments will be delivered on Monday unless SATURDAY Delivery is selected.* FedEx 2Day Freight *Second business day.** Thursday shipments will be delivered on Monday unless SATURDAY Delivery is selected.* FedEx 3Day Freight *Third business day.** Saturday Delivery NOT available.*

* Call for Confirmation: _____ ** To most locations.

5 Packaging

FedEx Envelope* FedEx Pak* *Includes FedEx Small Pak, FedEx Large Pak, and FedEx Sturdy Pak.* FedEx Box FedEx Tube Other ** Declared value limit \$500.*

6 Special Handling *Include FedEx address in Section 3.*

SATURDAY Delivery *NOT Available for FedEx Standard Overnight, FedEx First Overnight, FedEx Express Saver, or FedEx 2Day Freight.* HOLD Weekday at FedEx Location *NOT Available for FedEx First Overnight.* HOLD Saturday at FedEx Location *Available ONLY for FedEx Priority Overnight and FedEx 2Day to select locations.*

Does this shipment contain dangerous goods?
Over boxes must be checked.

No Yes *No per attached Shipper's Declaration.* Yes *Shipper's Declaration not required.* Dry Ice *Dry ice, 3, UN 1845* _____ x _____ kg Cargo Aircraft Only

Dangerous goods (including dry ice) cannot be shipped in FedEx packaging.

7 Payment Bill to: *Enter FedEx Acct. No. or Credit Card No. below.*

Sender Acct. No. in Section 1 will be billed. Recipient Third Party Credit Card Cash/Check

FedEx Acct. No. Credit Card No. _____ Exp. Date _____

Total Packages _____ Total Weight _____ Total Declared Value† \$ _____ .00

† Our liability is limited to \$100 unless you declare a higher value. See back for details. By using this Airbill you agree to the service conditions on the back of this Airbill and in the current FedEx Service Guide, including terms that limit our liability.

8 Residential Delivery Signature Options *If you require a signature, check Direct or Indirect.*

No Signature Required *Package may be left without obtaining a signature for delivery.* Direct Signature *Someone at recipient's address may sign for delivery. Free applies.* Indirect Signature *If no one is available at recipient's address, someone at a neighboring address may sign for delivery. Free applies.*

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Rev. Date 10/06/Part #158281-01994-2006 FedEx*PRINTED IN U.S.A. SRY



FedEx US Airbill Express		
FIELD	TITLE	DESCRIPTION
1	From: Date/Sender's FedEx Account Number/Sender's Name/Phone#/Company/Address/City/State/Zip Code	Enter appropriate information. The FedEx account number will be entered by the Shipping Clerk.
2	N/A	N/A
3	To: Recipient's Name/Phone/Company/Recipient's Address/City/State/Zip Code	Enter appropriate information. Please provide a good contact phone number.
4a-b	Express Package Service	Select type of shipment.
5	Packing	Select packing
6	Special Handling	Indicate if necessary
7	Payment	Leave blank

JITC REQUEST FOR FEDEX SHIPMENT

Form S1-1 JITC Request for FedEx Shipment Instructions	
TITLE	DESCRIPTION
TO:	JITC-IH Shipping and Receiving Warehouse
Date:	Current date
Sender's Name:	Name of Sender
Office Symbol/Contractor:	Enter Branch Symbol (if Contractor, identify Contractor)
If Contractor, Who is Government POC:	Enter Government POC, Funding Info, and Signature
FEDEX Service Requested:	Select ship method and justify accordingly (if necessary)
Chapter 2 Agency or Company	Identify Company or Agency
Chapter 3 office Symbol & POC Name:	Enter Office Symbol and Point of Contact
Street/Bldg#/Suite/Room:	Enter address of Recipient
POC Commercial Phone #:	Enter contact phone number
Package Info:	To be completed by CFE

JITC REQUEST FOR FEDEX SHIPMENT

(Official Government Items Only)

TO: JITC SUPPLY ROOM

DATE:

SENDER'S NAME:

PHONE:

OFFICE SYMBOL/CONTRACTOR:

IF CONTRACTOR, WHO IS GOVT POC:

FUNDING INFO CC/ORC/JPN/FYCP:

SIGNATURE:

FUNDING AUTHORIZATION (CFEH4 REPRESENTATIVE) SIGNATURE:

FEDEX SERVICE REQUESTED:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> PRIORITY OVERNIGHT | <input type="checkbox"/> STD OVERNIGHT | <input type="checkbox"/> FIRST OVERNIGHT |
| <input type="checkbox"/> 2 ND DAY | <input type="checkbox"/> 3 RD PARTY RECIPIENT (**see instructions in JITC FedEx Procedures) | |
| <input type="checkbox"/> OTHER (i.e. FREIGHT, INTERNATIONAL, ETC. <input type="text"/>) | | |

***JUSTIFICATION REQUIRED):

FURNISH THE FOLLOWING ADDRESSEE INFORMATION: (ACRONYMS MUST BE SPELLED OUT)

AGENCY OR COMPANY:

OFFICE SYMBOL & POC NAME:

STREET/BLDG#/SUITE/ROOM:

CITY, STATE, ZIP:

POC COMMERCIAL PHONE #:

AIRBILL TRACKING # (to be filled in by CFEH4):

DATE TO BE SENT:

OF PACKAGES:

ESTIMATED WEIGHT:

ESTIMATED COST (to be filled in by CFEH4):