



# 4ID and Fort Carson INSPECTOR GENERAL



## Mail Room Operations

**January 2013**

**IG Information Bulletin**

**Background** : The Postal Service does **not** deliver to **any** address in 80913. All mail for 80913 is sorted to, and picked up by, your Unit Mail Clerk or representative for delivery thru the Official Mail Distribution Center (OMDC). A firm unique Zip+4 has been assigned to each battalion (or larger) unit and Directorate/Staff Element. Using the firm unique Zip+4 on all official correspondence will help the Postal Service sort your mail correctly and efficiently. The only exception is Express Mail. Individuals may come to the Post Office to pick up an Express Mail if they notify us by phone in advance of their intention to do so. Our Retail hours are Monday to Friday: 0830-1700 and Saturday: 0930-1200.

### **Mail Room Operations:**

***a. Importance of Proper Addresses.*** *When Soldiers do not provide the proper address their mail will be delayed or returned to the sender. Each day the Ft Carson Post Office and the Official Mail and Distribution Center received between 1000 and 1500 pieces of mail wasting 6-8 man-hours per day. This process delays Soldier's mail from 48-96 hours and in many cases causes the mail to be returned to the sender.*

### ***Please use the address format below for Official Mail:***

#### Correct Examples:

Commander  
A/2-8 IN  
7038 Magrath Ave Bldg 2455  
Fort Carson, CO 80913-4504

DOL  
Attn: Jane Doe  
4885 Chiles Ave Bldg 330  
Fort Carson, CO 80913-4504

#### Incorrect Examples:

CPT John Doe  
2455 Magrath Ave  
Fort Carson, CO 80913

Jane Doe  
330 Chiles Ave  
Fort Carson, CO 80913

Please note that the street address is the location for your unit Headquarters or staff office. All staff sections and sub-units will use the same Zip+4. A list of Zip+4s will be provided to the OMD for distribution.

### ***Please use the address format below for Soldier's Personal Mail:***

#### Correct Example:

SGT John Doe  
7038 Magrath Ave Unit 2-8IN  
Bldg 2455, Rm 313A  
Fort Carson, CO 80913-4504

#### Incorrect Example:

SGT John Doe  
2455 Magrath Rm 313A  
Fort Carson, CO 80913

Please note that the street address is the location for your Unit Mail Room (UMR), not your barracks address. You may indicate the Bldg and room # for your barracks on the second line. Each company sized unit has a unique Zip+4 assigned. A list for all units will be provided to the UMC for posting in the unit area. Using this +4 will expedite handling of your mail. This format should satisfy FedEx and UPS for package delivery purposes.

### ***In-processing/Out-processing the Unit S1 and Mailroom:***

In-processing the mail room and updating address cards; includes a requirement to notify DFAS to receive corrected address for LES and W2, and is a requirement for all personnel not just those assigned to the barracks. Where in-processing issues mailbox keys to Soldiers and filling out an address card, out-processing will include returning the key, updating the address card and subsequent change of key-lock cores. See Ft Carson Mail Operations SOP and AR 600-8-3.

### **FCCO IG Comments:**