

MEMORANDUM FOR UFC EMPLOYEES

SUBJECT: OFFICIAL OUTGOING MAIL

1. In accordance with DOD 4525.8-M, DOD Official Mail Manual and the Navy Support Activity Consolidated Mail Facility, the mail procedures for outgoing mail are as follows:

a. All mail must be placed in preprinted envelopes. Handwritten, typewritten, or rubber stamped impressions for the return address are not acceptable and will be returned to the sender. Envelopes must be franked; blank envelopes are unacceptable.

b. All addresses must be typed in **upper case letters** and contain **NO** punctuation except for the hyphen in the zip code. No commas between city and state and no hyphens between office symbols are accepted. The Consolidated Mail Facility will return mail that does not comply with this general guidance.

c. The attention line should be the second line of the address. Typed labels are allowed. You may type in your office symbol (minus the hyphens) under the OFFICIAL BUSINESS line.

2. A sample copy is enclosed for your information.

3. If you have any questions, please contact Linn Lindsey, ext. 48517.

FOR THE DIRECTOR:

Beth Kraus
Deputy Director, Administration

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OFFICIAL BUSINESS
CEFC LS

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