

USACE FINANCE CENTER INTERNAL POLICY: UFC 122**SUBJECT: CERTIFIED MAIL**

1. **Purpose:** The purpose of this guide is to outline the procedures for sending certified mail from the USACE Finance Center.

2. **Definitions:**

- a) **Certified Mail** (PS Form 3800, February 2000) - provides proof of mailing and delivery of mail to the recipient by the U.S. Postal Service. The sender receives mailing receipt at time of mailing and a record of delivery is kept at the recipient post office for two years.
- b) **Return Receipt** (PS Form 3811, July 1999) - provides sender proof of delivery including whom signed for the item and the date that it was delivered.
- c) **Registered Mail** (Label 200, July 1999) - provides added protection and security detailing handling of item from point of mailing to point of delivery. **NOTE: This is often confused by the sender.** In other words, each individual coming in contact with the article must sign and date including postal employees. This method can take up to an additional 3 weeks for delivery and return receipt identifying all parties signing documentation. Only packages requiring a high level of security will use registered mail. Justification must be provided by sender and approved by Support Services Supervisor/Mail Manager. Label 200, July 1999 (Red & white sticker with control number) along with PS Form 3811, July 1999 will be utilized.

3. **Procedures:** Procedures for outgoing certified mail are as follows:

- a) **Sender:** The sender of the mail will:
 - 1) Complete PS Form 3811 (green card) and PS Form 3800 Certified Mail Receipt (label). Enter bar code number from certified mail receipt to PS Form 3811 (green card) in block 2.
 - 2) Complete Certified Mail Receipt and any additional service forms as described above. If sender completes return receipt, enter an attention line including sender's organization and name. Once signed PS Form 3811 is returned to the UFC it will be delivered to the individual addressed on the attention line for record keeping.
 - 3) Attach form(s) to envelope as follows:
 - Certified Mail Receipt (bar tag side), PS Form 3800 will be placed at top center of envelope to the right of return address allowing postage fee to print in the top right corner of the envelope. Fold on dotted line. Do not detach completed certified mail fee section. Do not use tape to attach certified mail receipt labels.

- If Return Receipt is required, verify that both sides of PS Form 3811 (green card) are complete and Service Type Item #3 is marked correctly. Verify that attention line includes sender's organization and name. Annotate item #2, Article Number, from the Certified Mail Receipt label (this is the bar code number). Position PS Form 3811 on back side of envelope with instruction and service type facing up. Stamp envelope "Return Receipt Requested" in red on the front of envelope just below the preprinted UFC return address.
- If Registered mail is required, follow the same procedures as stated in return receipt. Only packages requiring a high level of security will use registered mail. Include Registered Mail label 200, on bottom left corner of envelope. A signed justification by the supervisor must be provided by sender and taken to Support Services Supervisor/Mail Manager, Room 102 for approval prior to mailing.

b) **Mailroom:** Mailroom personnel will:

- 1) Verify all certified mail forms are completed and attached to envelopes properly. Any envelopes incomplete or inaccurate will be returned to sender for correction.
- 2) Apply proper postage to envelope. If delivering envelope to Millington US Postal Service add normal postage amount based on size and weight; include certified mail fee and any additional service fees. Current fees are posted in the guidebook and may be viewed on the U.S. Postal Service homepage www.usps.com. An example of fees is located next to mail metering equipment.
- 3) Record all certified mail delivered to CMF in certification logbook. Logbook must accompany certified mail to CMF and will be returned to UFC once completed.

4. **Changes.** This policy letter will be maintained on the UFC homepage. Changes will be made as needed to maintain current policy. POC for this policy is Linn Lindsey, x 8517.

FOR THE DIRECTOR:



JAMES R. GREENE
Deputy Director, Resource Management