

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SIGNAL CENTER AND FORT GORDON
Fort Gordon, Georgia 30905-5735**

**USASC&FG Supplement 1
to AR 25-51**

1 October 2007

Information Management: Records Management
OFFICIAL MAIL AND DISTRIBUTION MANAGEMENT

AR 25-51, 30 November 1992, is supplemented as follows:

Paragraph 1-4j (2). Change Director of Information Management (DOIM) to Directorate of Human Resources (DHR).

Paragraph 1-6a (1). Add the following at the end of the 3rd sentence.

The Administrative Services Branch Supervisor, Directorate of Human Resources (DHR), is designated as the Installation Official Mail Manager (OMM) for Fort Gordon (FG). Units/activities will appoint OMMs at various organizational levels to perform the duties of the OMM. Format at figure 1-2 will be used for appointment of primary and alternate OMMs.

Paragraph 1-6c (3). Add subparagraph (f) after subparagraph (e).

(f) Ensure all official outgoing mail is accompanied by FG Form 2051 (Outgoing Official Mail Summary) completed as shown in figure 1-3. The FG Form 2051 must be signed by the designated OMM or alternate for that unit or activity. Forms are available at the Fort Gordon Forms and Publications webpage <http://www.gordon.army.mil/dhr/DocMgt/docmgt.htm>.

Paragraph 2-31. Add the following at the end of the 5th sentence.

When requesting special mail services, unit/activity OMMs must list the contents (when not covered by AR 25-51 and/or DOD 4525.8-M) to be mailed on the FG Form 2051 and reference the law or DOD directive which states the need for the special service. The law or DOD directive will be maintained on file with the Installation OMM for future reference.

(IMSE-GOR-HR)

FOR THE COMMANDER:

OFFICIAL:

JOHN S. HOLWICK
Colonel, SC
Garrison Commander

/original signed/
W. H. SHARPE
Director, Human Resources

DISTRIBUTION:

<http://www.gordon.army.mil/dhr/DocMgt/docmgt.htm>.

OUTGOING OFFICIAL MAIL SUMMARY (USASC&FG SUPPL 1 TO AR 25-51)						
PRINTED OR TYPED NAME OF OFFICIAL MAIL MANAGER Deborah Woods				DATE 1 Oct 2007		
SIGNATURE OF OFFICIAL MAIL MANAGER WOODS.DEBORAH.ANN.1116967240				ACCOUNT 00		UNIT/ACTIVITY DHR
INSTRUCTIONS: IN BLOCKS PROVIDED, INDICATE THE NUMBER OF PIECES OF MAIL IN EACH CATEGORY. TOTAL ALL COLUMNS AND PLACE GRAND TOTAL IN BLOCKS PROVIDED.						
IAW DOD 4525.8-M, LIMIT THE USE OF SPECIAL SERVICES TO WHEN LAW OR DOD REGULATION REQUIRES THEM.						
OUTGOING OFFICIAL MAIL		SPECIAL SERVICES REQUIRED				
		ENVELOPES	FLATS	PACKAGES	OFFICIAL MAIL CONTENTS	IAW REGULATION & PARAGRAPH
ENVELOPES	4	CERTIFIED	3		FOIA Response	AR 25-55, para, 5-209
FLATS	3	REGISTERED				
PACKAGES	0	RETURN RECEIPT	3		FOIA Response	AR 25-55, para, 5-209
TOTAL	7	TOTAL	6			
GRAND TOTAL:			13			

FG FORM 2051-R-E, OCT 2007

PREVIOUS EDITIONS ARE OBSOLETE

Figure 1-3. Outgoing Official Mail Summary

OFFICE SYMBOL

DATE

MEMORANDUM FOR DHR, ATTN: IMSE-GOR-HR (Admin Svcs, Postal)

SUBJECT: Appointment of Official Mail Manager (OMM)

1. The following individuals are appointed as Official Mail Managers for the Directorate of Human Resources, Account Number 00.
 - a. PRIMARY: John Doe, 000-00-0000
 - b. ALTERNATE: Jane Doe, 000-00-0000
2. AUTHORITY: AR 25-51, paragraph 1-6a.
3. PURPOSE: To supervise and administer the official mail cost control program for this office as outlined in applicable directives.
4. PERIOD. Until officially relieved or released from appointment.
5. This memorandum supersedes all previous OMM appointments.

JIMMY D. DOE
Colonel, Signal Corps
Commanding

Figure 1-2. Sample of Appointment of OMM