

OMDC will no longer pick up or deliver or official mail from individual agencies and buildings

By Curt Keester 12 August 2019



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As outlined in CBKS Regulation 25-53, departments, directorates, and tenant organizations across the garrison will be required to pick-up their official mail and drop off bring their outgoing mail at the OMDC located in Root Hall, Bldg. 122, Room B119. The OMDC new window hours are 7:30-9:30 a.m. and 12-3 p.m., closed 9:30-12 p.m. daily.

To pick-up official mail the department needs to complete a DD Form 2262 Receptacle Record, listing individuals authorized to pick up official mail from their box at the OMDC.

to pick up accountable restricted delivery mail (i.e. signature required) addressed to another individual, the department will be required to complete a USPS Form PS form 3801 , Standing Delivery Order, and a memorandum signed by the director and the AWC G-2 or USAG Security Office stating the individuals listed to pick up restricted mail have a valid clearance.

A copy of the DRAFT CBKS REG 25-53 is located on the USAWC SharePoint Portal at <https://cbks.carlisle.army.mil/sites/dhr/CarlisleBarracksPublications/CBKSREG25-53.pdf>

If you have any questions please contact the Garrison DHR Office at either 717-245-4898/3688 or the OMDM Manager at 717-245-3011 / 4809

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