



DEPARTMENT OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS KANSAS
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA KS 66611-1287

NGKS-IMZ

27 September 2022

MEMORANDUM FOR DISTRIBUTION

SUBJECT: J6 Policy for Sending Registered/Certified Mail for Official Kansas Army National Guard Purposes

1. References:

- a. AR 25-51 Official Mail and Distribution Management
- b. DA PAM 25-53 Official Mail and Distribution Procedures

2. Purpose. To provide guidance for the sending of Registered/Certified mail for official KSARNG purposes.

3. Background. Processing Registered/Certified mail through the U.S. Postal Service (USPS) is a requirement for the delivery of official documentation as outlined in DA PAM 25-53 for special services such as to obtain proof of delivery. KSARNG has a limited amount of postage meter machines where official, registered, and certified mail can be processed. This can be a geographical inconvenience for units that do not have a postage meter machine located within their proximity.

4. Coordinating Instructions. There are two options for sending Registered/Certified mail.

- a. Option 1: Utilize one of the eight postage meter machine locations throughout the state. This will require prior coordination with the point of contact at the postage meter location.

(1) Locations/POCs:

- (a) Hiawatha (108 North 1st St, Hiawatha, KS 66434)
POC: Richard Smith (785-646-5619)
- (b) Lenexa (18200 W 87th St, Lenexa, KS 66219)
POC: 1SG Clint Mumbower/ Jason Phillips (785-646-7653/ 785-646-7656)
- (c) Manhattan (721 Levee Drive, Manhattan, KS 66502)
POC: SSG Christopher Coleman (785-646-4653)

- (d) Salina (2930/2850 Scanlan Ave, Salina, KS 67401)
POC: CW2 Sarah Garlisch (785-646-3010)
 - (e) Topeka (7116 SE. Forbes Field, Topeka, KS 66619)
POC: SFC Albert Davis (785-646-3815/ 785-646-3923)
 - (f) Topeka-Main (2722 SW Topeka Blvd, Topeka, KS 66611)
POC: Shana Stevenson (785-646-0625)
 - (g) Forbes (Bldg 2005 Rm A108, 5920 SE Coyote Drive, Topeka, KS 66619)
POC: Ross England (785-646-0103)
 - (h) Wichita (2808 N New York St, Wichita, KS 67219)
POC: CPT Tam Tram/ MSG Boswell (785-646-6004/ 785-646-6049)
- b. Option 2: Submit electronically to the Topeka Mailroom for processing.
- (1) Step 1: Submit all documents using the DoD Safe portal at <https://safe.apps.mil/ng.ks.ksarng.mesg.j6-mail-room@army.mil> as the recipient, and annotate the To and From addresses in the note section. (This allows for up to 8 GB of data to be sent in a secure format that is only held for seven days and then deleted. DoD Safe also sends the sender an email notification once the recipient downloads the information.)
 - (2) Step 2: Mailroom technician will process the submitted documents for certified mail as follows:
 - (a) Print the submitted contents to be placed in an envelope with the USPS tracking number on the bottom of each document.
 - (b) Fill out green card with information provided and acquire tracking information.
 - (c) Place green card and tracking number on closed envelope.
 - (d) Place postage on envelope and put in the mailbox for delivery.
 - (3) Step 3: Green card will be scanned and attached to an email with tracking information to be sent to the email address the documents were submitted from. The letter can then be tracked 24 to 36 hours after it is picked up from USPS.

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SUBJECT: Letter of Instruction for Sending Registered/Certified Mail for Official Kansas Army National Guard Purposes

5. The point of contact for this memorandum is MAJ Benjamin Gruver, the Services & Support Branch Chief, J6 DOIM at benjamin.n.gruver.mil@army.mil or 785-646-0616.

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