
CHAPTER 10. SECURITY

- 10-1. General. While mail is in the possession of the Mail Section, it must be safeguarded by preventing access to the facilities by unauthorized individuals. During duty hours personnel assigned to mailrooms shall insure that unauthorized individuals are not permitted in the mailrooms. The Central Mailroom, Room B-133, is kept locked at all times and only authorized individuals conducting business are allowed access. The satellite mailrooms are self-service operations during specified hours only after which they are also locked to non-mailroom personnel. Mailrooms will be locked during non-duty hours. If a key to the mailroom door is lost or otherwise misplaced, the mailroom supervisor will immediately notify the Chief, Mail Section, who will take action to have the lock replaced. This same procedure will be followed for broken or damaged locks and doors.
- 10-2. Controlled Mail is to be released only to authorized individuals of the organization to which it is addressed. Each piece of Controlled Mail must be signed for by the individual receiving the document. Controlled Mail not deliverable during the day will not be kept overnight in the satellite mailroom. The Controlled Mail will be returned together with the control log to the Central Mailroom for secure overnight storage.