

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service  
Indian Health Service

Refer to: OSM

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ALBUQUERQUE AREA INDIAN HEALTH SERVICE CIRCULAR NO. 92-4

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**Albuquerque Area IHS Policy - Office Services Mailroom**

Section	1. Purpose
	2. Policy
	3. Effective Date

1. **PURPOSE**

The purpose of this circular is to clarify and enforce regulations regarding the Albuquerque Area Indian Health Service (AAIHS) mailroom in Office Services Management.

2. **POLICY**

The following mailroom regulations are applicable to all personnel of the AAIHS:

- a. The mailroom is a restricted area at all times, therefore, mailboxes should only be accessed with assigned keys.
- b. Mail handlers shall not be interrupted during the opening, distribution and preparation for postal service pick-up. Postal service pick-up is 4:00 p.m. daily and requires an hour of preparation. Therefore, outgoing mail, including certified mail, must be in the mailroom by 3:00 p.m.
- c. All express mail must be submitted by 3:30 p.m.
- d. Outgoing mail received after 3:00 p.m. will be processed the next work day. The mail received on Friday after 3:00 p.m. will go out the following Monday.
- e. The mail going outside the AAIHS should be placed in the appropriate boxes on the table adjacent to the mailroom. Secretaries/clerks are instructed to sort their interoffice correspondence, express and certified mail into the boxes provided for outgoing mail. All other correspondence submitted for mailing should be prepared beforehand.

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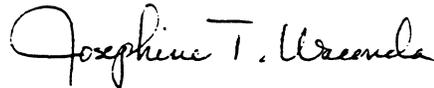
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- f. Mail in bulk volume is routed to the Service Units, Health Centers, Regional Treatment Center and SIPI Dental Center. Bulk mail is prepared for mailing by the mailroom personnel. Mailroom personnel are responsible for preparing the mail requiring boxing, taping, or any other type of special handling. Padded envelopes can be obtained from mailroom personnel and should not be included in your monthly request for supplies.

3. EFFECTIVE DATE

This circular is effective upon date of signature.



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Albuquerque Area Indian Health Service