



COMDTINST 5110.9A

15 JAN 1991

COMMANDANT INSTRUCTION 5110.9A

Subj: GSA Express Delivery Contract

Ref: (a) U.S. Postal Service Domestic Mail Manual

1. PURPOSE. This Instruction promulgates those standards and procedures for the systematic, economical processing of extremely urgent (express) letters and express small packages. It further authorizes use of private delivery companies for other than express delivery.
2. DIRECTIVES AFFECTED. Commandant Instruction 5110.9 is canceled.
3. BACKGROUND.
 - a. The General Services Administration awards an express delivery service contract annually to a private small parcel delivery company. The use of this contractor is mandatory for express letters and express packages. other private delivery companies can be used for other than express delivery.
 - b. Express service (i.e., time sensitive material that must reach the addressee within 12 hours), is a premium service and the determination to use it should be carefully made. The cost for using the GSA contractor is significantly less than U. S. Postal Service (USPS) Express Mail and other private express couriers, (e.g., Federal Express, UPS, Purolator, etc.). Commanders and commanding officers shall ensure the GSA contractor is used exclusively for extremely urgent (express) letters and express packages.

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3. c. Commanders and commanding officers may approve use of USPS Express Mail on an exception basis if their mission could be seriously impaired.

4. DISCUSSION.

a. Private Express Statutes.

- (1) Congress passed a group of laws known as the "Private Express Statutes," which state that the U.S. Postal Service has a general monopoly for the transmission of all First-Class material (express or otherwise). Small parcel delivery companies can carry all other classes of mail.
- (2) Reference (a) defines First-Class mail as all mailable matter, mailed at the First-Class rate of postage. All First-Class mail is closed to postal inspection.

b. Small parcel delivery services.

- (1) If you send First-Class material (other than express) with a private delivery company (e.g., UPS, Airborne, etc.), you must place the proper amount of First-Class postage on the material. This is in addition to the charges of the private delivery company. There are three major exceptions to this restriction. (The exception to use express mail is covered in paragraph (b) below):
 - (a) Invoices, bills, and similar First-Class material sent with, and exclusively for, the cargo they accompany.
 - (b) Time sensitive (extremely urgent/express) material that must reach an addressee within 12 hours, and the USPS cannot make delivery (through normal First-Class or Priority delivery schedules) within that time frame. If an activity pays for high cost overnight

4. b. (1) (b) or next day service from a private delivery company, this normally establishes sufficient urgency and therefore, postage isn't required.
 - (c) Disruption of the USPS. Private delivery companies may transport First-Class material without payment of postage during a disruption of the USPS.
- (2) For material that is being sent by other than express delivery, activities shall use the most cost efficient mode that will get material to its destination on time. Since many private carriers choose only specific locations to service (e.g., Washington to Baltimore, Washington to Philadelphia, etc.), in some instances their services are superior to the USPS, in terms of cost or delivery time. Commanders and commanding officers should compare USPS and other private delivery company costs before mailing this material.

5. PROCEDURES.

- a. Do not use penalty envelopes for express letters. Place urgent correspondence in plain envelopes and mark the outside cover or container with the words "Extremely Urgent" or with a similar legend to identify the letter.
- b. Commandant (G-TIS) will notify unit commanding officers of the GSA contractor for express mail.
- c. Commanders and commanding officers shall contact the local GSA contractor's office and arrange to establish an account and fund for this service.
- d. An activity should not use express or overnight service on a Friday, or the day before a holiday, unless prior arrangements have been made for delivery to an individual on the weekend or holiday. Normally, express shipments made on Friday or the day before a holiday, will not be

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5. d. delivered until the following Monday or the following workday after a holiday. If Saturday delivery is requested, there is an additional service charge to major cities and a more expensive charge for all other cities. In most cases, Friday shipments can be sent by First- Class or Priority mail and received at the destination the following Monday. Arrangements can be made for Sunday and holiday deliveries by notifying the local contractor's office in advance.
6. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and Commander, CG Activities Europe, shall comply with the contents of this Instruction.

/s/ R. M. POLANT
Chief, Office of Command, Control &
Communications