
Section F. Official Business Mail

Introduction This section describes the Congressional authority and Coast Guard guidelines/policy for use of official business mail by the Auxiliary.

F.1. Authority The U.S. Coast Guard Postal Manual, COMDTINST M5110.1 (series), authorizes the Coast Guard the privilege of official business mail for mailing of Federal Government mail. Such mail is defined as official mail relating exclusively to the business of the U.S. Government. The Commandant extends this privilege to the Auxiliary. Regionally, the Director may grant the capability for use of official business mail to the Auxiliary leadership. Further, the Director's authority may be delegated by Auxiliary leadership to individual Auxiliarists. Auxiliary unit leaders are responsible for controlling the use of all official business mail materials. The U.S. Coast Guard Postal Manual, COMDTINST M5110.1 (series), provides detailed guidance for official business mailing procedures.

F.2. Official Versus Unofficial In determining official mail versus unofficial mail, Auxiliarists shall use the following criteria for guidance. These are not exhaustive listings, but provide illustrative examples.

F.2.a. Official Mail Auxiliarists may send the following as official mail:

- (1) Auxiliary information and forms.
 - (2) Notices of Auxiliary meetings, including changes of watch.
 - (3) Official Auxiliary program statistics.
 - (4) Correspondence to the Director and any Coast Guard unit, including invitations to Auxiliary meetings and changes of watch.
 - (5) Auxiliary texts and workbooks.
 - (6) Auxiliary unit publications, if Director approved.
 - (7) Requests and payments for lodging reservations and conference registration for official Auxiliary meetings.
 - (8) Official travel patrol, damage, and inquiry claim correspondence.
 - (9) Dues, solicitations, and payments.
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F.2.b. Unofficial Mail	Unofficial mail, not authorized for the official business mail privilege, includes: (1) Mail to State Government officials or agencies unless approved by the District Commander, or from Auxiliary SLO, Legislative Liaison officers, or members of the Auxiliary Department of Boating. (2) Orders for, and shipment of, Auxiliary uniforms and insignia from any commercial source. (3) Requests for information concerning uniforms and insignia from any source other than Coast Guard or Coast Guard Auxiliary sources. (4) Personal information between Auxiliarists. (5) Any Auxiliary newspaper, magazine, newsletter, or other publication containing advertising. (6) Brochures, pamphlets, or other related materials that bear corporate logos and lack Coast Guard or Coast Guard Auxiliary emblems or program logos.
F.3. Charges and Penalties	Official business mail is not free. The Coast Guard pays for every mailing by Coast Guard and Auxiliary personnel. The ANSC uses Government funds to purchase envelopes, postal cards, mailing labels, and official Government-paid mail stamps for use by Auxiliarists. Cost consciousness is essential for Auxiliarists who may also be personally liable and assessed a wide range of penalties for private or unauthorized use of official business mail materials. In addition, any such unauthorized use could result in loss of this privilege.
F.4. Postage Due Fees	Although official mail is marked “Forwarding and Return Postage Guaranteed,” there have been occasions when postal employees have required the Auxiliarist recipient to pay postage due fees on official Government mail. If such fees are requested, the recipient has three choices: a. Refuse the mail delivery. b. Use Government postage for due fees, as use of Government stamps is authorized for this purpose. c. Use personal funds at one’s own expense with no reimbursement.
F.5. Use of the Bulk Mail Permit	The Coast Guard Auxiliary Mailing Guide, COMDTPUB P16794.49 (series), describes the use of the bulk mail permit. This permit should be used for any major mailing, as it saves considerable money over the use of Government stamps. Authority to use this permit is obtained from the U.S. Coast Guard Postal Mail Manager via the Director. Permit fees to the Postal Service are borne by the Coast Guard.