

Standard Operating Procedure

for

Handling of Mail

1. U.S. Postal Mail

- a. All in-coming mail, off-island and on-island will be received and stamped received by the Secretary and then directed to the Administrative Officer for review. After he/she has reviewed all correspondences, it is disseminated to the proper section. The secretary is responsible for sorting the mail and putting it in the interoffice mail boxes.
- b. Outgoing mail is taken from the main Office once daily. Each person is responsible for seeing that out-going mail is put in the proper place.

2. Routed/Inter-Office Mail

Periodicals and other materials which need to be called to staff member's attention will have a routing slip attached and placed in the interoffice mail box. Each staff member involved should pass the material along as quickly as possible. The last name to be checked should see that the material is returned to the person indicated at the bottom of the routing slip.