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REPLY TO
ATTENTION OF

PECP-NCR-A

15 September 2008

STANDARD OPERATING PROCEDURE

USE OF TRANSMITTAL RECORDS

1. **PURPOSE:** Prescribes the procedures to be used for transmitting documents and files to and from the Mail and File Room.
2. **SCOPE:** Applies to all personnel of Army CPACs and Processing Centers (PC).
3. **RESPONSIBILITIES:** PCs and CPACs will clearly label transmittals to and from the PC, using the DA Form 200 Transmittal Record when mailing an OPF or requesting receipt acknowledgment for other documents.
4. **PROCEDURES:**
 - a. The DA Form 200 Transmittal Record will be completed and sent with any OPF(s) being mailed to or from an off-site location.
 - b. The DA Form 200 may also be used for other documents such as new hire paper work, when there is a need for receipt acknowledgment.
 - c. When information is mailed to or from the PC and there is no need for a record of the transmittal, such material will be clearly labeled and addressed. In these instances, it is recommended that the Form OF 41 Routing and Transmittal Slip be used.
5. **FORMS:**

DA Form 200 Transmittal Record at
<http://www.apd.army.mil/pub/eforms/pdf/a200.pdf>

OF 41 Routing and transmittal slip at
<http://www.apd.army.mil/pub/eforms/pdf/o41.pdf>

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SUBJECT: Standard Operating Procedure: Use of Transmittal Records

6. REFERENCES:

AR 25-50 Preparing and Managing Correspondence, Chapter 7 at
http://www.usapa.army.mil/pdffiles/r25_50.pdf

APPROVED BY:



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