



# District Courier Services Handbook / Procedures



Alamogordo Public Schools

Compiled by  
District Courier  
Alamogordo Public Schools  
August 21, 2012

Updated October 12, 2018

## TABLE OF CONTENTS

Introduction	4
Certified Mail	5
Personal Mail	7
Sealed Mail	7
Inter-Office Mail	7
Graphics Section Materials	8
UPS Pickups	8
Special Request to Secretaries and Staff	9
District Courier Contact Info	9
District Courier Services Schedule	10

## **INTRODUCTION:**

The purpose of the District Courier is to effectively and efficiently pickup, sort, and deliver Alamogordo Public School District mail.

The District Courier will continue to utilize the infrastructure in place to further improve customer service. This will allow for more stable communication, thus providing a better, more efficient operation within the District Courier's duties.

The guidelines in this booklet should be used to assist Alamogordo Public School District employees.

The Alamogordo Public School District Courier follows the United States Postal Service (USPS) regulations.

## CERTIFIED MAIL

With Certified Mail service, the sender receives a mailing receipt, and the mail recipient must sign for the envelope or package. The District Courier will receive an e-receipt when the item is signed for, and can provide confirmation of receipt, as long as you have the corresponding numbers from the left-over stickers of the e-receipt.

(Examples provided below.)

When creating Certified Mail, you may place the sticker in one of two places. The sticker can be placed on the bottom left of the envelope, next to the recipient address; or the sticker may be placed directly next to the sender address. (Please see images below.) The bottom left is preferred, as the District Courier will need room to place the postage on the envelope, and it must be legible per USPS guidelines.



Keep a log of the leftover Certified Mail stickers so you can call the District Courier with your e-receipt confirmation.



\*NO OTHER CERTIFIED MAIL PRODUCTS SHOULD BE ATTACHED TO THE ENVELOPE. This includes Certified Mail Signature sheets. This negates the sticker, and the special pricing it comes with. *If any additional items are found on the envelope, the District Courier may return the item to you to correct, per this handbook.*

## PERSONAL MAIL

The District Courier cannot and will not process or deliver any personal mail.

## SEALED MAIL

All USPS mail envelopes will be sealed. Inter-Office envelopes will be closed by clasp or tape.

All USPS mail collected from your location in the morning will be processed that day. Mail collected in the afternoon will go out the following work day. Mail with checks ready for afternoon pickup should remain in your location until the next morning, for security reasons.

Emergency requests can be made when circumstances warrant. When warranted, contact the District Courier.

## INTER-OFFICE MAIL

To ensure accurate delivery, please write legibly on the envelope, the following:

➤ **TO: Person/Location**                      **FROM: Person/Location**

If you are recycling a previously used envelope for Inter-Office mail, please cross out any previous names and locations. Check both sides of the envelope for these.

## **GRAPHICS SERVICES MATERIALS**

The District Courier will deliver graphics materials, and pick up graphics requests, once a day, from each school or location. Graphic requests should be separated as much as possible from other mail.

### **United Parcel Service (UPS) PICKUPS**

UPS shipments ready for pickup require a physical address for delivery\*, and postage already attached to the shipment. Notify the District Courier when it is ready for pickup and delivery to the UPS location.

\*Post Office Box locations will not be accepted as delivery addresses. UPS does not deliver to post office boxes, anywhere.

#### **NOTE**

The District Courier does not process FEDEX.  
FEDEX picks up at your location.



## **SPECIAL REQUEST TO SECRETARIES AND STAFF**

At times, more than one secretary places a large quantity of small envelopes in the outgoing mail bin. To assist in processing outgoing mail, please use a rubber band around envelopes to separate outgoing mail from Inter-Office mailings.

## **DISTRICT COURIER CONTACT INFO**

You can reach Agapito DeLaFuente at the following numbers:

Cell: 575-921-2885

Office: 575-812-6053

**DISTRICT COURIER SERVICES SCHEDULE**  
**(Effective until further notice)**

Depart from Courier Office	<u>7:05 AM</u>
<ul style="list-style-type: none"><li>• La Luz Elementary School</li><li>• Holloman Middle School</li><li>• Holloman Elementary School</li><li>• Mountain View Middle School</li><li>• Desert Star Elementary School</li><li>• Yucca Elementary School</li><li>• Heights Elementary School</li><li>• Buena Vista Elementary School</li><li>• Chaparral Middle School</li><li>• Oregon Elementary School</li><li>• Sierra Elementary School</li></ul>	
Arrive at North Elementary School	<u>10:20 AM</u>
<b>Break</b> (when possible)	<u>10:30 AM – 10:45 AM</u>
U.S. Post Office	<u>11:05 AM</u>
<ul style="list-style-type: none"><li>• Alamogordo High School</li><li>• APS Athletics</li><li>• Hawaii Complex Backside<ul style="list-style-type: none"><li>○ (Offices in Buildings “B, F, G” and Academy Del Sol)</li></ul></li><li>• Hawaii Complex Front-side<ul style="list-style-type: none"><li>○ (Offices in Building “A”)</li></ul></li></ul>	
Arrive at Courier Office	<u>11:55 AM</u>
<b>Lunch</b>	<u>12:00 PM – 1:00 PM</u>
Depart from Courier Office	<u>1:15 PM</u>
Arrive at U.S. Post Office	<u>1:22 PM</u>
<b>Break</b> (when possible)	<u>2:10 PM – 2:25 PM</u>
Arrive at Alamogordo High School	<u>2:30 PM</u>
<ul style="list-style-type: none"><li>• APS Athletics</li><li>• Hawaii Complex Backside<ul style="list-style-type: none"><li>○ (Offices in Buildings “B, F, G” and Academy Del Sol)</li></ul></li><li>• Hawaii Complex Front-side<ul style="list-style-type: none"><li>○ (Offices in Building “A”)</li></ul></li></ul>	
Arrive @ Courier Office	<u>3:25 PM</u>
Unload, Prep, Process and Load for next workday	<u>3:30 PM – 4:00 PM</u>