



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

Canc: Jan 2016

MCIEAST-MCB CAMLEJBul 5110
G-1

09 DEC 2014

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
BULLETIN 5110

From: Commanding General
To: Distribution List

Subj: BASE GUARD MAIL SERVICES

Ref: (a) DoDI 4000.19, "Support Agreements," April 25, 2013
(b) DoD FMR 7000.14-R
(c) Title 10 U.S.C. 4292

Encl: (1) Base Guard Mail Contract Proposal
(2) Base Guard Mail Stops

1. Purpose. This Bulletin provides guidance and provisions for Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) Guard Mail services. The services and reimbursement will be in accordance with all applicable laws, regulations, and procedures.

2. Background. Subordinate and tenant commands and units aboard MCB CAMLEJ must have a means to communicate and distribute correspondence between one another without having to utilize Federal postal services. References (a) through (c) provide authority and guidance for the preparation, maintenance, and provisions of Guard Mail service. Non-appropriated Fund Activities are authorized under reference (c) to enter into agreements with other Department of Defense Agencies when such agreements are beneficial to both parties.

3. Action

a. To provide reliable, timely guard mail services for unclassified correspondence between tenant commands and units aboard MCB CAMLEJ, all MCB CAMLEJ activities will use the Guard Mail service when sending unclassified correspondence (as long as it does not contain personally identifiable information) to addressees located within the installation. Mailing articles between commands aboard the installation using appropriated fund postage is prohibited.

b. Tasks

(1) Assistant Chief of Staff (AC/S), Marine Corps Community Services (MCCS) shall:

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(a) Provide Base Guard Mail services to the locations outlined in enclosure (1).

(b) Pick up and deliver mail once daily to the locations indicated, with the exception of the United States Post Office, Main Post Office, MCB CAMLEJ, which will be visited twice daily.

(c) Submit a quarterly invoice to the AC/S G-1 for these services.

(2) AC/S G-1 shall: Reimburse MCCA in the amount of 52,000 dollars with quarterly payments of 13,000 dollars, per enclosure (2).

c. Coordinating Instructions. Unresolved differences concerning this Bulletin will be elevated for resolution through the chain of command.

5. Reserve Applicability

a. Command. This Bulletin is applicable to all tenant and subordinate commands of MCIEAST-MCB CAMLEJ located aboard MCB CAMLEJ.

b. Signal. This Bulletin is effective the date signed.


P. J. SALVETTI, JR.
By direction

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BASE GUARD MAIL CONTRACT PROPOSAL

	<u>APF FY15</u>
Salaries/Benefits	\$36,355
Vehicle Depreciation	\$2,790
Vehicle Maintenance/Gas	\$4,536
Administrative Cost	\$3,634
Profit	<u>\$4,685</u>
 TOTAL	 \$52,000

Salaries/Benefits: Mail carriers' salaries and benefits based on time spent on Base Guard Mail functions. Costs include supervisory salary and benefits overhead.

Vehicle Depreciation: Pro rata annual vehicle depreciation expense.

Vehicle Maintenance/Gas: Actual mileage times the per diem rate for mileage reimbursement.

Administrative Cost: Represents 10 percent of salaries and benefits.

Profit: Represents a 10 percent profit above actual costs.

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BASE GUARDMAIL STOPS		
LABEL	DESCRIPTION	BLDG#
20 NCR/SEAB	20TH NAVAL CONSTRUCTION REGIMENT	901
2ND MARDIV	2ND MARINE DIVISION	H-1
2ND MLG	2ND MARINE LOGISTICS GROUP	2
BASE G-7	BASE G-7	302
BASE MOTOR T	MOTOR TRANSPORT DIVISION	1502
BFHD, AMCC	BASE FAMILY HOUSING	TT43
BRIG	BASE BRIG	1041
CHAP	CHAPLAIN	67
CLDS	CAMP LEJEUNE DEPENDANTS SCHOOLS	855
COMP, CIVPAY, DI		
SBO	COMPTROLLER, CIVILIAN PAY, DISBURSING	8
CPAO	CONSOLIDATED PUBLIC AFFAIRS OFFICE	67
CPD	CIVILIAN PERSONNEL-HUMAN RESOURCES	33
CREDO	CHAPLAINS RELIGIOUS ENRICHMENT DEVELOPMENT OPER	67
DECA	DEFENSE COMMISSARY	1230
DMO FORMERLY		
TMO*	DISTRIBUTION MANAGEMENT OFFICE FORMERLY TRAFFIC MANAGEMENT OFFICE	1011
DRMO	DEFENSE REUTILIZATION MGMT OFFICE	906
EEO	EQUAL EMPLOYMENT OPPORTUNITY	233
FIRE/ISS/ SAFETY	FIRE PROTECTION/INSTALLATION SECURITY AND SAFETY	58
IDD	G-F, ENVIRONMENTAL MANAGEMENT DIVISION, IDD (BILLETING)	12
II MEF	II MARINE EXPEDITIONARY FORCE	H-1
IPAC*	INSTALLATION PERSONNEL ADMINISTRATION CENTER	6
ALL POINTS TRAVEL FORMERLY ITT *	ALL POINTS TRAVEL FORMERLY INFORMATION, TICKETS, AND TOURS	HP-84
LEJEUNE HALL	LEJEUNE HALL (BUILDING 1) COMMANDING GENERAL MCIEAST-MCB CAMLEJ	1
LIBRARY	BASE LIBRARY	1220
LINKS AND MCFT	LIFESTYLES, INSIGHTS, NETWORK, KNOWLEDGE, SKILLS	LCH 4012A
MCCS BALL CENTER	BALL CENTER	425
MCCS CLUB AND CATERING	CLUBS AND CATERING DIVISION	1966
MCCS COUN	COMMUNITY COUNSELING	40
MCCS CTSD	COMMAND TRANSITION SUPPORT DIVISION	40
MCCS CYTP	CHILDREN, YOUTH, AND TEEN PROGRAM BRANCH	LCH-4012B
MCCS FACM	FACILITIES AND MAINTENANCE DIVISION	1006
MCCS FDHP*	FOOD AND HOSPITALITY DIVISION	88
MCCS FITNESS	FITNESS CENTERS	WC1
MCCS LLN/BCEC	LIFELONG LEARNING/BASE CONSOLIDATED EDUCATION CENTER	825/824
MCCS M&FP	MARINE AND FAMILY PROGRAMS	40
MCCS MARSTON PAV	MARSTON PAVILION	730
MCCS MCFO, MMCX, PURC	FINANCIAL MANAGEMENT - ACCOUNTING - RETAIL - PURCHASING	895
MCCS MKTG	MARKETING DIVISION	1108
MCCS NAFP	HUMAN RESOURCES DIVISION	1401
MCCS NEW RIVER*	MCCS NEW RIVER	AS208
MCCS PROPERTY	PREPAID SUPPLY/PROPERTY	1108
MCCS RECR/RED CROSS	RECREATION BRANCH /RED CROSS	1108
MCCS REL PRG ASST*	MCCS RELOCATION PROGRAM ASSISTANCE	TT2469
MCCS RES ED	RESILIENCE	257

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MCCS RVAN	REVIEW AND ANALYSIS DIVISION	1401
MCCS SPORTS	SPORTS BRANCH	751
MCCS SVCS	SERVICES DIVISION	HP 1017
MIL PERS- /		
TRFC CT	BASE MILITARY PERSONNEL IDENTIFICATION CENTER/BASE TRAFFIC	59
NCIS	NAVAL CRIMINAL INVESTIGATIVE SERVICE	H32
NMCRS	NAVAL MARINE CORP RELIEF SERVICE	400
NPSP	NEW PARENT SUPPORT PROGRAM	40
O'CLUB	PARADISE POINT OFFICER'S CLUB	2615
PMO/CID	PROVOST MARSHAL'S OFFICE/CRIMINAL INVESTIGATIVE DIVISION	3
POST OFFICE	POST OFFICE	1770
PSD	NAVY PERSONNEL SUPPORT DIVISION	321
PWO/ROICC	PUBLIC WORKS/RESIDENT OFFICER-IN-CHARGE OF CONSTRUCTION	1005
RSC	RESEARCH AND STUDY CENTER	825
SMP	SINGLE MARINE PROGRAM, RECREATION CENTERS	564
WC1*	WALLACE CREEK FITNESS CENTER/SEMPER FIT ADMINISTRATION	WC1
WFLC	WORK FORCE LEARNING CENTER	524
WORKMANS COMP	WORKMANS COMPENSATION	33
WBN-E	WOUNDED WARRIOR BATALION-EAST	PP1

- (1) POST OFFICE DELIVERY IS TWICE DAILY- ONCE EARLY IN THE MORNING; ONCE IN THE AFTERNOON NLT 1530.
- (2) DELIVERIES/DISTRIBUTION OF MAIL TO BINS IN LEJEUNE HALL (BLDG 1) IS NLT 1100 DAILY, MON-FRI.
- (3) STOPS ARE NOT LISTED IN ORDER OF DELIVERY.

* INDICATES
CHANGES FROM
LAST BULLETIN