



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

Canc: Jan 15

MCIEAST-MCB CAMLEJBul 5110
G-1
03 APR 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 Stops
(2) Base Guard Mail Contract Proposal

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:

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

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(b) Pick up and deliver mail once daily to the locations indicated, with the exception of the United States Post Office, Main Post Office, Camp Lejeune, 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 51,535 dollars with quarterly payments of 17,180 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 and 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 GUARDMAIL STOPS

LABEL	DESCRIPTION	BLDG#
20 NCR/SEAB	20TH NAVAL CONSTRUCTION REGIMENT	901
2ND MARDIV	2ND MAR DIV	H-1
2ND MLG	2ND MLG	2
BASE G-7	BASE G-7	302
BASE MOTOR T	MOTOR TRANSPORT DIVISION	1502
BFHD, AMCC	BASE FAMILY HOUSING	TT43
CHAP	CHAPLAIN	67
CLDS	CAMP LEJEUNE DEPENDANTS SCHOOLS	855
IPAC,COMP,CIVPAY,DISBO	IPAC,COMPROLLER, 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
DRMO	DEFENSE REUTILIZATION MGMT OFFICE	906
EEO	EQUAL EMPLOYMENT OPPORTUNITY	233*
FIRE/ISS/SAFETY	FIRE PROTECTION/INSTALLATION SECURITY & SAFETY	58
IDD	I&E, EMD, IDD (BILLETING)	12
II MEF	II MARINE EXPEDITIONARY FORCE	H-1
ITT	INFORMATION, TICKETS, AND TOURS	1231
LEJEUNE HALL	LEJEUNE HALL (BUILDING 1) COMMANDING GENERAL MCIEAST, CO MCB, MCCS	1
LIBRARY	BASE LIBRARY	1220
LINKS & MCFT	LIFESTYLES, INSIGHTS, NETWORK, KNOWLEDGE, SKILLS	LCH 4012A
MCCS BALL CENTER	BALL CENTER	425
MCCS CLUB & CATERING	CLUBS & CATERING DIVISION	1966
MCCS COUN	COMMUNITY COUNSELING	40
MCCS CTSD	COMMAND TRANSITION SUPPORT DIVISION	40
MCCS CYTP	CHILDREN, YOUTH, & TEEN PROGRAM BRANCH	LCH-4012B
MCCS FACM	FACILITIES & MAINTENANCE DIVISION	1006
MCCS FDHP	FOOD & HOSPITALITY DIVISION	1401
MCCS FITNESS	FITNESS CENTERS	WC1
MCCS LLLN/BCEC	LIFELONG LEARNING/BASE CONSOLIDATED EDUC CTR	825/824
MCCS M&FP	MARINE & FAMILY PROGRAMS	40
MCCS MARSTON PAV	MARSTON PAVILLION	730
MCCS MCFO, MMCX, PURC	FINANCIAL MANAGEMENT - ACCOUNTING - RETAIL - PURCHASING	895
MCCS MKTG	MARKETING DIVISION	1108
MCCS NAFF	HUMAN RESOURCES DIVISION	1401
MCCS PROPERTY	PREPAID SUPPLY/PROPERTY	1108
MCCS RECR/RED CROSS	RECREATION BRANCH /RED CROSS	1108
MCCS RES ED	RESILIENCE	257
MCCS RVAN	REVIEW & ANALYSIS DIVISION	1401
MCCS SPORTS	SPORTS BRANCH	751
MCCS SVCS	SERVICES DIVISION	HP 1017
MIL PERS / TRFC CT	BASE MILITARY PERSONNEL ID CENTER / BASE TRAFFIC	59
NCIS	NAVAL CRIMINAL INVESTIGATIVE SERVICE	H32
NMCRS	NAVAL MARINE COPR 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 DIV	3
POST OFFICE	POST OFFICE	1770
PSD	NAVY PERSONNEL SUPPORT DIVISION	321
PWO/ROICC	PUBLIC WORKS/ROICC	1005
RSC	RESEARCH AND STUDY CENTER	825
SMP	SINGLE MARINE PROGRAM, RECREATION CENTERS	564
TMO	TMO	1011
WC1	WALLACE CREEK FITNESS CENTER/SEMPER FIT ADMIN	WC1
WK FORCE LEARNING CTR	WORK FORCE LEARNING CENTER	524
WORKMANS COMP	WORKMANS COMP	33*
WWBN	WOUNDED WORRIERS 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.

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BASE GUARD MAIL CONTRACT PROPOSAL

	<u>APF FY14</u>
Salaries/Benefits	\$36,355
Vehicle Depreciation	\$2,790
Vehicle Maintenance/Gas	\$4,091
Administrative Cost	\$3,634
Profit	<u>\$4,685</u>
TOTAL	\$51,535

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.

MCIEAST-MCB CAMLEJ ROUTE SHEET

X - ORIGINATOR OR OFFICE AFFIXING ROUTE SHEET A - APPROPRIATE ACTION B - GUIDANCE C - SIGNATURE D - COMMENT E - RECOMMENDATION F - CONCURRENCE G - INFORMATION ROUTING - USE NUMBERS TO SHOW ORDER OF ROUTING	H - RETURN TO MCCS I - INITIAL J - DISPOSITION K - DECISION L - RETENTION M - APPROVAL R - REVIEW O - OTHER	DATE 20 Mar 2014	ADJ TR #
		SUBJECT MCIEAST-MCB CAMLEJ Bul 5110 BASE GUARD MAIL SERVICES	
		REFERENCE	

NATURE OF ACTION ROUTINE	ORIGINATOR	DUE DATE Apr 3, 2014	REFERENCES HELD BY (Name, Grade, Office, Telephone Ext) Leana Anding, NF-3, MCCA, 451-2524
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RTG	CODE	ADDRESSEES	DATE		INITIALS		REMARKS & SIGNATURE
			IN	OUT	CONCUR	NON CONCUR	
		CG					Purpose: Request the Commanding General (CG), Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) approve the enclosed bulletin regarding Base Guard Mail Services. Background: This Bulletin provides guidance and provisions for MCIEAST-MCB CAMLEJ guard mail services. Discussion: Base guard mail stops are at enclosure (1). The base guard mail contract proposal is at enclosure (2). Recommendation: Request the Commanding General (CG), Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) approve the enclosed bulletin regarding Base Guard Mail Services.
		AIDE					
		SECRETARY					
		DEP COMMANDER					
		COS					
		SGTMAJ					
		SSEC					
		PROTOCOL COORD					
		ADMIN COORD					
		CG ADMIN					
2	A	ADJUTANT	3/25	3/25	TLF		
		ASSISTANT ADJUTANT					
		ADJ ADM CHIEF	3/21	3/21	<i>[Signature]</i>		
3	KIC	AC/S G-1 <i>[Signature]</i>					
		AC/S G-3/5					
		AC/S G-4					
		AC/S G-6					
		AC/S G-7					
		AC/S G-8					
		AC/S G-F					
1	X	AC/S MCCA		03/20	<i>[Signature]</i>		
		AC/S SES					
		BPO					
		CHAPLAIN					
		CIG					
		CONTRACTING					
		DISBURSING					
		EACO					
		EOA					
		OICC					
		PAO					
		SAFETY					
		SBS					
		SJA					

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