



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

Canc: Jan 14

MCIEAST-MCB CAMLEJBul 5110
G-1

17 JAN 2013

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, "Intraservice and Intragovernment Support,"
August 9, 1995
(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 Camp Lejeune 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 Camp Lejeune, all Camp Lejeune 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 monthly invoice to the AC/S G-8 for these services.

(2) AC/S G-8 shall: Reimburse MCCA in the amount of \$57,204.00 with monthly payments of \$4,767.00, 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 Camp Lejeune.

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	2D MARINE DIVISION	H-1
2ND MLG	2D MARINE LOGISTICS GROUP	2
AC/S G-7	ASSISTANT CHIEF OF STAFF, G-7	302
BASE MOTOR T	MOTOR TRANSPORT DIVISION	1502
BFHD, AMCC	BASE FAMILY HOUSING DIVISON/AMCC	TT43
BRIG	BASE BRIG	1041
CHAP	CHAPLAIN	67
CLDS	CAMP LEJEUNE DEPENDANTS SCHOOLS	855
COMP, CIVPAY, DISBO	COMPTROLLER, CIVILIAN PAY, DISBURSING	8
CPAO	CONSOLIDATED PUBLIC AFFAIRS OFFICE	67
CPD	CIVILIAN PERSONNEL-HUMAN RESOURCES OFFICE	33
CREDO	CHAPLAINS RELIGIOUS ENRICHMENT DEVELOPMENT OPER	TT2461
DAPS/PRNT PLNT	DEFENSE AUTOMATED PRINTING SERVICES	80
DECA	DEFENSE COMMISSARY AGENCY	1230
DRMO	DEFENSE REUTILIZATION MGMT OFFICE	906
SES	SECURITY AND EMERGENCY SERVICES	58
AC/S G-F	ASSISTANT CHIEF OF STAFF, G-F	12
II MEF	II MARINE EXPEDITIONARY FORCE	H-1
ITT	INFORMATION, TICKETS, AND TOURS	1231
LEJEUNE HALL	LEJEUNE HALL (BUILDING 1) COMMANDING GENERAL MCIEAST-MCB CAMLEJ, 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 CENTER	798
MCCS CTSD	COMMAND TRANSITION SUPPORT DIVISION	40
MCCS CYTP	CHILDREN, YOUTH, & TEEN PROGRAM BRANCH	LCH-4012
MCCS FACM	FACILITIES & MAINTENANCE DIVISION	1006
MCCS FDHP	FOOD & HOSPITALITY DIVISION	1401
MCCS FITNESS	FITNESS CENTERS	201
MCCS FMEAP	FAMILY MEMBER EQUAL OPPORTUNITY PROGRAM	TT 2475
MCCS LLLN/BCEC	LIFELONG LEARNING/BASE CONSOLIDATED EDUCATION CENTER	825/824
MCCS M&FS	CTSD, FAMILY SERVICES, PRSC	40
MCCS MARSTON PAV	MARSTON PAVILLION	730
MCCS MCFO	FINANCIAL MANAGEMENT DIVISION	895
MCCS MCFO ACCT	ACCOUNTING	895
MCCS MCFO AR	ACCOUNTS RECEIVABLE	895
MCCS MKTG	MARKETING DIVISION	1108
MCCS MMCX	RETAIL DIVISION	895
MCCS NAFF	HUMAN RESOURCES DIVISION	1401
MCCS PROPERTY	PREPAID SUPPLY/PROPERTY	1108
MCCS PURC	PURCHASING	895
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 COURT	59
NCIS	NAVAL CRIMINAL INVESTIGATIVE SERVICE	H32
NPSP	NEW PARENT SUPPORT PROGRAM	LCH 4012B
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/ROICC	1005
RSC	RESEARCH AND STUDY CENTER	825
SARP/ATF	SUBSTANCE ABUSE REHAB PROG (ALCOHOL TREATMENT FAC)	326
SMP	SINGLE MARINE PROGRAM, RECREATION CENTERS	564
DMO	DISTRIBUTION MANAGEMENT OFFICE	1011
WFLC	WORK FORCE LEARNING CENTER	524
WORKMANS COMP	WORKMANS COMPENSATION OFFICE	251
WWBN-E	WOUNDED WARRIOR BATTALION-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.

17 JAN 2010BASE GUARD MAIL CONTRACT PROPOSAL

	<u>2011-2012</u>
Salaries/Benefits	\$42,279
Vehicle Depreciation	\$2,485
Vehicle Maintenance/Gas	\$3,012
Administrative Cost	\$4,228
Profit	<u>\$5,200</u>
TOTAL	\$57,204

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% of salaries and benefits.

Profit: Represents a 10% profit above actual costs.

The overall cost represents an increase over the previous contract, most of which is due to inflationary increases in salaries and benefits.