



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

MCIEAST-MCB CAMLEJO 5112.1  
G-1

DEC-2013

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE  
ORDER 5112.1

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR MAIL HANDLING AND  
POSTAL AFFAIRS

Ref: (a) DoD 4525.6-M, "DoD Postal Manual," August 15, 2002  
(b) MCO 5110.6C  
(c) DoD 4525.8-M, "DoD Official Mail Manual," December  
12, 2001  
(d) OPNAVINST 5112.6D  
(e) MCO 5110.4A  
(f) M.C.M. 2012  
(g) Domestic Mail Manual (NOTAL)  
(h) International Mail Manual (NOTAL)

Encl: (1) Procedural Guidance for the Standing Operating  
Procedures of Mail Handling and Postal Affairs

Reports Required: I. Postage Expenditure Report (Report  
Controlled Number DD-5110-02),  
MCO 5110.4A  
II. Stamp, Money Order, PVI Sales Daily  
Financial Report (1412)

1. Situation. To promulgate instructions for the administration and operation of postal affairs aboard Marine Corps Base, Camp Lejeune (MCB CAMLEJ).
2. Cancellation. BO 5112.1F.
3. Mission. Postal affairs within this Command and throughout all tenant commands located within MCB CAMLEJ shall be conducted per references (a) through (h), and the instructions contained in this Order.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

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#### 4. Execution

##### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) (Attn: Assistant Chief of Staff (AC/S), G-1) is responsible for the oversight and daily operation of the Consolidated Postal System (CPS). Adherence to this Order will assist commanders in focusing on the combat readiness of their unit, while simultaneously maintaining uninterrupted mail delivery to unit personnel. The end-state is to provide commanders, Marines, Sailors, and their family members' effective and efficient postal support by training in the appropriate mail handling initiatives provided by the CPS. This includes the Mail Handling Indoctrination Course for designated personnel, i.e., Unit Postal Officer (UPO), Unit Official Mail Managers (UOMM), Assistant Unit Postal Officer (AUPO), Assistant Unit Official Mail Managers (AUOMM), mail clerks, and mail orderlies, which will assist units in establishing or refining internal procedures. This is available from CPS, MCB CAMLEJ quality assurance section.

(2) Concept of Operations. The complex nature of mail handling procedures necessitates an ongoing technical professional military education program. Therefore, this Order is a progressive document, subject to periodic updates as higher headquarters publishes changes. The varied methods in which Marines and units deploy requires flexibility and cooperation. It is essential that postal matters be achieved and accomplished in a timely and proactive manner. Due to this intense aspect, the Postal Officer, MCIEAST-MCB CAMLEJ is authorized to deviate from this Order as the situation requires, under the provisions of the references, and their updates. Refer to enclosure (1) for specific mail handling guidance.

##### b. Subordinate Element Missions

(1) Tenant and subordinate commanders are ultimately responsible for the accuracy of their Marines' official and personal address format.

(2) In order to ensure the responsibilities outlined herein are understood and practiced, internal control procedures at the unit level must be established.

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(3) Ensure the mailroom and unit representatives are identified to oversee its operation.

(4) Mandate every Marine checking into their new command, no matter if the Marine resides on or off base, has the appropriate directory file card on file and the information regarding the official unit address is passed on to each individual.

c. Coordinating Instructions

(1) Ensure compliance with this Order and provide assistance to individuals and commanders with the execution of responsibilities listed.

(2) Coordinate monthly mailroom indoctrination workshops with unit mail clerks, UPOs and AUPOs.

(3) Execute all duties and responsibilities as covered by this Order and the references.

(4) Establish and track internal controls between the supported units in order to facilitate timely and accurate postal support.

(5) Support commanders and Marines with flexible customer service-oriented personnel postal support, to include a deployable liaison element.

5. Administration and Logistics

a. Recommendations concerning the contents of this Order will be submitted to the CG, MCIEAST-MCB CAMLEJ (Attn: AC/S, G-1 and MCIEAST-MCB CAMLEJ Postal Officer), via the appropriate chain of command.

b. The forms in this Order are available electronically under Forms Management on the MCIEAST-MCB CAMLEJ Adjutant's site at <https://intranet.mcieast.usmc.mil/Pages/default.aspx>. Local reproduction of these forms through the Document Automation and Production Service is authorized; however, a copy of all DD Forms 844 requesting such reproduction shall be submitted to this headquarters (Attn: Forms Manager).

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6. Command and Signal

a. Command

(1) Applicability. This Order is applicable to active duty and reserve personnel located aboard MCB CAMLEJ assigned to II Marine Expeditionary Force (II MEF); 2d Marine Division (2d MarDiv); 2d Marine Logistics Group (2d MLG); U.S. Marine Corps Forces, Special Operations Command (MARSOC); and the Training and Education Command (TECOM) school commands aboard MCB CAMLEJ and served by the CPS.

(2) Concurrence. This Order has been coordinated and concurred with by the Commanding Generals of II MEF, MARSOC, MCIEAST-MCB CAMLEJ, and the TECOM school commands.

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



W. A. MEIER  
Chief of Staff

DISTRIBUTION: A/C

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Introduction

1. General. U.S. Marine Corps Post Offices are an extension of the U.S. Postal Service (USPS) and must conform to the current postal agreement between the Department of Defense (DoD) and the USPS and supplementary instructions published by competent authority.

2. Scope. In order to maintain a high standard of efficiency in the postal service uniformity in mail handling, practices must be maintained at all levels, including that of elements attached. Therefore, the instructions contained herein have full force and effect at all echelons and are based on regulations promulgated by higher authority.

3. Changes. Changes to this Order shall be affected by printed changes through page inserts. When a particular change is of an urgent nature, an advanced change shall be published by bulletin and incorporated into the next printed change. Each change entered shall be recorded on the Record of Changes page.

4. Precedence. Should any portion of this Order come into conflict with directives from higher authority, the latter shall take precedence. The matter will then be brought to the attention of the Consolidated Postal Officer.

5. Organization and Operational Control

a. Consolidated Post Office (CPO), Camp Lejeune operates a main administrative office and six unit post offices. The CG exercises operational control of the CPO and all unit post offices thereof. Administration of postal affairs within this Command shall be under the cognizance of the AC/S, G-1.

b. Postal support, except for postal directory service, for all operating forces aboard MCB CAMLEJ is under the cognizance of the CG.

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Chapter 1

Responsibilities

1. Consolidated Postal Officer. The senior postal officer assigned to the CPS shall serve as the II MEF and Base Postal Officer for all major commands based on MCB CAMLEJ and shall be referred to as the Consolidated Postal Officer throughout this Order. In the absence of this officer due to deployment or temporary additional duty, the next senior postal officer will assume duties and responsibilities of the Consolidated Postal Officer. The Consolidated Postal Officer's responsibilities include, but are not limited to:

a. Advising the CGs of II MEF, MCIEAST-MCB CAMLEJ, MARSOC, 2d MLG; 2d MarDiv, and 2d Marine Aircraft Wing (2d MAW) on postal service and support affecting their commands.

b. Serving as the installation Official Mail Manager.

c. Maintaining liaison with appropriate civilian and military postal authorities concerning postal matters affecting the command and coordinating mail distribution and transportation for supported commands.

d. Coordinating the receipt, processing, and dispatching of mail for organizations/units located at MCIEAST-MCB CAMLEJ.

e. Investigating postal offenses and taking appropriate action concerning confirmed and suspected irregularities in postal and mail handling procedures.

f. Conducting or designating an authorized representative to conduct unannounced audits and inspections of military unit post offices located at MCB CAMLEJ, per the provisions established by reference (a).

g. Conducting or designating authorized representatives to perform monthly/quarterly unit mailroom (UMR) inspections of UMRs located at MCB CAMLEJ.

h. Preparing and submitting required reports and directives pertaining to postal matters.

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i. Providing for a current postal directory of all personnel assigned/attached to units located aboard MCB CAMLEJ.

2. Commanding Officers (CO). Responsibilities include, but are not limited to:

a. Appointing a UPO, in writing, who shall be responsible for the supervision of all mail handling practices within the command and for the daily operation and security of the UMR. Personnel appointed as UPOs shall be a commissioned or warrant officers (WO) of any grade, staff noncommissioned officers (SNCOs) or civilian equivalent in the grade of E-6 or above. Letters of appointment for UPOs shall conform in both content and format with the sample letter shown in figure 1-1.

b. Appointing an AUPO, in writing, who shall assist the UPO as necessary and carry out the duties of the UPO when that individual is unavailable. Personnel appointed as AUPOs shall be a commissioned officer or WO of any grade, SNCOs or civilian equivalent in the grade of E-6 or above. Letters of appointment for AUPOs shall conform in both content and format with the sample letter shown in figure 1-2.

c. Appointing a UOMM, in writing, who shall be responsible for the supervision of the official mail practices within the command. Personnel appointed as unit OMMS shall be a commissioned officer or WO of any grade, SNCOs, or civilian equivalent in the grade of E-6 or above. Because of manpower constraints and similarity of fractions at the unit level, a single individual may serve as both the UPO and the UOMM; however, this is not a requirement. Letters of appointment for UOMMs shall conform in both content and format with the sample letter shown in figure 1-3.

d. Appointing a AUOMM in writing, who shall assist the UOMM as necessary and carry out the duties of UOMM when that individual is unavailable. Personnel appointed as AUOMMs shall be a commissioned officer or WO of any grade, SNCOs, or civilian equivalent in the grade of E-6 or higher. Because of manpower constraints and similarity of fractions at the unit level, a single individual may serve as both the assistant unit postal officer and the unit AUOMM; however, this is not a requirement. Letters of appointment for AUOMMs shall conform in both content and format with the sample letter shown in figure 1-4.

e. Authorizing specific individuals, in writing, to receipt for all official mail, to include all forms of official accountable mail addressed to the unit CO and making subsequent distribution or taking appropriate action as necessary. All authorized individuals must be listed on a single letter and the letter must be signed by the CO or civilian equivalent; "By direction," is not authorized. Letters of Authorization shall conform in both content and format with the sample letter shown in figure 1-5.

f. Establishing and maintaining a UMR, if the command has unit diary capability. The unit must provide for adequate security of that mailroom, per references (a), (b), and this Order.

g. Establishing and maintaining a Unit Command Mail Center, per reference (c) and chapter 4, paragraph 3 of this Order.

h. Ensuring all appointed unit mail handling personnel are provided with initial training upon appointment/designation and prior to assuming mail handling duties. Additionally, ensure they receive supplemental and remedial training as necessary to maintain or improve their proficiency.

i. Ensuring all unit mail handling personnel are afforded adequate time, equipment, and supplies to enable them to effectively and efficiently perform their duties.

j. If the unit is required to maintain a UMR, publish a mail handling order, per references (a), (b), and (d). Unit mail handling orders shall include, at a minimum, the following information:

- (1) The unit's correct and complete official mailing address, and relevant information regarding its use.
- (2) The location and hours of operation of the UMR.
- (3) Mail call hours and method of distributing incoming mail.
- (4) The location and times of collection of receptacles provided for outgoing mail.
- (5) The location and hours of operation of the post office.

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(6) Instructions on customs regulations where applicable.

(7) Instructions for using Change of Address Cards (OPNAV Form 5110/5). This form may be obtained through local supply channels.

(8) Information concerning non-mailable items.

(9) Information concerning the security of mail and postal effects (transportation, access, storage).

(10) Information pertaining to the unit's classified material screening point.

(11) Information pertaining to the unit's official mail program.

(12) Procedures for handling mail for personnel who are temporarily absent from the unit.

(13) Any other information deemed appropriate or relevant by the promulgating authority, or information required by other directives.

k. Ensuring a copy of the unit mail handling order is maintained in the UMR and is posted on information bulletin board within the unit area.

l. Ensuring all personnel reporting into and detaching from the unit report to the UMR for the completion of postal directory records and Change of Address Cards.

m. Ensuring all members of the unit are notified of, and are using, the correct mailing address and only members of the command that are authorized to receive personal mail through the UMR are doing so.

n. Ensuring Change of Address Cards are available to all individuals and are properly utilized per chapter 7, paragraph 16 of this Order.

o. Ensuring unit mail clerks receive daily information concerning all changes in personnel status within the unit. Unit diaries, rosters, orders, and leave papers, may be used for this purpose.

p. Ensuring the UPO makes liaison with the CPO Operations Section in advance of all unit/detachment deployments, to coordinate mail routing and delivery for deploying personnel, per chapter 9 of this Order.

q. Investigating, reporting, and taking appropriate action concerning suspected or confirmed postal offenses or other irregularities in mail handling procedures.

3. UPO/AUPO. Are responsible to the unit CO for the detailed supervision of mail handling functions and practices within their unit. Responsibilities include, but are not limited to:

a. Familiarizing themselves with all applicable references pertaining to their duties, this Order, and the duties of appointed mail clerks/orderlies.

b. Keeping the CO advised on all postal matters affecting the unit.

c. Ensuring copies of all letters of appointment for UPO/AUPO are provided to the unit's servicing post office, with a copy of each maintained in the UMR as well.

d. Maintaining strict and absolute control of all keys or combinations to the UMR, per chapter 7, paragraph 4 of this Order, and ensuring the UMR meets or exceeds all established security requirements.

e. Appointing and revoking unit mail clerks and section mail orderlies using DD Form 285 and DD Form 2260, per chapter 7 of this Order.

f. Ensuring all personnel who are selected/nominated to serve as mail clerks/orderlies meet all eligibility criteria outlined in reference (a); and their service records are thoroughly screened prior to designation or appointment.

g. Ensuring all appointed mail clerks/orderlies receive proper training prior to assuming their mail handling duties as required by chapter 7, paragraph 8 of this Order; and they receive supplemental/remedial training as necessary to maintain or improve their proficiency. UPO/AUPO shall personally conduct training briefs for all appointed mail orderlies and ensure the Mail Clerk Statement of Understanding (Form 5119) is properly completed and filed, per chapter 7, paragraph 8 of this Order.

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h. Supervising the daily activity of all appointed unit mail clerks to ensure the UMR functions efficiently, and is operated and maintained in strict compliance with all applicable regulations.

i. Supervising the daily activity of all appointed section mail orderlies to ensure all mail handling and delivery practices within the command are conducted in strict compliance with all applicable regulations.

j. Ensuring all unit mail handling personnel are afforded adequate time, equipment, and supplies to enable them to effectively and efficiently perform their duties.

k. Verifying, at the end of every work day, the delivery of all official accountable mail, Registered, Express, Certified, Insured, Delivery Confirmation, Signature Confirmation, and Return Receipt for merchandise, on PS Form 3883 (Firm Delivery Receipt), checking to ensure personnel who receipt for official, accountable mail are listed on the CO's current letter of authorization. The UPO/AUPO shall initial each accountable mail entry in the PS Form 3883, as command certification that proper delivery has been made to an authorized agent.

l. Conducting unannounced, weekly mailroom inspections to ensure mailroom operations are in full compliance with all regulations and instructions. Care shall be taken to ensure these inspections are strict, thorough, and accurate since the performance of thorough inspections helps to ensure compliance with all regulations governing mailroom operations and may result in the discovery of postal offenses or existing improprieties in mail handling procedures. Each of these inspections shall be done on random days of the week so as not to establish a predictable pattern and should be performed occasionally by the AUPO.

m. Recording detailed results of weekly mailroom inspections on the current edition of the Functional Area Checklist. The completed and signed report will be maintained on file in the mailroom for six months.

n. Making liaison with the CPO (Attn: Operations) in advance of all unit/detachment deployments to arrange for the establishment of mailing addresses and coordinate mail routing/delivery for deploying personnel, per chapter 9 of this Order.

o. Ensuring sufficient numbers of mail clerks/orderlies are appointed prior to, and during, unit/detachment deployments in both the forward deployed element(s) and rear party, as appropriate, to allow for continuous, uninterrupted mail delivery to all unit personnel.

p. Maintaining strict control of all blank DD Forms 285 (Mail Clerk/Orderly Appointment Card) and ensure all completed DD Forms 285 are properly serialized for accountability.

q. Ensuring that USPS equipment is utilized only for the authorized transportation of U.S. Mail. Using such equipment for personal convenience or trash receptacles is prohibited.

r. Immediately reporting all known or suspected postal offenses to the unit commander, the Consolidated Postal Officer, and the appropriate investigative agency as the situation warrants.

4. UOMM/AOMM. Responsible to the unit CO for the detailed supervision of all official mail practices within the unit. Responsibilities include, but are not limited to:

a. Familiarizing themselves with all applicable references pertaining to their duties and this Order.

b. Supervising the official mail practices within their unit and keeping the unit CO and the installation OMM advised on all matters affecting the unit's official mail program.

c. Contacting the installation OMM upon appointment, to arrange for available training.

d. Ensuring the installation OMM is provided with copies of all letters of appointment for UOMMs and AOMMs.

e. Ensuring the unit's Command Mail Center operates efficiently and serves the functions outlined in reference (e) and chapter 4 of this Order.

f. Ensuring all authorized users of official mail within the unit know when and how to contact their UOMM.

g. Establishing controls on postal expenditures within the unit to create a cost-effective official mail management program; to include strictly limiting all requests for special postal services, Express, Registered, Certified, Insured, and Return Receipt, to those mailings which meet the criteria established by references (c) and (e), for the use of such special services.

h. Ensuring all unit personnel involved in the preparation of outgoing official mail are provided adequate training.

i. Ensuring all outgoing official correspondence/matter generated by the command is sent to the unit Command Mail Center for screening, consolidation where possible, and final inspection/approval for mailing.

j. Inspecting outgoing official correspondence/matter at least once per week at the Command Mail Center to:

(1) Ensure all outgoing official mailings destined for the same address/location are consolidated to the greatest extent possible to reduce official mailing costs.

(2) Ensure official mail addressing standards outlined in reference (e) and other applicable directives are complied with by all unit personnel generating official mail.

(3) Ensure the official mail system is not being used for private or unofficial business. To enforce this, all appointed UOMMs and AOMMs may open for inspection any unclassified matter or articles submitted to the Command Mail Center for acceptance as outgoing official mail, if that matter or article is suspected of failing to comply with the instructions and regulations contained in references (c), (e), and this Order with regard to the authorized use of official mail.

(4) Ensure all outgoing official mailings are enclosed in the smallest envelope possible to reduce mailing costs and are properly, adequately, and securely packaged to prevent loss of, or damage to, the contents.

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(5) Ensure alternate forms of official correspondence distribution (fax, guard mail, courier service, etc.) are being utilized to the greatest extent possible to reduce official mailing cost.

(6) Determine where additional training is needed, and which policies and procedures need additional emphasis.

k. Returning to the originating office for correction, any outgoing official correspondence/matter which is improperly/inadequately packaged, does not contain correct and complete mailing addresses, or does not otherwise conform to current official mail standards.

l. Ensuring all outgoing official matter which has been properly prepared for mailing is transported from the unit Command Mail Center to the servicing post office on a daily basis for final screening, processing, and dispatch.

m. Inspecting incoming official mail at least once per week at the unit's Command Mail Center to ensure official correspondents for the command are:

(1) Using the correct and complete official mailing address.

(2) Complying with the official mail standards as described in paragraph 4j(1) through 4j(5) above; and other existing regulations. Report all noted discrepancies to the originating command/activity OMM (preferably in writing), so they may be corrected in future official mailings.

n. Reporting suspected postal offenses or attempted misuse of official mail to the CO (of the alleged offender) and to the installation OMM.

5. Postal Finance Officer (PFO) and Custodian of Postal Effects (COPE) shall: Supervise the financial operation of the Consolidated Military Post Office (MPO) and all unit post offices. PFO/COPE shall be the responsible custodian of all their accountable postal equipment, funds, and all postal effects as defined in chapter 2, paragraph 2 of this Order. The COPE/PFO shall carry out all duties per the instructions and regulations established by reference (a) and other applicable USPS publications and directives.

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6. Military Postal Clerk. Individuals who are school trained, hold the military occupational specialty (MOS) of 0161, and are officially designated to perform all postal functions in the operation of an MPO. They are responsible for conducting and providing postal services per the instructions and regulations established by the references and all other applicable USPS publications and directives. Responsibilities include, but are not limited to:

a. Being responsible for all postal effects (money orders, stamps, funds, equipment) assigned;

b. Handling only stamp and money order funds assigned to them and shall not handle any other funds;

c. Performing all postal financial transactions in the presence of the mailer/customer. Military Postal Clerks shall not assist in packing, wrapping, or preparation of articles presented for mailing.

d. Ensuring the mailer applies postage stamps to articles presented for mailing. Military Postal Clerks shall not apply postage stamps to articles for the mailer.

e. Expeditiously processing all incoming and outgoing mail matter.

f. Reporting all inquiries and claims concerning loss, rifling, delay, and damage of mail to the Consolidated Postal Officer.

g. Military Postal Clerks in charge of a MPO/COPE shall maintain all required daily statistical data and submit monthly statistical reports to the PFO at the close of business on the last working day of each month or as directed by the PFO or Consolidated Postal Officer.

h. Military Postal Clerks shall not perform the duties or functions of unit mail clerks or mail orderlies under any circumstances. Each unit commander is individually responsible for the assignment and training of qualified personnel to serve in these billets.

COMMAND HEADING

5112  
OFFICE CODE  
DATE

From: Commanding Officer, \_\_\_\_\_  
To: Warrant Officer Iam Motivated, USMC

Subj: APPOINTMENT AS UNIT POSTAL OFFICER

Ref: (a) DoD 4525.6-M  
(b) MCIEAST-MCB CAMLEJO 5112.1

1. Effective this date and per the references, you are hereby appointed as the Unit Postal Officer for this Command.
2. You will be guided in the performance of your duties by the provisions outlined in the references. You are to immediately read and thoroughly familiarize yourself with these references, and contact the Consolidated Post Office (Attn: Postal Inspector) concerning any issues which remain unclear.
3. Your appointment is effective immediately and will remain in effect until your transfer or cancellation in writing, whichever occurs first.

I. M. COMMANDING

Copy to:  
Unit Mailroom  
Serving Post Office

Figure 1-1.--Sample UPO Appointment Letter

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COMMAND HEADING

5112  
OFFICE CODE  
DATE

From: Commanding Officer, \_\_\_\_\_  
To: Gunnery Sergeant James L. Jones, USMC

Subj: APPOINTMENT AS ASSISTANT UNIT POSTAL OFFICER

Ref: (a) DoD 4525.6-M  
(b) MCIEAST-MCB CAMLEJO 5112.1

1. Effective this date and per the references, you are hereby appointed as the Assistant Unit Postal Officer for this Command.
2. You will be guided in the performance of your duties by the provisions outlined in the references. You are to immediately read and thoroughly familiarize yourself with these references, and contact the Unit Postal Officer and/or Consolidated Post Office (Attn: Postal Inspector) concerning any issues which remain unclear.
3. Your appointment is effective immediately and will remain in effect until your transfer or cancellation in writing, whichever occurs first.

I. M. COMMANDING

Copy to:  
Unit Mailroom  
Serving Post Office

Figure 1-2.--Sample AUPO Appointment Letter

COMMAND HEADING

5112  
OFFICE CODE  
DATE

From: Commanding Officer, \_\_\_\_\_  
To: First Lieutenant Ronald J. Smith, USMC  
Subj: APPOINTMENT AS UNIT OFFICIAL MAIL MANAGER  
Ref: (a) DoD 4525.6-M  
(b) MCIEAST-MCB CAMLEJO 5112.1

1. Effective this date and per the references, you are hereby appointed as the Unit Official Mail Manager for this Command.
2. You will be guided in the performance of your duties by the provisions outlined in the references. You are to immediately read and thoroughly familiarize yourself with the references, and contact the Installation Official Mail Manager at the Consolidated Post Office concerning any issues which remain unclear.
3. The following information is provided:
  - a. Official Address: COMMANDING OFFICER  
(ATTN: OFFICIAL MAIL MANAGER)  
UNIT NAME  
PSC BOX XXXXX  
CAMP LEJEUNE, NC 28542-XXXX
  - b. Telephone Number: (910) 451-9999
4. Your appointment is effective immediately and will remain in effect until your transfer or cancellation, whichever comes first.

I. M. COMMANDING

Copy to:  
Command Mail Center  
Installation OMM

Figure 1-3.--Sample UOMM Appointment Letter

COMMAND HEADING

5112  
OFFICE CODE  
DATE

From: Commanding Officer, \_\_\_\_\_  
To: Gunnery Sergeant Robert L. Smith, USMC  
Subj: APPOINTMENT AS ASSISTANT UNIT OFFICIAL MAIL MANAGER  
Ref: (a) DoD 4525.6-M  
(b) MCIEAST-MCB CAMLEJO 5112.1

1. Effective this date and per the references, you are hereby appointed as the Assistant Unit Official Mail Manager for this Command.

2. You will be guided in the performance of your duties by the provisions outlined in the references. You are to immediately read and thoroughly familiarize yourself with the references, and contact the Installation Official Mail Manager at the Consolidated Post Office concerning any issues which remain unclear.

3. The following information is provided:

a. Official Address: COMMANDING OFFICER  
(ATTN: ASSISTANT OMM)  
UNIT NAME  
PSC BOX XXXXX  
CAMP LEJEUNE NC 28542-XXXX

b. Telephone Number: (910) 451-9999

4. Your appointment is effective immediately and will remain in effect until your transfer or cancellation in writing, whichever occurs first.

I. M. COMMANDING

Copy to:  
Command Mail Center  
Installation OMM

Figure 1-4.--Sample AUOMM Appointment Letter

COMMAND HEADING

5112  
OFFICE CODE  
DATE

From: Commanding Officer, \_\_\_\_\_  
To: Unit Postal Officer

Subj: AUTHORIZATION TO RECEIPT FOR AND OPEN ALL OFFICIAL MAIL,  
INCLUDING ALL FORMS OF OFFICIAL ACCOUNTABLE MAIL

Ref: (a) DoD 4525.6-M  
(b) MCIEAST-MCB CAMLEJO 5112.1

1. Effective this date and per the references, the following personnel are authorized to receipt for all official mail, including official accountable mail, addressed to the Commanding Officer, (insert unit title); as well as all other official mail which is addressed to the members of this Command by their duty title.

	<u>NAME</u>	<u>RANK</u>	<u>SIGNATURE</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____

2. Other than myself and those personnel listed above, no other personnel may receipt for any official mail addressed to this Command, unless it is specifically addressed to them by name only; in which case, it shall be handled and delivered in the same manner as personal mail. Ensure that delivery of all official mail is accomplished and verified daily in strict compliance with the provisions of the references.

3. This letter supersedes all previous authorizations, and shall be maintained in the unit mailroom until two years after it has been superseded; at which time it will be destroyed.

I. M. COMMANDING

Copy to:  
Each Authorized Individual

Figure 1-5.--Sample Letter of Authorization (LOA)

Chapter 2

Administration and Operations

1. Administration

a. Postal Personnel

(1) MPOs shall be operated by properly designated personnel.

(2) Military Postal Clerks shall be issued a DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly) which identifies them as a designated postal clerk for MCB CAMLEJ. PFO and COPEs shall be appointed by using DD Form 2257 (Designation/Termination MPC-FPC-COPE-PFO).

b. Postal Effects. All items of stock and funds affecting the postal revenues and funds held in trust for the USPS are known as postal effects. These include postage stamps, stamped paper, funds derived from their sale, blank money order forms, funds received from their issuance, paid money orders, and fees for special services.

c. Supplies Provided By the USPS. At the time of the establishment of an MPO, the USPS will provide postal equipment and supplies necessary for the handling and dispatch of mails and for postal finance and money order service. This includes accountable supplies and equipment such as mail keys, locks, scales, stamps, postal cards, stamped envelopes, blank money order forms, USPS technical publications, and certain expendable supplies such as forms, twine, and labels.

d. Supplies Provided by the U.S. Marine Corps. Provide postal and office equipment such as safes, rubber stamps, cabinets and drawers, office furniture and machines, distribution cases, and sack/pouch racks.

e. COPE and Military Postal Clerk in Charge. Per reference (a), the COPE shall maintain custody of the stamp stock credit assigned to their unit. At the direction of the Consolidated Postal Officer and PFO, the COPE shall assign funds to the Military Postal Clerks in charge/COPE of the MPO. Strict

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accountability and security of all postal funds will be maintained at all times. The PFO, the COPE shall also act as custodian of all accountable USPS stamping devices and imprinters for units which are inactive.

(1) The PFO accepts all unit registered mail daily business from the registry cage.

(2) Only authorized agents included on the letter of authorization signed by the Postal Officer may sign for PFO/COPE registered mail or any other accountable material addressed to the PFO/COPE.

(3) The PFO shall receive a copy of the signed PS Form 3883 and maintain this copy on file until the end of the month. Ensure this copy is inserted with the monthly destroy files. PFO with a witness will open the daily business registered mail. The PFO shall submit and close the business day via Automated Military Postal System (amps.mpsa.mil) and the witness shall count the cash and ensure all documentation on the Unit PS Form 1412 is accurate.

(4) The PFO shall properly prepare DD Form 1131 (Cash Collection Voucher) and the bank deposit slip.

(5) All funds will be taken to First Citizens Bank Camp Lejeune for deposit and credit to the U.S. Treasury account (DSSN 6092). The bank teller will give the PFO three separate deposit vouchers: a. Memorandum Copy (white); b. Confirmed Copy (green); and c. Agency Copy (yellow). The memorandum and confirmed copies will be attached to the DD Form 1131 and taken to MCB CAMLEJ Disbursing Office for electronic transfer to J.P. Morgan-Chase National Bank. The agency copy will return to the PFO's office with a journal voucher stating the electronic transfer was successful and processed for the correct amount deposited.

## 2. Operations

a. General. This section covers operating procedures for MCB CAMLEJ Postal Facilities. The operation of the Military Postal Service shall be in conformity with the postal laws of the U.S., the agreement between the DoD and the USPS, USPS regulations, and directives issued by other competent authority.

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b. Location and Hours of Operation of Post Offices

(1) CPO. The CPO is located in Building 1770 at the corner of McHugh Boulevard and Louis Road. It serves as the administrative headquarters for all MPOs aboard MCB CAMLEJ. The following personnel/sections are headquartered within this facility:

- (a) Consolidated Postal Officer/Director
- (b) Assistant Consolidated Postal Officer
- (c) Postal Chief
- (d) Operations Officer/Chief
- (e) Supply Officer
- (f) PFO
- (g) Custodian of Postal Effects
- (h) Postal Directory Section
- (i) Postal Inspectors Section
- (j) Deployed Mail Section
- (k) Official Mail Section
- (l) Mail Receipt/Dispatch Section
- (m) Accountable Mail/Claims Processing Section

(2) Military Hours of Operation (Building 1770):

M, T, Th, F	Wed	Sat, Sun, Holidays
0800-1630	0800-1300	Closed

c. Military Post Offices. The Consolidated MPO operates six unit post offices within the Camp Lejeune complex. Their locations and hours of operation follow:

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<u>Unit #</u>	<u>Location</u>	<u>Building</u>	<u>Hours of Operation</u>
Unit 1	Camp Johnson	M-129	Services/Express Mail 0830-1530/0830-1300 (M, T, Th, F) 0830-1300/0830-1200 (Wed)
Unit 2	Camp Geiger	TC-1003	Services/Express Mail 0830-1530/0830-1400 (M, T, Th, F) 0830-1300/0830-1200 (Wed)
Unit 3	"D" Street	222	Services/Express Mail 0830-1530/0830-1400 (M, T, Th, F) 0830-1300/0830-1300 (Wed)
Unit 4	Courthouse Bay	BB-54	Services/Express Mail 0830-1530/0830-1400 (M, T, Th, F) 0830-1300/0830-1200 (Wed)
Unit 5	French Creek	FC-312	Services/Express Mail 0830-1530/0830-1400 (M, T, Th, F) 0830-1300/0830-1200 (Wed)
Unit 6	Hospital	100	Services/Express Mail 0900-1430 (M, T, Th, F) 0900-1300 (Wed)

d. Civilian CAMLEJ Branch Post Office. The MCB CAMLEJ Branch Post Office is located in Building 1770 and Tarawa Terrace at the Tarawa Terrace Shopping Center which is operated by USPS personnel with services provided and hours of operation posted on [www.usps.com](http://www.usps.com).

### 3. USPS Mail Collection Boxes

a. USPS mail collection boxes are located throughout MCB CAMLEJ to adequately and conveniently serve the MCB CAMLEJ population. Hours of collection are posted on each box. Control of installation, removal, changes in location, and hours of collection are the joint responsibility of the Consolidated Postal Officer and the Postmaster, Jacksonville, North Carolina. Requests for an increase or decrease in the number of boxes, changes in their location or hours of collection must be submitted to the Consolidated Postal Officer along with justification for each desired change.

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(1) Main Side. (seven boxes) Mess Hall-WC100; Mess Hall-128; Mess Hall HP-227; Mess Hall-FC-303; Mess Hall-411; Mess Hall FC420; and Mess Hall-521.

(2) Camp Johnson-Unit #1. (two boxes) MCX M-19; and Mess Hall M-455

(3) Camp Geiger-Unit #2. (two boxes) Mess Hall G-640, MCX TC-827

(4) Camp Devil Dog. (one box) Adjacent Bldg 1827

(5) Courthouse Bay-Unit #4. (one box) Mess Hall -125

(6) Stone Bay. (one box) Mess Hall Bldg RR-135

(7) Naval Hospital. (one box) Post Office NH-100 room E123

b. Installation of mail collection boxes aboard MCB CAMLEJ by any command or activity is prohibited. The CPO and the USPS will not accept responsibility for mail deposited in unauthorized mail collection boxes. Depositing United Parcel Service, Federal Express, and Deutsche Post correspondence or packages in collection box is not authorized.

4. Security of MPO. The area commander, in coordination with the Consolidated Postal Officer, is responsible for providing adequate security against unauthorized entry of the MPO in their jurisdiction. Precautions shall be taken to prevent access through lowered ceilings. Windows of the post office will be protected by a heavy wire mesh or bars. Field safes provided for safeguarding of registered mail, stamp stock, money order forms, and currency shall be anchored securely to the floor or wall of the building which houses the post office. At no time will area commanders or their representatives maintain or have access to keys to post offices in their areas.

#### 5. Receipt and Dispatch of Mail

a. Receipt. U.S. Mail addressed to personnel and units at MCB CAMLEJ is received at varying times throughout the day, Monday through Saturday, at the CPO, Building 1770. After processing, U.S. Mail is delivered by military vehicles to MPO, for further processing and delivery to unit mail clerks.

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b. Dispatch. All outgoing mail is delivered to the CPO, Building 1770 for further processing and dispatch to appropriate destinations.

6. Unauthorized Transactions

a. MPOs will only accept cash, traveler's checks, or debit/credit cards as payment for postage stamps. Payments for services by check are not authorized. Post offices operated by the USPS are authorized to accept checks as payment for postal services with the exception of money orders which must be paid for with cash, traveler's checks, or debit cards.

b. Postal clerks will not conduct or solicit any business, act as an agent for any individual or commercial business, or receive any money for such services in the performance of their duties.

c. Deposits of money or other articles shall not be accepted by postal clerks for safekeeping.

d. Removal of postage stamps from mail for any purpose is prohibited.

e. Postal clerks shall not accept funds for payment of postage with the intention of affixing the stamps to the article after acceptance for mailing.

f. Postal clerks shall not affix stamps to articles for the mailer. It is the responsibility of the mailer to affix postage to the articles prior to mailing.

7. Non-mailable Matter

a. Non-mailable matter includes all matter which is by law, regulation, or treaty stipulation prohibited from being sent in the mail which cannot be forwarded to its destination because of illegible, incorrect, or insufficient address. Matter is also non-mailable when it fails to comply with postal regulations regarding preparation for mailing, size, weight, or rates of postage.

b. Matter which may not be sent through the mail includes, but is not limited to:

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- (1) Intoxicating liquors
- (2) Habit forming drugs and those drugs, possession of which has been declared illegal by law
- (3) Any articles, composition, or materials which may kill or injure another or damage the mail or other property
- (4) Ammunition and explosives of all types
- (5) Obscene and indecent matter
- (6) Contraband items prohibited from import and export by law
- (7) Lotteries, frauds, and libelous matter
- (8) Any letters, publications, or other items containing any matter advocating or urging treason, insurrection, or forcible resistance to any law of the U.S., or any letter or other matter containing any threat to take the life of or inflict bodily harm upon the President of the United States.
- (9) Publications which violate copyrights granted by the U.S.
- (10) Perishable matter, plant quarantines, switch blade knives, and concealable firearms except under special rules, conditions, and restrictions.
- (11) U.S. Government property intended for personal use, except for those items that have been through authorized agencies of the government and are accompanied by purchase and/or sales receipts.

c. The mailer is responsible for compliance with applicable postal laws and regulations governing mailability and preparation for mailing, as well as non-postal laws and regulations pertaining to the possession, treatment, transmission, or transfer of particular matter. When mailers are in doubt as to whether any matter is mailable they should inquire at their serving post office. All post offices are furnished with listings of non-mailable items, matter mailable only under special rules or conditions, and articles which are prohibited in the mails to MPOs overseas. The mailer will be held liable for introducing non-mailable matter into USPS mail.

8. Inquiries and Claims

a. Inquiries and claims for mail may be filed at any post office. If filed at the office of address, the addressee must be able to furnish sufficient information per the directions listed on the PS Form 1000 to initiate a postal claim for indemnity or loss.

b. When articles are mailed within CONUS and addressed to an addressee within CONUS, inquiries and claims for lost certified, insured, or express mail may be filed by the sender or addressee.

c. Inquiries and claims for lost registered, certified, or insured mail may be filed by the sender 15 days after the date of mailing. Exception: 75 days for Army Post Office and Fleet Post Office surface mail.

d. Inquiries concerning official registered mail may be accepted without regard to the time limits specified if there has been sufficient time for the article to have been delivered and it was addressed to another military installation.

9. Mail Privileges for Confined Personnel. Mail privileges extended to prisoners shall be per the instructions and regulations established in reference (a). Mail for personnel attached to the MCB CAMLEJ pre-trial confinement facility (PTCF) will be readdressed and forwarded, per chapter 7, paragraph 18(h) of this Order.

10. Articles Received in an Unsealed or Damaged Condition. First-Class mail received in an unsealed condition by a Military Postal Clerk shall be endorsed "Received Unsealed." When any article of U.S. Mail is received in a damaged condition, it shall be endorsed "Damaged in Handling in the Postal Service." Such articles will be securely sealed or rewrapped to prevent loss of contents. After proper endorsing and repair, articles shall be initialed and dated by the postal clerk and forwarded to the addressee. Every effort shall be made to match loose articles in the mail with the outer wrapper.

11. Wrapper Found Without Contents. Wrappers found without contents shall not be destroyed. When the contents cannot be located within postal channels, the Consolidated Postal Officer or designated representative shall notify and advise the sender to initiate an appropriate postal claim.

12. Mailing Addresses. Military mailing addresses shall be limited to five lines formatted as shown below:

a. OFFICIAL MAIL

COMMANDING OFFICER  
(ATTN \_\_\_\_\_)  
UNIT TITLE  
PSC BOX 20XXX  
CAMP LEJEUNE NC 28542-0XXX

b. PERSONAL MAIL

GRADE AND FULL NAME  
COMPANY/PLATOON/SECTION  
UNIT TITLE  
PSC BOX 20XXX  
CAMP LEJEUNE NC 28542-0XXX

13. Postal Directory Service. Per reference (a), postal directory service is maintained in order to properly process and deliver mail received at MCB CAMLEJ which is undeliverable as addressed.

a. The Postal Directory Section is located at the CPO, Building 1770. The Postal Directory is a consolidated operation which provides postal directory service for all major commands located aboard MCB CAMLEJ.

b. Postal directory records are based on personnel location information maintained in Marine Automated Postal System. Information on personnel locations is based on the latest unit diary information and is updated by Headquarters, U.S. Marine Corps (HQMC) on a daily basis. Information concerning personnel locations will be used solely for the purpose of forwarding mail.

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14. Use of Guard Mail. All MCB CAMLEJ activities shall use the Guard Mail service when sending unclassified correspondence to addressees located within the MCB CAMLEJ complex. Mailing articles between commands aboard MCB CAMLEJ using appropriated fund postage is prohibited.

15. Transportation

a. The AC/S, G-4 shall provide the Consolidated Postal Officer with adequate transportation assets to meet schedules for collection and delivery of mail.

b. Reliable and lockable, closed bodied vehicles shall be provided for the transportation of U.S. Mail.

c. Postal clerks shall not leave mail vehicles except while loading, unloading, or collecting mail at which time the vehicle shall be kept locked and in plain sight. In case of an accident or mechanical breakdown the postal clerk shall immediately notify Emergency Medical Services, Provost Marshal Office, and the Consolidated Postal Officer, as appropriate.

### Chapter 3

#### Entitlement to use the Military Postal Service

1. General Entitlement. Detailed information concerning the policy governing the entitlement of agencies and personnel to use the Military Postal Service is contained in reference (a). In general, the following personnel and organizations are entitled to use the facilities of the Marine Corps Postal Service:

a. Personnel on active duty in, and units of, the Armed Forces of the United States and the U.S. Coast Guard, and their family members.

b. Accredited technicians on active duty with, and accompanying, the Armed Forces of the U.S.

c. Representatives of the American Red Cross who are citizens of the U.S. attached to, and accompanying, the Armed Forces of the U.S.

d. Such other individuals and organizations, including third country military assistance teams, as may be specifically authorized. Requests for such authorizations shall be submitted to this headquarters (Attn: Consolidated Postal Officer).

e. Civilian personnel employed aboard MCB CAMLEJ are not authorized to receive personal mail at their place of employment. Civilian personnel shall advise their correspondents to use their residence address.

f. DoD personnel and resources may not be used to duplicate services the USPS is obligated by law to provide. Therefore, the receipt of personal mail through UMRs is restricted to personnel residing in military barracks where the USPS does not deliver mail. Personnel residing in military housing or in an off-base quarters where the USPS delivers mail are not authorized to receive personal mail through their UMR or command mail center, and may not use their military address to receive bank statements, credit card invoices, magazine subscriptions, or similar matter. Personnel who have recently joined a unit, and their family members, may use their military address until they establish permanent quarters; however, they must notify all correspondents of a permanent address within 90 days after

joining the command. COs are responsible for ensuring all members of their commands are using the correct mailing address, and only those personnel who are entitled to use the Military Postal System are receiving personal mail through the UMR. Additionally, COs are responsible for ensuring those personnel who are not entitled to use the Military Postal System for the receipt of personal mail are identified, notified of this fact (preferably in writing), and instructed to immediately notify their correspondents to use their residence address for the receipt of all personal mail. After identified personnel have been notified by the CO and been given a reasonable period of time to notify their correspondents of their residence address (no more than 60 days from the date of notification), any residual mail received at the UMR for those notified personnel shall be handled in the following manner:

(1) The mail clerk shall draw a single, diagonal line through the incorrect address on each piece of mail, taking care not to obliterate or cover the addressee's name or original address.

(2) On the reverse (non-address) side of each piece of mail, the mail clerk shall place the endorsement "DUPLICATE MAIL SERVICE" along with the date, unit, and the mail clerk's DD Form 285 card number.

(3) After each piece has been properly reworked and endorsed, all pieces addressed to the same individual shall be neatly bundled along with written certification that the individual is not entitled use of the Military Postal Service, has been notified as such, and was given a reasonable period of time to notify correspondents. The only personnel authorized to sign this written certification are the CO, executive officer (XO), Adjutant, or UPO.

(4) Mail will be returned to the serving post office no later than the next working day.

(5) The serving post office will forward such mail, with the unit's written certification attached, to the CPO where it will be returned to the sender. All written certifications of non-entitlement use of the Military Postal Service shall be maintained on file at the CPO for six months from the date of receipt.

(6) Extreme care shall be taken by the UPO in determining the official or personal nature of each piece of mail being considered for return. If sufficient doubt exists, or if the UPO cannot reasonably determine that a piece of mail is personal in nature, it shall be delivered to the addressee, and the addressee shall be instructed to notify that correspondent of their residence mailing address.

2. Interservice Support Agreements (ISA). No command or activity aboard MCB CAMLEJ shall negotiate or enter into an ISA involving postal matters or support without prior coordination with the Consolidated Postal Officer, Director, MCIEAST-MCB CAMLEJ Postal Officer, via the appropriate chain of command.

Chapter 4

Official Mail Program

1. General. Department of the Navy official mail may be used when mailing official matter which relates exclusively to the business of the U.S. Government. Official mail is not authorized for personal use or for transmitting matter for the promotion of private groups, individuals, or for non-appropriated fund instrumentality activities. The responsibility to determine eligibility of matter for official mail is that of the originating command. Commanders should refer to references (c) and (e) for detailed information regarding the use of official mail.

2. Definition of Official Mail

a. Official mail is defined as any official letter, publication, parcel, or other official matter which relates exclusively to the official business of the U.S. Government, and is mailed using officially funded postage. Additionally, any mail which has an official return address, uses a government agency's indicia, or which contains a billet/duty title in the delivery address is also considered official mail.

b. Official correspondence/matter becomes official mail at the point when it is sealed in an envelope or other mailable container, properly addressed, and is either postmarked by an official postage meter or has an appropriate quantity of official postage stamps affixed, or is placed under the control of the USPS or its representatives, whichever occurs first. Up until that point, it is not considered "mail" and is not subject to Postal laws and regulations in terms of handling, security, or search and seizure considerations. Simply enclosing official matter into an addressed envelope does not make it official mail.

c. Official mail ceases to be categorized as "mail" at the point when it is properly delivered to the addressee or an agent which the addressee has authorized in writing to receipt for and open such mail. Once properly delivered, it has exited the Military Postal System and again becomes correspondence or matter; thus, it is no longer subject to Postal laws or other regulations which govern the security, handling, and delivery of official mail, or search and seizure procedures. Rather, it may be handled and distributed in accordance with the individual

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unit commander's established correspondence distribution practices. Detailed information and procedural instructions relating to delivery of official mail is provided in chapter 7, paragraph 15 of this Order.

### 3. The Unit Command Mail Center

a. COs are required to establish and maintain a unit command mail center to serve as the central point at which all outgoing official matter/correspondence generated by the command is collected, screened for mail-ability, consolidated whenever possible, and approved/prepared for mailing (if appropriate). The unit command mail center should also serve as the central distribution point for all incoming official guard mail/correspondence and the unit's incoming official mail that has already been properly delivered to and opened by an individual authorized by the unit commander in writing. The requirement to establish a unit command mail center extends only to those battalion-level commanders and higher and all company-level commanders who operate a functional mailroom.

b. It is at the unit's command mail center, the appointed UOMM shall monitor/oversee the administration of the command's official mail program and carry out the responsibilities of the UOMM as listed in references (c), (e), and chapter 1, paragraph 4 of this Order.

c. The unit command mail center should be placed in a location where it will best serve the needs of the unit commander, his/her staff, and the appointed UOMM. Ideally, it should be co-located with the unit commander, the headquarters staff, and the UMR. Additionally, it should be accessible, during normal working hours, to representatives from all sections to allow for the daily receipt of incoming official matter/correspondence and the dispatch of outgoing official matter/correspondence by the most appropriate and economical means.

d. Security of the unit command mail center is the responsibility of the individual unit commander. Unit command mail centers should provide for some measure of security for official matter/correspondence during non-working hours. It is recommended rooms/facilities serving as unit command mail centers are lockable, however, this is not a requirement. Keys to the unit command mail center, and after-hours access, may be

maintained and controlled by the UOMM, the AOMM, and the unit Officer of the Day at the discretion of the unit commander. U.S. mail and classified material may not be stored in the unit command mail center under any circumstances.

e. The UMR may not serve a dual purpose as the unit command mail center, as only undeliverable U.S. mail may be stored/processed in the UMR. Unit mail clerks may, however, be assigned collateral duties within the unit command mail center so long as efficiency of operations in the unit mailroom is not compromised.

f. Unit command mail centers should maintain the publications and stock sufficient supplies and equipment necessary for efficient operation. Items which might typically be found in a command mail center are listed below:

- (1) A copy of reference (c)
- (2) A copy of reference (e)
- (3) A copy of this Order
- (4) An assortment of official envelopes in appropriate sizes and sufficient quantities to meet the unit's official mailing requirements. Mid-sized and larger envelopes should be on hand for use in consolidated mailings. Padded and/or reinforced envelopes should be maintained for mailing awards and other odd-shaped or fragile items.
- (5) An assortment of USPS approved packaging tapes, brown wrapping paper, boxes, and mailing tubes as considered appropriate to the individual needs of the command.
- (6) A supply of empty guard mail envelopes.
- (7) A supply of adhesive address labels which have been pre-addressed with the command's official return address, as well as a supply of labels which have been pre-addressed to those activities, agencies, and other official correspondents to whom official mailings are commonly sent.
- (8) Any other administrative, packaging, and postal-related supplies considered appropriate by the unit commander and his appointed UOMM.

4. Postage Metering of Official Mail. The CPO processes all outgoing official mail through an official postage meter machine, to affix the proper amount of postage before entry into the USPS. Therefore, all outgoing official matter that has been submitted to and processed at the unit command mail center, will be either delivered to the serving MPO or to the Official Mail Section at the rear entrance of the CPO, Building 1770 for acceptance, processing, and dispatch. Official mail will not be deposited into mail collection boxes, or delivered to civilian post offices. Official mail found deposited in mail collection boxes shall be returned to the UOMM of the originating command/activity without action.

5. Official Mail Addressing Standards

a. To ensure compatibility with USPS automation requirements, all addresses on official mail shall be typed or printed by other mechanical means (computer generated address labels are acceptable) in upper case letters and shall contain no punctuation except for the hyphen in the ZIP + 4 code. Rubber stamp impressions are not authorized to be used by commands while in garrison. Handwritten or rubber stamped addresses are only authorized for commands actively involved in hostilities or field exercises when there is no other means available to mechanically print the addresses. Official mail addresses (both delivery and return) shall be limited to five lines, formatted with a uniform left margin, and limited to a maximum of 47 characters per line, including spaces; except for the "Name of Activity Line" (third from the bottom) which is limited to 40. On all outgoing official mail, return addresses shall be formatted as depicted in reference (c). Delivery addresses shall also conform to the requirements outlined above and be in the following format:

b. XXXXXXXXXXXXXXXXXXXX.....TITLE OF OFFICIAL IN CHARGE  
XXXXXXXXXXXXXXXXXXXX.....(ATTN: )OPTIONAL LINE  
XXXXXXXXXXXXXXXXXXXX.....NAME OF ACTIVITY LINE  
STREET ADDRESS OR BOX NUMBER...DELIVERY ADDRESS LINE  
CITY STATE ZIP+4 CODE.....LAST LINE

(1) The official mailing addresses depicted consist of up to five lines of information formatted in accordance with USPS requirements. Many of the official mailing addresses contain an optional "Attention" line which will be used and

modified as necessary by different staff sections, offices, or activities within a particular command (except those issued a separate address) to assist in mail sorting/distribution within that command's mailroom and command mail center.

(2) When using the "Attention" line, conform with the requirements described above, i.e., 47 characters per line, etc. The information contained in lines three, four, and five have been programmed into the USPS's automated equipment for sorting purposes and must not be modified whatsoever from that which is shown, per chapter 4, paragraph 5a of this Order.

c. All personnel responsible for addressing official mail shall refer to the Standard Navy Distribution List, the catalog of Navy Shore Activity Address Directory of Post Offices, or the DoD Activity Address Directory for the correct addressing of official mail matter. All addresses must include correct ZIP code; four digit add-ons will be used when sending official mail to Marine Corps addresses or when otherwise known.

6. Use of Special Postal Services. The use of special postal services shall be strictly limited to those instances when their use is required by law, DoD instructions, Marine Corps directives, and this Order, or when specifically authorized in writing by HQMC (MFP-3). Extra fees are charged for the use of these special postal services; therefore, they shall not be used as a matter of convenience or for those mailings which do not qualify for their use. The installation OMM shall determine final eligibility for use. Special postal services authorized for use with official mail are registered, certified, and insured mail; return receipts; restricted delivery; delivery confirmation; signature confirmation; and certificate of mailing. Authorized users of official mail shall consult references (c) and (e), for authorized uses of these special postal services.

7. Business Reply Mail (BRM)

a. When an official return response is required by a command corresponding with a non-DoD organization/activity, use of a business reply envelope or card may be appropriate. Use of BRM is only authorized for official replies/responses to a command and only for matters relating exclusively to command or U.S. Government business. BRM is not authorized for personal use or to obtain replies/response from other DoD

organizations/activities. DoD activities can return such replies at their own expense through official mail channels, saving the U.S. Government any BRM surcharges and accounting fees. Further, the use of pre-metered or self-addressed, stamped envelopes for reply purposes is not authorized on official mail, since the postage placed on the reply envelope or card would be spent, whether or not the reply was returned.

b. The following general guidance on business reply formats is provided:

(1) The BRM format is for use on letter-size envelopes, self-mailers, and cards that exceed the maximum postcard size.

(2) The "Business Reply Card" format is used for all cards that are postcard size.

c. Commands using BRM shall order their stocks through the Document Automation and Production Service using DD Form 844. The BRM permit number of the serving military postal activity shall be pre-printed on all official BRM envelopes and cards. Further, the official mailing address of the user command shall be pre-printed on each envelope/card, per the official mail addressing standards outlined in reference (f). Coordination shall be made with the Consolidated Postal Officer (Attn: Operations) to ensure all contents, format, and addressing requirements are strictly adhered to prior to ordering BRM envelopes/cards.

## 8. Preparation and Endorsement

a. All personnel responsible for the preparation and handling of official mail shall ensure official mail matter is prepared per the instructions and regulations established by references (c), (e), and this Order.

b. It is the responsibility of the originator/sender to specify the class of mail desired/required and request necessary special postal service(s) so the official mailing may be appropriately endorsed at the post office.

9. Official Mail Cost Control Measures

a. DoD and HQMC policy requires that official mailing costs be kept to the minimum necessary to conduct essential government business. Prior to 1 October 1992, all official mail expenditures were funded by HQMC without limit, or tangible incentive to limit, postage expenditures at the installation level. With decentralization of the postal budget in Fiscal Year 1993, however, HQMC has provided each installation commander with a "fixed" annual postal budget which must be effectively managed and efficiently utilized. There is no longer "unlimited" funding available for use in the administration of this Installation's official mail program. It is incumbent, therefore, upon all authorized users of official mail, to become active participants in the installation's Official Mail Cost Control Program by limiting the use of official mail to those mailings which are necessary to conduct essential government business, and actively seeking ways in which to reduce overall postage expenditures.

b. References (c) and (e) list numerous official mail cost saving measures and "helpful hints" for reducing postage costs. Official mail cost control measures include:

(1) Establishing controls on postal expenditures within each unit or activity to create a cost-effective official mail management program, to include strictly limiting all requests for special postal services (Express, Registered, Certified, Insured, Return Receipt) to those mailings which meet the criteria established by references (c) and (e), for the use of such special services.

(2) Ensuring alternative forms of official correspondence distribution (Fax, guard mail, courier service, e-mail) are being utilized to the greatest extent possible to reduce official mail costs.

(3) Ensuring all outgoing official mailings are enclosed in the smallest envelope possible to reduce mailing cost, and that they are properly, adequately, and securely packaged to prevent loss of, or damage to, the contents.

(4) Ensuring all outgoing official mailings destined for the same address/location are consolidated to the greatest extent possible at the unit command mail center to reduce official mailing costs.

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(5) Ensuring the official mail system is not being used for private or unofficial business. Report suspected postal offenses or attempted misuse of official mail to the CO of the alleged offender and to the installation OMM.

c. Official mail cost saving measures outlined in references (c), (e), and this Order will be fully enforced by the installation OMM. To enforce compliance, the installation OMM and appointed UOMMs may open for inspection, any unclassified article or matter submitted for acceptance as official mail, if that matter or article is suspected of failing to comply with the regulations established for the use of official mail.

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Chapter 5

Audits and Inspections

1. Purpose. Postal audits and inspections are conducted to protect USPS interests and to ensure all USPS property and monies are present or accounted for, and such property and monies are being protected, utilized, and disposed of per current postal regulations. They are also conducted to ensure the organization providing the service operates efficiently and without delay, personnel are familiar with and adhere to regulations, and any irregularities which may exist are corrected.

2. Audits and Inspections of MCIEAST-MCB CAMLEJ MPOs

a. Per the provisions outlined in reference (a), the Consolidated Postal Officer or a properly designated inspector shall conduct an unannounced inspection and audit of accountable postal effects and monies, including stamp fixed/flexible credit, money order funds and money orders, and verify the accuracy of all administrative records. The audit shall cover all business transacted since submission of the last report of Inspection of Postal Clerk's Accounts.

b. Audits and inspections of MPOs shall be conducted at no set time and without prior notice to Military Postal Clerks or other personnel having custody of postal funds. Officers conducting audits and inspections shall be familiar with the sources of information and instructions contained in reference (a) and this Order.

c. Care shall be taken that inspections are strict, thorough, and accurate since the performance of the inspection may result in the discovery of irregularities and embezzlement by postal personnel.

d. USPS Inspectors, upon proper identification, are authorized to conduct inspections and audits of MPOs. All personnel of this command shall offer complete cooperation to USPS Inspectors.

e. Additional audits and inspections of MPOs may be ordered when it is considered necessary or desirable.

f. Military postal clerks in charge of MPOs/COPEs shall conduct unannounced audits of postal clerks' accounts. Audits shall be recorded on PS Form 3368 (Fixed Credit Inventory Record). Audit work sheets shall be retained for review by the Consolidated Postal Officer or their assistant until the next regular audit and inspection and then destroyed. Overages and shortages that are not within the established tolerance standards shall be immediately reported to the Consolidated Postal Officer (Attn: PFO).

### 3. Mailroom Inspections

a. The Consolidated Postal Officer, or his/her designated representative, shall inspect all established mailrooms within MCB CAMLEJ at least quarterly. The inspection results shall be reported to the unit CO and copied to the unit's major command headquarters (Attn: Command Inspector General (CIG)).

b. UMRs shall be rated as either mission capable or non-mission capable. Each mailroom shall be evaluated on its own merits and marked accordingly. All reports of mailroom inspections shall be reviewed and the evaluation approved by the Consolidated Postal Officer or his/her designated representative.

c. If available, the unit CO will be briefed by the Postal Inspector, immediately upon completion of all inspections. The XO, Adjutant, or UPO will be briefed if the CO is not available. The CO or XO will be briefed on all inspections resulting in a rating of non-mission capable, unless both are unavailable due to temporary additional duty or leave. If necessary, the Postal Inspector will make an appointment to conduct this brief at the earliest possible time after the inspection.

d. COs shall submit a report of corrective action taken on all findings and discrepancies noted when the inspection results in a rating of non-mission capable. COs shall submit a report of corrective action taken on all findings noted when the inspection results in a rating of mission capable. COs will submit the report of corrective action to their respective major command headquarters (Attn: CIG) with a copy to the Consolidated Postal Officer, no later than 10 working days after the date of receipt of the inspection report.

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e. Non-graded, courtesy inspections may be scheduled for those units returning from extended deployments by contacting the Consolidated Postal Officer (Attn: Postal Inspector). These courtesy inspections will not normally be offered to non-deploying units.

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Chapter 6

Postal Losses and Offenses

1. General. The proper use of postal effects and supplies and the protection and timely transmission of mail are essential elements of an effective and efficient postal system. The administration of the Consolidated MPO must focus on maintaining these elements in accordance with the USPS/DoD Postal Agreement and with service standards established by the DoD. Any incident of known or suspected postal offenses or losses shall be investigated in the most vigorous and expeditious manner.

2. Definition

a. Postal offenses are occurrences which violate laws, agreements, or USPS and DoD regulations, and that jeopardize the security of mail, postal effects, and other USPS/DoD property. These offenses include, but are not limited to:

(1) Theft, destruction, manipulation, misappropriation, or embezzlement of postal funds, blank money orders, money order imprinters, mail keys, stamps, and stamped paper, including meter postage, or postmarking devices

(2) Altering, counterfeiting, forging, or fraudulently passing money orders and other postal paper

(3) Mailing of illegal drugs, pornographic, or other prohibited matter

(4) Loss, theft, rifling, delay, damage or destruction, wrongful delivery, or interception of mail while under the jurisdiction or custody of the Military Postal Service at all levels

(5) Alternate, destruction, or other unauthorized disposition of postal records

(6) Use of mail to defraud

(7) Robbery, burglary, or forceful entry of military postal activities or USPS facilities located on military installations operated by military personnel

(8) Abuse or unauthorized use of MPO privileges

(9) Misuse of DoD official indicia, stamps, and postage meters

b. Postal losses, such as shortages in stamp stock accounts when immediate restitution is made, missing money order vouchers discovered during the course of normal events or routine audits are not required to be reported as a postal offense unless criminal intent is suspected.

3. Notification Upon Discovery. Upon discovery of a confirmed or suspected postal offense, loss, or any irregularity pertaining to the mail, mail equipment, mail keys, money order forms, or postal funds, which are in military custody for transmission, delivery, or use, the following action shall be taken:

a. Any person making such discovery shall immediately inform the CO, who shall telephonically notify the Consolidated Postal Officer. Personnel discovering such offenses should be instructed not to report suspected violations to mail clerks/orderlies or postal clerks as this procedure may forewarn the individual responsible for the violation and hinder any subsequent investigative efforts.

b. Certain incidents, as outlined in chapter 14 of reference (a), require an immediate message be sent to the Military Postal Service Agency. It is of utmost importance that all known and suspected irregularities be reported to this headquarters (Attn: Consolidated Postal Officer) without delay.

c. In the event a post office or mailroom is discovered unsecured the person making the discovery shall immediately isolate the area, permitting no one to compromise the area by entering therein until the arrival of the Consolidated Postal Officer/UPO or their representative, as appropriate.

#### 4. Investigative Action

a. The Consolidated Postal Officer, or a direct representative, upon being notified, will make a determination whether investigative assistance is required or if investigative action should be initiated by the activity concerned.

b. In the event investigative assistance is required the Consolidated Postal Officer will initiate action to obtain such assistance from the appropriate investigative agency.

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5. Submission of Documents. COs will ensure two copies of all pertinent documents concerning postal violations and investigations are immediately forwarded to the Consolidated Postal Officer. Such documents will include, but are not limited to: correspondence pertaining to the incident, reports of investigation, final disposition of the case, and when applicable, a report or disciplinary action taken against the offender(s).

6. Punitive Action

a. The following information has been extracted from the table of Maximum Punishments of reference (f) for the purpose of impressing upon all members of this command the severity of punishments that may be imposed for postal related offenses:

(1) Violation. Article 134, Uniform Code of Military Justice (UCMJ).

(2) Offenses. Wrongly taking, opening, abstracting, secreting, destroying, stealing, or obstructing mail matter while in the custody of any other agency or not yet delivered or received. Depositing or causing to be deposited obscene or indecent postal related material.

(3) Punishments. Dishonorable discharge; forfeiture of all pay and allowances; and confinement at hard labor not to exceed five years.

b. In addition, personnel committing postal related offenses are subject to prosecution for violation of reference (c), and may be prosecuted by Federal courts.

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## Chapter 7

### Mailroom Operations

#### 1. General

a. The purpose of mailroom service is to provide for the prompt and efficient delivery of official and personal mail within a unit and provide mail directory service for personnel assigned to the unit.

b. Mailroom service is considered an integral part of the Military Postal System in accomplishing the handling and delivery of U.S. Mail aboard this installation.

#### 2. Mailrooms

a. A mailroom is a room, enclosure, or any other secure area which serves as a place for unit mail clerks to handle, process, and deliver mail properly and efficiently, and for the temporary storage of undeliverable mail. Mailrooms shall not be referred to as post offices. Mailrooms shall be maintained by mail clerks in a neat, clean, and orderly condition at all times. Only mail, mail records, and essential supplies, equipment, and furniture will be maintained in the mailroom. Mailrooms will not be used to store personal belongings or serve as living quarters.

b. In the absence of a room or screened enclosure, anchored and lockable receptacles may be utilized for the security of mail. U.S. Mail will be retained under lock at all times during the absence of responsible mail clerks/orderlies.

c. While in garrison, establishment of UMRs is restricted to those organizations/activities possessing unit diary capability. Likewise, all organizations/activities possessing unit diary capability are required to formally establish and maintain a functional UMR. Any requests for exceptions to this policy must be submitted to this headquarters (Attn: Consolidated Postal Officer) in writing with justification for the request.

d. Under no circumstances will the mailroom be used for any purpose other than the processing of U.S. Mail. Guard mail, Leave and Earnings Statements, W-2s, and similar administrative

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correspondence will not be processed or stored in the mailroom or intermingled with the U.S. Mail. Likewise, articles shipped through Federal Express, United Parcel Service, or other independent shipping companies are not considered U.S. Mail and will not be processed or stored in the mailroom.

e. The following publications and documents will be maintained in all UMRs or official mail section at all times:

- (1) Current copies of references (d) through (e);
- (2) A copy of this Order;
- (3) A copy of the UMR handling order;
- (4) Signed copies of current letters or appointment for the UPO and AUPO by the CO. All previous letters of appointment are to be considered voided or superseded by the current letters and shall be kept on file in the mailroom for two years.
- (5) A copy of all current DD Form 285 appointing mail clerks/orderlies and DD Form 2260 Unit Mail Clerk/Orderly Designation Log.
- (6) The signed original Mail Orderly Statement of Understanding (Figure 7-1) for each appointed section mail orderly within the unit. These signed originals shall be maintained on file in the UMR for two years from the date of relief/revocation of the mail orderly.
- (7) A copy of all weekly mailroom inspections conducted during the previous six months by the UPO or appointed assistant.
- (8) Monthly/quarterly mailroom inspection reports conducted by the Consolidated Postal Officer or his designated Postal Inspectors during the previous six months.
- (9) The signed original of the CO's current letter of authorization to receipt for and open all official mail to include accountable mail addressed to the "Personnel Authorized to Receipt Official Mail". All previous letters of authorization will be considered voided or superseded by the current letter and will be maintained on file in the mailroom for two years. A battalion-sized mailroom shall maintain on

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file a letter of authorization published by the battalion commander and separate letters of authorization for each of the company commanders whose units do not operate a separate mailroom.

(10) PS Form 3883 (Firm Delivery Receipt) and all prior PS Forms 3883 that have been used to record delivery of official accountable mail during the preceding two years.

(11) The Mail Orderly Receipt Log used to record delivery of ordinary (non-accountable) mail during the preceding six months.

(12) A Mail Directory File Card shall be maintained for each individual currently assigned to the unit as required by references (a) and (c). Refer to chapter 7, paragraph 17 of this Order for instructions on maintaining Mail Directory File Cards.

(13) Copies of unit diaries and other source documents (i.e., morning reports) used during the previous six months to maintain the Mail Directory File.

(14) Leave papers for personnel currently in a leave status or access to Marine Online; and

(15) The mailroom key control log,

f. All empty mail bags, letter trays, flat tubs, and rubber bands will be returned to the serving post office on a daily basis.

### 3. Security/Access to the Mailroom

a. The space identified for use as the UMR must provide for adequate security of U.S. Mail and associated postal records. All mailrooms shall be constructed per the criteria established in chapter 6 of reference (a).

b. The only personnel authorized to enter the UMR are the CO, XO, UPO, AUPO, mail clerks assigned to the mailroom, the Consolidated Postal Officer, USMC Postal Inspectors on inspections or official visits, USPS Postal Inspectors, and working parties in the presence of the mail clerk. Working parties shall be closely supervised while in the mailroom. Section mail orderlies are not allowed access to the UMR.

4. Mailroom Keys/Combinations. In order to preserve the security of U.S. Mail and postal records contained in the UMR, it is vital that control of, and access to, mailroom keys or combinations be strictly and absolutely controlled. UPO shall be responsible for controlling all keys or combinations to the UMR, as outlined in the following:

a. Use of combination style locks on UMRs, while authorized, is not recommended, as it is impossible to know with any certainty whether the combination to such a lock has been compromised. If a combination lock is used, only one individual (the primary mail clerk) may have knowledge of the combination. This is considered critical to proper security of the mailroom. A written record of this combination must be carefully sealed in an envelope and maintained by the UPO in the same manner as described below for duplicate mailroom keys. No other written record of this combination may be made. Mailroom combinations must be changed upon the following occasions:

(1) Assignment of a new primary mail clerk, even on a temporary basis;

(2) Whenever the combination is known or suspected to have been compromised;

(3) Whenever the "duplicate" combination is used to open the UMR;

(4) At least every six months; and

(5) Whenever the unit commander or UPO may so direct.

b. If keyed locking devices are used no more than two keys for each lock on the UMR door shall be made/maintained and no other "master key" may open the UMR. Mailroom keys shall be strictly controlled, per references (a) and (b), and the following:

(1) The original key shall be issued to the primary mail clerk who shall maintain strict control of this key and allow no one to have access to it at any time. Only the CO, XO, UPO, AUPO, and the unit's appointed mail clerks shall be authorized to sign for, or have access to, the key to the UMR. No other personnel, including section mail orderlies, are authorized to sign for, or have access to, the mailroom key for any reason. A key log shall be maintained to keep track of initial mailroom

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key assignment and all changes of custody of the mailroom key between authorized personnel. An entry shall be made in this key log each time custody of the key changes for any purpose or length of time. Mailroom key logs will be maintained in the UMR and will contain the following information at a minimum:

- (a) Date and time of assignment or change of key custody;
- (b) Printed name and legible payroll signature of the individual accepting custody of the key;
- (c) Billet title of the individual accepting custody of the key;
- (d) DD Form 285 Card Number (if applicable);
- (e) Initials of the individual who is relinquishing custody of the key; and
- (f) Initials of the supervisor authorizing the change of custody. The only personnel who may authorize changes of mailroom key custody between mail clerks are the AUPO, UPO, XO, and CO.

(2) The duplicate key (or combination, as appropriate) shall be sealed inside PS Form 3977 (Duplicate Key Envelope) and kept secured in a safe controlled by the UPO and AUPO. Supplies of PS Form 3977 are available through the serving MPO at no cost to the unit. If PS Form 3977 is unavailable a standard postal envelope may be used on a temporary basis, as long as it meets the following design criteria:

- (a) Window envelopes shall not be used;
- (b) Envelopes must be of a design quality that will prevent undetected tampering along any seam without noticeable damage, and cellophane tape must be placed along each seam of the envelope to include the back flap, once the combination or key is sealed inside.
- (c) Envelopes must be of thickness that will prevent combinations from being read through the envelopes themselves.

(3) When sealing duplicate keys or combinations inside PS Form 3977 or other envelopes, two-party integrity must be maintained at all times. The two personnel who actually seal the key or combination inside the envelope shall sign across the back flap once the envelope is sealed, making sure the edge of the sealed flap bisects the entire length of their signatures. Cellophane tape will then be placed on top of the two signatures, the entire length of the sealed flap seam, and along all other seams of the envelope to prevent tampering. Only the CO, XO, the UPO, AUPO, and unit mail clerks are authorized to seal mailroom keys and combinations inside envelopes, and at least one of these must be the CO, XO, UPO, or AUPO.

(4) Should it be necessary for the UPO to use the duplicate key to open the UMR, an entry must be made in the mailroom key log to reflect this fact. The duplicate key must then be resealed in a new envelope following the steps outlined above. Original and duplicate keys should be exchanged at least every six months, to ensure even wear and that both remain functional.

(5) Whenever any mailroom key or combination is lost or otherwise compromised, the lock/combination must be changed immediately to prevent possible unauthorized access to the unit mailroom.

#### 5. Definition of a Mail Clerk

a. A mail clerk is an individual appointed by the UPO to receive, process, and deliver incoming and outgoing mail and to perform directory service at the UMR.

b. Mail clerks are not considered Military Postal Clerks and shall not be referred to as such, or classified with the MOS 0161.

c. Mail clerks are not authorized to transact official postal financial business.

6. Definition of a Mail Orderly. A mail orderly is an individual assigned by a section and appointed by the UPO to handle and deliver incoming mail for their section.

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## 7. Appointment of Mail Clerks/Orderlies

a. UPO or AUPO will appoint no less than two mail clerks to operate their UMR. At least two mail orderlies will be appointed for each section within the unit for the purpose of delivering mail to section personnel. All personnel appointed as mail clerks/orderlies must be of trustworthy and reliable character and meet all other qualifications established in reference (a).

b. UPO and AUPO will use DD Form 285 and DD Form 2260 to designate all mail clerks/orderlies prior to their assuming mail handling duties. For the purpose of legibility and clarity of information, all DD Forms 285 and DD Forms 2260 shall be typewritten, and shall be otherwise prepared, processed and maintained per reference (b). Block 9 of all DD Forms 285 issued to mail clerks shall be marked and initialed to indicate authorization to receipt for "Personal, Except Accountable" and "Official, All." Block 9 of all DD Forms 285 issued to mail orderlies shall be marked and initialed to indicate authorization to receipt for "Personal, Except Accountable" and "Official, Except Accountable." No other variations to this are authorized.

## 8. Training of Mail Clerks/Orderlies

a. COs and their appointed UPO are responsible for ensuring all personnel appointed to serve as unit mail clerks and section mail orderlies receive adequate training prior to assuming mail handling duties. Additionally, commanders must ensure that supplemental or remedial training is provided, annually, to ensure they maintain or improve their proficiency.

b. Immediately upon appointment, but prior to assuming mail handling duties, all personnel appointed to serve as unit mail clerks shall be required to attend the Mail Clerk Training Class taught each month at the CPO (Building 1770). This course of instruction is designed to teach the basic duties and responsibilities of unit mail clerks, the requirements or procedures of operating a UMR, and providing efficient mailroom service. Newly appointed UPOs and AUPOs are required to attend this class immediately upon appointment to gain basic knowledge of mailroom operations and the duties of their appointed mail clerks. Attendance of this class by mail clerks, although mandatory, does not relieve COs of the responsibility for

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ensuring that all appointed mail clerks are thoroughly familiar with their assigned duties. To schedule mail clerks for attendance in the Mail Clerk Training Class, the UPOs must contact the Consolidated Postal Officer (Attn: Postal Inspector Section).

c. COs and their appointed UPO are individually responsible for the training of all their appointed mail orderlies. To ensure mail orderly training is standardized, complete, and appropriately documented, Mail Orderly Statement of Understanding (Figure 7-1) shall be used by all commands who appoint mail orderlies. Training of mail orderlies shall be conducted as described below:

(1) Immediately upon appointment, but prior to assuming any mail handling duties, all personnel appointed to serve as mail orderlies shall receive a thorough training brief from the UPO or AUPO with regard to their specific duties and responsibilities as mail orderlies.

(2) They shall then be required to carefully read and sign one copy of the Mail Orderly Statement of Understanding, indicating that they have received such a training brief and that they fully understand their duties and responsibilities as outlined therein. The UPO/AUPO shall witness the mail orderly's signature and certify such by jointly signing in the space provided.

(3) The signed original Mail Orderly Statement of Understanding for all appointed mail orderlies shall be maintained on file in the UMR for two years from the individual's date of relief/revocation as a mail orderly, and then destroyed.

(4) Each newly appointed mail orderly shall be provided with a second copy of the Mail Orderly Statement of Understanding at the completion of the UPO's brief. Mail orderlies should be strongly encouraged to retain this second copy for use as a guide in the daily performance of their duties.

#### 9. Relief/Revocation of Mail Clerks/Orderlies

a. Upon revocation or relief of an appointed mail clerk, the effective date of relief/revocation shall be entered onto the DD Form 2260 (Unit Mail Clerk/Orderly Appointment Log) and

all copies of the DD Form 285, except the serving post office copy, shall be recovered and destroyed by the UPO. The UPO shall then immediately notify the Consolidated Postal Officer of the effective date of revocation in writing. All DD Forms 2260 shall be retained for two years after the last entry on the log has been revoked.

b. Upon revocation or relief of an appointed mail orderly, the effective date of relief/revocation shall be entered onto the DD Form 2260 and all copies of the DD Form 285 shall be recovered and destroyed by the UPO. There is no requirement to notify the Consolidated Postal Officer of the relief/revocation of mail orderlies.

c. In all cases where mail clerks/orderlies are relieved/revoked for cause or due to an incident or offense which would constitute a breach of integrity or would otherwise cast doubt upon their trustworthiness, commanders must document such revocation on the administrative remarks page of the individual's service record. Such information will prove useful to future commanders and ensure that the individual is not assigned to duties involving mail handling/processing in the future. An example of such an entry is shown in the following: "Date relieved from all duties as a Unit Mail Clerk for cause this date. This action is taken as a result of Non-Judicial Punishment on 950113 for violation of Article 121, UCMJ. Reference (a), prohibits the assignment of personnel of questionable integrity to duties involving mail handling/processing."

10. Responsibilities of Mail Clerks. Mail clerks shall be responsible for the daily operation of the UMR. They shall ensure that the UMR functions efficiently and is operated and maintained in strict compliance with all applicable directives. Specific duties and responsibilities of mail clerks are contained in references (a) and (b). Responsibilities listed in this Order are in addition to or in amplification of those contained in other references. Responsibilities of mail clerks shall include, but are not limited to:

a. Familiarizing themselves with all applicable references pertaining to their duties and those of the unit's appointed mail orderlies.

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b. Keeping the UPO advised and informed on all matters affecting the efficient and proper operation of the unit mailroom.

c. Attending the Mail Clerk Training Class immediately upon appointment and prior to assuming or participating in any mail handling duties.

d. Ensuring that access to the UMR is strictly limited to those personnel listed in chapter 7, paragraph 3 of this Order, and all personnel who enter the mailroom are properly identified and closely supervised.

e. Maintaining strict and absolute control/accountability of the original key (or combination, if applicable) to the mailroom, and allow no one to have access to the key/combination for any purpose, unless authorized by chapter 7, paragraph 4 of this Order.

f. Ensuring all changes of custody of the original mailroom key are properly logged into the mailroom key control log as required by chapter 7, paragraph 4 of this Order.

g. Ensuring they have their DD Form 285 (Mail Clerk Appointment Card) and military ID card in their possession at all times when performing mail handling duties. If the mail clerk's DD Form 285 becomes lost, stolen, or unserviceable, this fact shall be reported to the UPO immediately. Mail clerks must never allow other individuals to have access to their DD Form 285 for any purpose.

h. Reporting to the units serving the MPO every workday to receipt for mail for the unit. Hours for mail call at the MPO shall be established by the Consolidated Postal Officer and posted at each postal facility.

i. Handling all official mail in a safe and secure manner at all times, and ensure prompt, efficient, and proper processing and delivery in strict compliance with applicable directives and chapter 7, paragraph 15 of this Order.

j. Handling all personal mail in a safe and secure manner at all times, and ensure prompt, efficient, and proper processing and delivery is in strict compliance with applicable directives and this Order.

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k. Maintaining a Mail Orderly Receipt Log to include the following information:

(1) Date and time section mail orderlies received mail for the section;

(2) DD Form 285 card numbers and signatures of each mail orderly to whom mail is issued each day;

(3) The section for which the mail orderly is receiving mail; and

(4) If mail is not delivered to an entire section within the unit (except on weekends, holidays, and other non-working days) due to the mail orderly's failure to pick up mail, the mail clerk shall indicate this on the Mail Orderly's Receipt Log and immediately notify the UPO by the end of the work day.

l. Immediately back-stamp all mail upon receipt by stamping the date of receipt on the reverse (non-address) side with a date stamp.

m. Checking the date stamped on the back of all mail being returned to the mailroom to determine if section mail orderlies are retaining mail outside the mailroom overnight. When it is determined mail is being wrongfully retained overnight by the section mail orderlies, the unit mail clerk will immediately back stamp each piece with the current date and notify the UPO so that appropriate action can be taken.

n. Instructing all newly arrived personnel to check with the CPO for any additional mail being held for them.

o. Maintaining an accountable mail log using PS Form 3883 (Firm Delivery Receipt) recording all accountable mail received from the post office and to whom the accountable mail was delivered. Instructions and regulations established by chapter 4 of reference (b) for maintaining the Accountable Mail Log will be followed.

p. Returning undeliverable official accountable mail to the serving post office before the close of business on the same day as received. Official accountable mail may not be retained overnight in the mailroom.

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q. Delivering PS Form 3849 (Delivery Receipt) to mail orderlies and return undeliverable PS Forms 3849 to the serving post office with the reason for non-delivery (e.g., leave, temporary additional duty, transferred, unauthorized absence, etc.).

r. Ensuring DD Form 1115 (Mailroom No Admittance) is completed to show the hours of mail call and is attached to the outside of the mailroom door.

s. Keeping the Mail Directory File current by promptly recording all changes in personnel status affecting mail delivery. Unit diaries are to be screened on a daily basis for information affecting mail delivery. Orders, rosters, change of address cards, check in/out sheets, leave papers, and other legitimate sources of information may be used as source documents for keeping the Mail Directory File current.

t. Immediately reporting any unknown or suspected postal offenses and irregularities to the UPO or the CO.

11. Responsibilities of Mail Orderlies. Mail orderlies serve as the final echelon of the Military Postal Service and shall be responsible for the prompt, efficient, and proper delivery of all mail addressed to the members of their specific work section. Specific duties and responsibilities of mail orderlies are listed in the Mail Orderly Statement of Understanding (shown as figure 7-1).

12. Security and Transportation of Mail, and Protection of Postal Records

a. Mail clerks/orderlies shall handle the U.S. Mail entrusted to them in a safe and secure manner at all times. Mail clerks/orderlies shall be held responsible for any loss or damage caused by their failure to properly handle and deliver mail entrusted to them. Specifically, they must:

(1) Handle/transport mail in a safe and secure manner until proper delivery has been accomplished.

(2) Carefully guard all mail in their custody against loss, theft or damage, and prevent access to the mail in their custody by unauthorized individuals. U.S. Mail must never be left unattended.

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(3) Never transport mail in a privately-owned vehicle (POV) except in emergency situations with specific, prior approval of the Consolidated Postal Officer; and then they are required to travel in the most direct route possible, between the serving post office, UMR, and/or their work section (as appropriate) to process/deliver all mail in their possession. When it is necessary for a mail clerk to utilize a POV to transport mail, the UPO shall request approval for use of a POV from the CPO.

b. Mail shall be transported in a lockable, closed-bodied or covered vehicle if at all possible. If such a vehicle is unavailable and mail must be transported in an open vehicle, the mail clerk/orderly shall ride in the open back of the vehicle with the mail to ensure that none is removed by unauthorized persons or lost in transit. Mail clerks/orderlies shall never leave mail unattended in a vehicle or inter-mingle mail with personal effects or other cargo.

c. During inclement weather, mail clerks/orderlies shall take all necessary precautions to protect the mail from weather damage. Plastic bags or waterproof containers shall be used to cover/protect the mail from water damage, as U.S. Mail bags are not water-proof. Additionally, drainage should be used in the bed of the vehicle whenever there is any possibility that mail may be damaged by dampness or standing water.

d. Mail clerks/orderlies must never violate the sanctity or private nature of U.S. Mail and postal records. Specifically, they must never:

(1) Break or allow to be broken the seal of any mail matter;

(2) Read or allow others to read magazines, newspapers, or other mail matter addressed to the members of their unit/section;

(3) Remove stamps or other forms of postage from the mail entrusted to them for delivery;

(4) Make any record, written or otherwise, of any information contained on any piece of mail (originators name, return address, etc.) for any purpose; and

(5) Release any information regarding mail or postal records (including personal or home addresses, names and/or addresses of correspondents) to any individual for any purpose. Mail clerks/orderlies shall refer all inquiries or requests to the UPO.

13. Delivery of Ordinary Personal Mail. Mail clerks/orderlies shall handle and deliver personal mail in compliance with references (a), (b), and this Order. Mail clerks/orderlies shall deliver, or attempt to deliver, all personal mail directly to the individual it is addressed to on the date of receipt. Personal mail must never be left on racks, placed under doors, in or on desks, or sent through guard mail in order to effect delivery. Likewise, personal mail may not be given to the addressee's noncommissioned officer in charge, roommate, squad leader, or any other individual for subsequent delivery to the addressee unless that individual has been authorized by the addressee in writing to receipt for mail on his/her behalf. Proper delivery occurs when custody of a piece of personal U.S. Mail is directly passed from the hand of the appointed mail clerk/orderly to the hand of the addressee, or to the hand of an agent which the addressee has authorized in writing to receipt for mail, and then only after the identity of the addressee/agent has been properly verified.

14. Delivery of Personal Accountable Mail

a. Accountable mail is Express, Registered, Certified, and Insured. Mail clerks/orderlies are not authorized to receipt for, handle, or deliver personal accountable mail; therefore, any such mail that they may inadvertently receive from the post office/mailroom (as appropriate) shall be immediately returned to the serving post office for proper processing and delivery to the addressee.

b. All personnel must receipt for their personal accountable mail directly from their serving post office. Personnel in receipt of personal accountable mail will be notified by the serving post office through the use of PS Form 3849 (Notification of Personal Accountable Mail).

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c. PS Forms 3849 shall be prepared by the serving post office and delivered to the unit mail clerk along with the unit's mail. PS Forms 3849 must be handled and delivered, through the addressee's section mail orderly, in the same manner as personal mail with regard to security and delivery procedures.

d. Whenever PS Forms 3849 are undeliverable by reason of the addressee being on leave, or otherwise permanently or temporarily absent from the unit, suitable notation shall be made on the reverse side of the form to indicate the reason for non-delivery (e.g., "Addressee on leave until (Date)"). The mail clerk will then place his legible payroll signature, DD Form 285 card number, and the current date adjacent to the reason for non-delivery and return it to the serving post office. PS Form 3849 shall not be forwarded to the transferred personnel under any circumstances.

#### 15. Handling and Delivery of Official Mail

a. Official Mail. As defined in chapter 4, paragraph 2 of this Order, and shall be handled, processed, and delivered in strict compliance with this paragraph. Official mail can be divided into two types, accountable and ordinary. All official mail sent or received as Express, Registered, Certified, Insured, or other special numbered USPS services are considered "accountable," and must be covered by a continuous chain of receipts until proper delivery has been made. All other official mail is considered "ordinary."

b. Handling and Delivery. Mail clerks/orderlies must understand that each of these two types of official mail (accountable and ordinary), is sub-divided into two categories as described in the following:

(1) Category 1. Official mail which, because it is addressed to an individual by their name (or rank and name) only and whose delivery address does not contain a billet/duty title, was intended for delivery to a specific individual only and must be handled and delivered in the same manner as personal mail. An example of this is a Master Brief Sheet mailed by HQMC to a specific individual. Although technically considered official mail by strict definition, it relates to the private, personal business of the addressee only and it must, therefore, be delivered directly to the addressee, or forwarded if the addressee has transferred.

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(2) Category 2. Official mail addressed to any member of their staff/organization by their billet/duty title (or a combination of their name and billet/duty title), must be delivered directly to the unit commander or to an individual which the CO has authorized in writing to receipt for such mail. Important Note: Although a piece of official mail is addressed to an individual by their billet/duty title (such as Adjutant or Supply Chief), the unit CO is considered to be the true addressee and not the individual whose billet/duty title (or name and billet/duty title) is included in the delivery address. For that reason, official mail which may be addressed to the "Facilities Chief" (for example) may not be delivered to that individual, unless he is specifically named on the CO's most current letter of authorization. It must first be properly delivered to an authorized individual, at which time it is no longer in the Military Postal System and the characterization as "mail" is not applicable. It is now considered as "matter" or "correspondence" and can be routed to the Facilities Chief.

c. Delivery of official mail shall be accomplished in strict compliance with the following:

(1) For "Ordinary" Official Mail in Category 1 Above. Mail clerks/orderlies shall ensure prompt handling and delivery directly to the addressee or to an individual whom the addressee has authorized in writing to receipt for mail. In all cases, this official mail will be handled, delivered, and/or forwarded in exactly the same manner as personal mail.

(2) For "Accountable" Official Mail in Category 1 Above. Mail clerks/orderlies shall ensure prompt delivery of PS Form 3849 (Delivery Receipt) directly to the addressee or return it to the serving post office, as described in chapter 7, paragraph 14 of this Order, if it is undeliverable.

(3) For "Ordinary" Official Mail in Category 2 Above. Mail clerks must ensure prompt handling and delivery to the CO or to authorized personnel listed on the CO's most current letter of authorization. Mail clerks shall require all personnel accepting receipt of official mail to present a valid Common Access Card (CAC) to establish positive identification. Personnel accepting receipt of such mail will be required to sign and date the Mail Orderly Receipt Log, as evidence of

receipt. Mail orderlies are not authorized to handle or deliver this type of official mail unless they have been specifically named in the CO's most current letter of authorization to receipt for such mail.

**Important Notice:** When official mail of this type has been properly delivered to the CO or authorized personnel (as described above), it is no longer considered "mail" and may be handled and distributed accordingly. Therefore, at the discretion of the unit CO it is recommended that this type of official mail be delivered in bulk to a single authorized individual each day (such as the unit OMM), whom may open and/or distribute through the unit's command mail center.

(4) For "Accountable" Official Mail in Category 2 Above. Because official accountable mail routinely contains controlled, sensitive, high-value, or classified matter, it is considered critical that it be handled and delivered in strict compliance with all applicable references, and the following:

(a) At the serving post office, mail clerks will sign for their unit's official accountable mail on a PS Form 3883 (Firm Delivery Receipt), after presenting a valid CAC and DD Form 285 card indicating authorization to receipt for "official (All)."

(b) In the unit mailroom, mail clerks shall prepare this mail for delivery by carefully and legibly listing all official accountable mail in the PS Form 3883. Instructions, regulations, and procedures established by reference (b) for completing and maintaining the PS Form 3883 shall be strictly adhered to.

(c) Mail clerks must ensure secure handling and prompt delivery of all official accountable mail directly to the appropriate individual or to an individual whose name is included on that CO's most current letter of authorization to receipt for such mail. Mail clerks shall require all personnel who receipt for this type of official mail to present their valid CAC to establish positive identification and ensure the individual is listed on the CO's most current letter of authorization, prior to delivery of official accountable mail. Personnel who receipt for official accountable mail shall be required to legibly sign and date the PS Form 3883, to officially document proper delivery of each item listed therein.

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Mail orderlies are not authorized to receipt for official accountable mail unless they have been specifically named in the CO's most current letter of authorization to receipt for such mail.

**Important Notice:** Once this type of official mail has been properly delivered to the CO or his authorized agent (as described above), it is no longer considered "mail" and may be handled and "distributed" accordingly. Therefore, at the discretion of the unit CO, it is recommended this type of official mail be delivered in bulk to a single authorized agent each day (such as the unit OMM or classified material screening point) who may open and/or make distribution as appropriate through the unit's command mail center.

(d) Official accountable mail may not be retained in the UMR overnight; therefore, all undeliverable official accountable mail must be returned to the serving post office before close of business hours. Whenever it becomes necessary to return undeliverable official accountable mail to the serving post office, a continuous chain of receipts shall be maintained using PS Form 3883.

16. Instructions for the Use of Change of Address Cards

a. COs shall require all personnel reporting in and detaching from the unit to report to the UMR for the completion of postal directory records and change of address cards.

b. Mail clerks shall ensure all personnel reporting into and departing from the unit are advised to notify their correspondents and publishers of their new mailing address. Notifications to publishers should be made four to six weeks prior to the date of transfer.

c. Mail clerks shall require all individuals reporting into the unit to complete a change of address card indicating their new mailing address and date of reporting. The mail clerk shall send the card to the individual's former command. The mail clerk shall also complete the initial portion of the Directory File Card.

d. Mail Clerks shall require all individuals being reassigned or transferred to complete one change of address card indicating their new duty station and estimated date of arrival

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(EDA). The mail clerk shall send this card to the individual's new command. The mail clerk shall also complete the remaining sections of the individual's Directory File Card.

#### 17. Mail Directory File System

a. Units operating mailrooms are required to maintain a single mail directory file system, per references (a) and (b). The purpose of the Mail Directory File System is to provide information for the proper and timely forwarding of mail for personnel attached to the unit and personnel who have transferred from the unit. The following instructions on the maintenance of the Mail Directory File System are in addition to, or amplification of, the information provided in references (d) and (e).

b. The Mail Directory File System for UMRs shall consist of Mail Directory File Cards (NAVMC 10572) and change of address cards containing the required information. Directory File Cards will be arranged alphabetically by last name regardless of the grade or status of the addressee.

c. Mail clerks shall fill out a Directory File Card on each individual checking into the activity. Each Directory File Card will record the individual's last name, first name, middle initial, grade, EDIPI, section or department, and previous mailing address. The unit diary and other sources of information will be used only as secondary sources of information.

d. When personnel check-out of the UMR, the mail clerk shall enter a complete military forwarding address and EDA or a complete home address on the individual's Directory File Card. The mail clerk shall have the individual sign and date the Directory File Card in the appropriate blocks. The unit diary and other sources of information are only to be used as secondary sources of information.

e. Temporary changes in status (e.g., hospital, temporary additional duty (TAD), unauthorized absence (UA)), together with the date of the change will be entered on all Directory File Cards. Upon the return of the individual to the activity appropriate notation will be made, initialed, and dated. Leave entries are not required to be recorded. If mail is to be forwarded, a complete forwarding address shall be recorded on the Directory File Card.

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f. Discard dates shall be recorded on all Directory File Cards of transferred personnel. Mail is to be forwarded for one year after the date of detachment. The discard date shall be recorded in the space provided on the Directory File Card. The discard date will be 13 months from the date of departure with the discarding of the Directory File Card occurring during the first week of the 13th month. For example, if an individual departs the activity during October 2011 the discard date for that Directory File Card would be November 2012. TAD and student personnel attached to the activity for six months or less will receive mail forwarding service for three months. The discard date recorded on the Directory File Card will be the fourth month from the date of departure with discarding of the Directory File Card occurring during the first week of the fourth month.

g. Mail Directory File Cards shall be maintained until the recorded discard date. During the first week of each month, Directory File Cards with discard dates of that month will be removed from the Mail Directory File and completely destroyed.

h. It is mandatory all personnel check-in/out with the UMR which will enable the mail clerk to maintain current mailing information and files.

i. When a change of address card from a transferred individual is received notifying the mailroom of a new mailing address, the mail clerk shall attach the change of address card to the front of that individual's Directory File Card. The change of address card will become a permanent part of the Directory File Card for that individual.

#### 18. Processing of Mail by Category of Addressee

a. Transferred Personnel. Mail clerks shall readdress mail addressed to transferred personnel by drawing a single diagonal line through the incorrect portion of the address, taking care not to obliterate the addressee's name or original address. The mail clerk will write the new forwarding address on the front (address side) of the article and circle it. The forwarding address shall be written in a neat and legible manner and always include the city, state, and zip code. City names will never be abbreviated. The addressee's EDA will be included on all mail being forwarded to a military address. Failure to include an

EDA may cause the mail to be "Returned to Sender, Addressee Unknown." If addressee information is incomplete on the mail (e.g., first name, middle initial, last name, and rank), the mail clerk will add the missing portions to assist in the future delivery.

b. TAD. Mail for personnel who are TAD for 30 days or less will be held in the mailroom for safekeeping until the addressee's return, unless forwarding has been specifically requested in writing by the individual or when TAD locations are within the MCB CAMLEJ. Mail for personnel who are deployed shall be processed per chapter 9 this Order. The mailroom shall maintain official documentation showing TAD dates for all mail being held. Mail for personnel TAD in excess of 30 days shall be forwarded until two weeks prior to the designated return date, unless the addressee has provided the mailroom with written instructions to hold the mail until his return.

c. Leave. Mail addressed to personnel who are on leave shall be held in the mailroom for safekeeping until the addressee's return, unless the addressee has provided the unit mailroom written instructions to forward mail. To facilitate the monitoring of leave mail, the UMR will be supplied copies of all leave papers. Copies of leave papers will be held until the addressee has returned from leave and the mail properly delivered. Mail clerks must be kept informed of all authorized leave extensions.

d. UA/Deserter. Mail for personnel in an UA status shall be held in the UMR until the addressee has returned or has been declared a deserter. If mail addressed to UA personnel has not been claimed after 30 days, the mail clerk shall endorse each piece "Moved Left No Address" along with the date, unit, and the mail clerk's DD Form 285 card number. All mail for that individual will then be neatly bundled and returned to the serving post office with written certification of the addressee's deserter status. This written certification shall include a unit diary number and date. The only personnel authorized to certify the status of personnel declared as deserters are the CO, XO, and UPO. Endorsement such as "Deserter," "absent without leave," and "UA" will not be placed on the mail.

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e. No Record. Mail received by the mail clerk to addressees for which there is no record available will be returned to the serving post office no later than the next working day. The mail clerk will draw a single diagonal line through the incorrect portion of the address, taking care not to obliterate or cover the addressee's name or original address. On the reverse (non-address) side of the article, the mail clerk will put the endorsement "NO RECORD" or "NR" along with the date, unit, and the mail clerk's DD Form 285 card number. Mail clerks must carefully check all available sources in an attempt to locate an addressee prior to returning mail to the post office as "NO RECORD."

f. Missent. Organization/activity mail in receipt of inadvertently addressed to another organization/activity. Missent mail shall be returned to the serving post office no later than the next working day. Missent mail will be endorsed on the reverse (non-address) side by the mail clerk as "MISSENT" or "M/S" along with the date, unit, and the mail clerk's DD Form 285 card number.

g. Deceased/Casualty Mail

(1) Mail addressed to personnel who are deceased shall be held in the UMR pending notification of the primary next of kin (PNOK). This mail may be held as long as necessary to preclude inadvertent disclosure of casualty status prior to official notification of the PNOK. Once the CO has obtained absolute verification the PNOK has been notified, all mail being held shall be returned to the sender or forwarded to the PNOK per the PNOK's wishes. This verification may be obtained by contacting the Marine Corps Casualty Assistance Branch at the following telephone numbers:

Commercial: (703)784-9512                      DSN: 278-9512

(2) After obtaining verification that the PNOK has been notified, mail addressed to deceased personnel shall be neatly bundled and returned to the serving post office along with written certification of the addressee's status, the PNOK has been notified, and the PNOK's instructions for disposition of mail. The only personnel authorized to sign this written certification are the CO, XO, Adjutant, or UPO. If the PNOK desires the mail be forwarded, the unit mail clerk shall readdress each piece to the PNOK by drawing a single diagonal

line through the incorrect portion of the address, taking care not to obliterate the addressee's name or the original address, and writing the PNOK's complete forwarding address on the front (address side) of the article and circle it. The PNOK's forwarding address shall be written in a neat and legible manner and always include the city, state, and zip code.

(3) The serving post office will then forward this mail to the CPO where it will be processed for forwarding to the PNOK or returned to the sender, per the instructions on the attached certification.

(4) Under no circumstances will endorsements such as "deceased," "dead," or "casualty" be placed on the mail.

h. PTCF

(1) Mail for personnel attached to the PTCF at MCIEAST-MCB CAMLEJ shall be forwarded using the following address:

Building 1041  
Marine Corps Base  
PSC Box 20140  
Camp Lejeune NC 28542-0140

(2) Endorsement such as "Brig" or "Confined" shall not be placed on the mail.

i. In the Hands of Civilian Authorities (IHCA). Mail addressed to personnel who are IHCA shall be forwarded under separate cover (enclosed in an official envelope) and addressed in care of the appropriate place of civilian confinement. A letter of explanation will be enclosed to the sheriff or senior member of the civilian confinement facility, requesting delivery of subject mail or return if the addressee has been transferred or released.

j. Naval Hospital

(1) Mail addressed to personnel who are hospitalized at MCB CAMLEJ shall be forwarded using the following address:

Ward# \_\_\_\_\_ (if known)  
Naval Hospital  
Marine Corps Base  
PSC Box 10100

Camp Lejeune NC 28547

(2) Mail for personnel who have been admitted to civilian and military hospitals away from MCB CAMLEJ shall be readdressed and forwarded, if it is determined that hospitalization will be of such duration that mail will reach the addressee prior to release from hospitalization.

19. Miscellaneous Instructions

a. When mail clerks/orderlies receive articles that have been badly damaged or when it appears that items may be missing due to damage (severely torn wrappers), it is recommended the article be opened by the addressee in the presence of the UPO. When it has been determined that articles are missing or damaged, the addressee will be instructed to present the damaged article together with the wrapper and packaging material to the serving post office where a claim, inquiry, or complaint can be filed.

b. Letters received by mail clerks/orderlies that are unsealed shall be handled as follows:

(1) Endorse "Received Unsealed"

(2) Before delivering or forwarding, affix Label 21 "Officially Sealed," and initial. Label 21 can be obtained from your serving post office.

c. Special delivery mail is handled and transported according to the class of mail. No special delivery service will be given to mail delivered through the Military Postal Service. Under certain circumstances, such mail is given immediate delivery at a civilian post office of address; this service is not provided by military activities. Personnel are reminded that payment of special delivery fees does not ensure safety of delivery or provide for payment of indemnity.

d. Collect on Delivery mail inadvertently received at UMRs will be returned to the serving post office for forwarding to the Camp Lejeune Branch Post Office, (Building 1770), MCB CAMLEJ.

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e. Units/sections shall ensure individuals or offices receiving misrouted mail immediately return such mail to the mailroom or serving post office for proper delivery to the addressee.

f. Mail opened by mistake shall be resealed, endorsed "Opened by Mistake," signed and dated by the person opening the mail, and returned to the UMR or serving post office for forwarding to the correct addressee.

20. Preparation of Mail to be Returned to the Post Office

a. Mail clerks shall separate and bundle mail being returned to the serving post office according to the following categories:

(1) On-base/missent (letters and flats bundled separately);

(2) Off-base (letters and flats bundled separately);

(3) No record/moved, left no address (letters and flats bundled separately);

b. All mail being returned to the serving post office will be neatly bundled with each piece facing the same direction, address side to the front.

c. Each bundle of returned mail shall be bound with rubber bands and labeled or tagged to indicate the appropriate category (i.e., on-base, off-base, and no record).

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## MAIL ORDERLY STATEMENT OF UNDERSTANDING

### 1. GENERAL INFORMATION

a. With my appointment as a Mail Orderly, I understand that I am a direct representative of the Military Postal Service as such, have been entrusted with the responsibilities associated with the daily handling and delivery of U.S. Mail to the members of my section. Personnel appointed as Mail Orderlies must meet strict eligibility criteria and clearly demonstrate the highest levels of trustworthiness and integrity at all times.

b. As a Mail Orderly, I understand that I am legally bound to perform my duties in strict accordance with my Commanding Officer's unit mail handling order and this Statement of Understanding. Further, I understand that I am morally obligated to my fellow command members, to perform my duties in a highly proficient and professional manner at all times. I have been advised, therefore, and fully understand that any failure to strictly adhere to the regulations which govern the handling and delivery of U.S. Mail will not be tolerated and is punishable under Articles 92 and/or 134 of the Uniform Code of Military Justice. In addition, I understand that if I commit offenses against the U.S. Mails, I am subject to Federal prosecution under Title 18, U.S. Code.

### 2. SECURITY/PROTECTION OF MAIL

a. My DD Form 285 (Mail Orderly Appointment Card) is a carefully controlled item, and must at all times, be in my possession along with my military ID card when performing mail handling duties. If my DD Form 285 becomes lost, stolen, or unserviceable, I must report this fact to my unit Postal Officer immediately. I must never allow another individual to have access to my DD Form 285 for any purpose. If I am transferred or reassigned to another section within my unit, I must report to my unit Postal Officer to relinquish my DD Form 285 prior to the effective date of my transfer or reassignment.

b. I must handle all U.S. Mail entrusted to me in a safe and secure manner at all times. I will be held responsible for any loss or damage caused by my failure to properly handle and deliver the mail entrusted to my care. Specifically, I must:

(1) Handle/transport mail in a safe manner until proper delivery has been accomplished.

(2) Carefully guard all mail in my custody against loss, theft, or damage, and prevent access to the mail in my custody by unauthorized individuals. I must never leave U.S. Mail unattended.

(3) During inclement weather, I must take all necessary precautions to protect the mail from water damage, as U.S. Mail bags are not waterproof.

(4) I must never transport mail in a private vehicle, except emergency situations with prior approval of the unit Postal Officer, and then I am required to return, in the most direct route, to my work section to effect proper delivery of all mail in my possession.

c. I must never violate the sanctity or private nature of U.S. Mail and postal records. Specifically, I must never:

(1) Break or allow to be broken, the seal of any mail matter.

(2) Read or allow others to read magazines, newspapers or other mail matter addressed to the members of my section.

(3) Remove stamps or other forms of postage from the mail entrusted to me for delivery.

(4) Make any record, written or otherwise, of any information (originators name, return address, etc.) contained on any piece of mail for any purpose.

(5) Release any information regarding mail or postal records (including personal or home addresses, names and/or addresses of correspondents, etc.) to any individual for any purpose. I will refer all inquiries and requests for such information to my unit postal officer.

d. I must report any known or suspected postal-related offenses to my unit postal officer, assistant unit postal officer, or commanding officer immediately.

### 3. RECEIPT OF MAIL

a. I understand that I must report to my unit mail room every workday in accordance with the schedule published in my commanding officer's unit mail handling order, to receipt for incoming mail for the members of my section. If for any reason I am unable to fulfill this daily requirement, I must ensure that another appointed Mail Orderly from my section does so.

b. When receipting for the mail for my section, I must carefully screen all mail received, immediately remove all missent mail, accountable mail, and any official mail whose delivery address includes a billet title, and return it to the unit mail clerk prior to leaving the vicinity of the unit mail room.

c. At the time that I accept custody of the mail each day, I must place my DD Form 285 card #, the current date, and my payroll signature on the Mail Orderly Receipt Log in a neat and legible manner, to officially certify that I have received the mail for my section and am responsible for its safe, secure, efficient, and proper handling and delivery.

d. If no mail is available for my entire section at the designated time, I will note this fact on the Mail Orderly Receipt Log, sign and date the entry, and immediately notify my unit postal officer.

e. To assist in the timely and efficient delivery/forwarding of mail, I must make every effort to know every member of my section and what their current status is each day (TAD, on leave, UA, hospitalized, special liberty, transferred, secured early, etc). I may use up-to-date rosters, morning reports, and other official source documents to accomplish this.

4. HANDLING AND DELIVERY OF PERSONAL MAIL

a. Block 9 of my DD Form 285 has been marked and initialed to indicate "Personal, Except Accountable." This authorizes me to receipt for, handle, and deliver all forms of non-accountable personal mail addressed to the members of my section. I understand that I am not authorized to handle or deliver personal accountable mail (registered, numbered insured, certified, and express). Any personal accountable mail that I may inadvertently receive from the unit mail room, must be immediately returned to the unit Mail Clerk for subsequent return to the serving post office.

b. I must personally deliver all non-accountable personal mail that I receive from the unit mail room, directly to the individual it is addressed to on the same day I receive it. Personal mail must never be left on racks, under doors, in or on desks, sent through guard mail, etc., in order to effect delivery. Likewise, personal mail may not be given to the addressee's OIC/NCOIC, roommate, squad leader, or any individual for subsequent delivery to the addressee; unless that individual has been authorized by the addressee in writing to receipt for mail on his/her behalf. Proper delivery occurs when custody of a piece of U.S. Mail is directly passed from the hand of the appointed Mail Orderly to the hand of the addressee, or to the hand of an agent which the addressee has authorized in writing to receipt for mail, and then only after the identity of the addressee/agent has been properly verified.

c. I must personally deliver all PS Forms 3849 (Notification of Personal Accountable Mail) directly to the addressee as early as possible on the date I receive them. PS Forms 3849 shall be treated/handled in the same manner as personal mail with regard to security and delivery procedures.

d. Any personal mail or PS Forms 3849 which cannot be properly delivered as described above, are considered "undeliverable." As a Mail Orderly, I am not authorized to retain undeliverable personal mail outside the unit mail room overnight; therefore, all personal mail and PS Forms 3849 which cannot be personally delivered to the addressee/authorized agent, must be returned to the unit mail room for overnight storage or forwarding as appropriate, on the same day I receive them. When returning undeliverable personal mail and PS Forms 3849 to the mail room, I must provide the Mail Clerk with written documentation (i.e. post-it note or other documentation) indicating the reason for non-delivery. I must never deface any piece of mail by writing directly onto it for any reason.

e. When delivering mail to the addressee, I must advise all personnel not using a correct and complete address to immediately notify their correspondents (preferably in writing) as to their correct mailing address.

5. HANDLING AND DELIVERY OF OFFICIAL MAIL

As a Mail Orderly, I am only authorized to handle and deliver official mail in a limited capacity. Block 9 of my DD Form 285 has been marked and initialed to indicate "Official (Except Accountable);" therefore, I am authorized to receipt for, handle, and deliver ONLY those ordinary (non-accountable) forms of official mail which are addressed to the members of my section by their name (or rank and name) only. I understand that this mail, although considered to be official, must be handled and delivered in exactly the same manner as personal mail, as described in paragraph 4a through 4e above. I further understand that I am NOT AUTHORIZED to receipt for, handle, or deliver any form of official accountable mail (registered, numbered insured, or certified); or any ordinary official mail which is addressed to an individual by billet/duty title (i.e. Commanding Officer, Adjutant, Supply Chief, "Commanding Officer of," Training NCO, etc) or by a combination of name and billet/duty title (i.e. Admin Chief (Attn: SSgt Jones)). Any official accountable mail or official mail whose address includes a duty title that I may inadvertently receive from the unit mail room, must be immediately returned to the unit mail clerk for proper processing and delivery.

6. CERTIFICATION

By my signature hereon, I certify that I have read this Statement of Understanding and fully understand my duties and responsibilities as outlined herein. Further, I have been personally verified by my Unit Postal Officer and/or my Assistant Unit Postal Officer with regard to my duties and responsibilities, and fully understand the consequences of my failure to perform them precisely as described above. I have received a copy of this Statement of Understanding to guide me in the daily performance of my duties as a Mail Orderly.

UNIT POSTAL OFFICER'S PRINTED RANK/NAME: \_\_\_\_\_

UNIT POSTAL OFFICER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

MAIL ORDERLY'S PRINTED RANK/NAME: \_\_\_\_\_

MAIL ORDERLY SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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## Chapter 8

Suspicious Packages

1. General. The likelihood of ever receiving a bomb or chemical/biological agent in the mail is remote. However, a number of explosive devices and chemical/biological infected articles have been mailed over the years resulting in death, injury, and destruction of personnel and property. Motives for sending chemical/biological agents and mail bombs are wide ranging. They are often sent for revenge, extortion, terrorism, business disputes, or other reasons. All personnel involved in mail handling duties should be trained to recognize the typical characteristics and the immediate action to take should they discover a suspected mail bomb or chemical/biological agents.

2. Typical Characteristics. A bomb or chemical/biological agent can be easily enclosed in either a letter or a parcel, and its outward appearance is limited only by the imagination of the sender. They may appear to be either official or personal mail and will typically target high ranking officials; however, this is not always the case. Mail bombs or chemical/biological agents may or may not exhibit one or more of the following characteristics. They may:

- a. Bear restricted endorsements such as "personal" or "private;"
- b. Bear an inaccurate addressee's name and/or title;
- c. Have distorted handwriting, or the name and address may be prepared with homemade labels or cut-and-paste lettering;
- d. Have protruding wires, aluminum foil, or visible oil/grease stains;
- e. Give off an unusual smell (almonds or marzipan) or powder.
- f. Bear an excessive number of postage stamps;
- g. Have a small pin hole in the wrapping for removal of a safety wire;
- h. Exhibit springiness on one or more sides if it contains a pressure release detonating device;

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- j. Feel rigid or appear uneven or lopsided;
- k. Be unprofessionally wrapped with several combinations of tape;
  - l. Be endorsed with "Fragile," "Handle with Care," "Rush," "Do Not Delay," or similar markings; and
  - m. Make a buzzing or ticking noise, or sloshing sound.

3. Immediate Action. Remember the likelihood of ever receiving a bomb or chemical/biological agent in the mail is remote; however, if sufficient reason exists to believe that a letter or parcel may contain chemical/biological agent or explosive device follow the steps listed below. DO NOT take a chance or worry about possible embarrassment if the item turns out to be innocent. Upon discovery of a suspected mail bomb or chemical/biological agent:

- a. Do not attempt to open the suspected item;
- b. Do not attempt to move or further examine the suspected item;
- c. Immediately evacuate the area and do not allow anyone to come within the immediate vicinity of the suspected item for any reason, until the "all clear" has been given by the appropriate authorities (i.e., Provost Marshal's Office (PMO)/Explosive Ordnance Division (EOD)). Do not unnecessarily expose personnel to danger in an attempt to secure valuables, classified material, or recover personal belongings during or after the evacuation process.
- d. Immediately notify PMO/EOD/911 informing the dispatcher you have identified a possible threat.
- e. Do not completely seal off rooms/buildings. Leave doors and windows open to allow for the rapid expansion of exploding gases. If it is a chemical/biological agent, cut off air ventilation to your area, and those affected must stay in place. Do not unnecessarily expose personnel to danger in an attempt to open additional doors and windows.
- f. Post a guard in the vicinity of each entrance to the building to ensure no one inadvertently enters and becomes exposed to possible injury hazard. Ensure these guards are placed a safe distance from the building.

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g. Notify the CO and the consolidated postal officer using the appropriate form or data base.

(1) Postal Offense Report submitted through Military Postal Service Agency <https://amps.mpsa.mil/>

(2) Postal Incident/Threat submitted through MPO, MAO, and UMR Form (Figure 8-1)

4. Force Protection Condition (FPCON) Action Sets for Mail Handling Facility

a. FPCON Normal-Establish and post suspicious package mail handling procedures, immediate actions, and notifications at all postal facilities/mail distribution centers. Equip all postal facilities/mail distribution centers with minimum personal protective equipment: masks, gloves, trash bags, and a hazardous material drum.

b. FPCON Alpha. During monthly random Antiterrorism exercises conduct a five percent screening of all packages and letters using the Gemini x-ray scanner.

c. FPCON Bravo. Conduct 25 percent scanning of all packages and letters using the Gemini x-ray scanner.

d. FPCON Charlie. Conduct 100 percent scanning of all packages and letters using the Gemini x-ray scanner.

e. FPCON Delta. No action taken; Base is on lock down no deliveries will be made.

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MPO/MAO/UMR INCIDENT/THREAT REPORT		
<b>PRIVACY ACT STATEMENT</b>		
Information contained on this form is maintained under the Systems of Records Notice NM05580-1 Security Incident Systems (January 9, 2007, 72 FR 958) <b>AUTHORITY:</b> 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN). <b>PRINCIPLE:</b> Individuals involved in or witnessing incidents requiring the attention of base, station, or activity security personnel. <b>PURPOSE:</b> To track and prosecute offenses, counsel victims, and other administrative actions; to support insurance claims and civil litgallons; to revoke base, station, or activity driving privileges. <b>ROUTINE:</b> May specifically be disclosed outside the DoD as a routing use pursuant to 5 U.S.C. 552a (b)(3). <b>DISCLOSURE:</b> Mandatory.		
Date of Report:	Submitted to:	
SNCOIC:	Work phone:	
MPO/MAO/UMR:	Did you witness the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>INCIDENT INFORMATION</b>		
Was PMO/EOD/Haz-Mat called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was 911 called? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mail was found by:		
Mail was isolated? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:		
Military/Civilian's injured? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:		
Did the victim receive medical attention? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:		
<b>SUSPICIOUS PACKAGE/LETTER INFORMATION (list information that is known)</b>		
Suspicious Item: <input type="checkbox"/> Package <input type="checkbox"/> Letter	Chemical-Biological <input type="checkbox"/> or Mail Bomb <input type="checkbox"/>	
Postmark Date:	Postmark zip:	Postmark Meter Number:
Description:		
From Address:		
To Address:		
Excessive Stamps: <input type="checkbox"/> Yes <input type="checkbox"/> No	Hand Written label <input type="checkbox"/> Typed label <input type="checkbox"/>	
Special Markings:		
<b>ADDITIONAL DESCRIPTION OF INCIDENT</b>		
<b>VICTIM INFORMATION</b>		
Victim's name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Was the victim a <input type="checkbox"/> Military <input type="checkbox"/> USPS Employee <input type="checkbox"/> Customer <input type="checkbox"/> Other (specify):		
Victim's contact information:		
<b>POC INFORMATION</b>		
Marine/Staff Responsible for report:	Work phone:	
Witness name:	Work Phone:	
Send completed form ASAP to MCI-East Postal Officer: m_camplej_smb_jejeune@usmc.mil Give a copy of this form to your supervisor and save a copy for your files.		
MPO-MAO-UMR incident/threat report still open? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes describe:		

Figure 8-1.--MPO-MAO-UMR Incident/Threat Report

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## Chapter 9

Postal Support for Deploying Units

1. General Information. Efficient mail service has long been recognized as one of the most significant factors affecting the morale of our deployed Marines and Sailors, and their families; therefore, the importance of strict adherence to the policies and procedures outlined in this chapter cannot be overemphasized. All UPOs, AUPOs, and mail clerks/orderlies of deployable units should thoroughly review this chapter upon appointment to ensure a full understanding of the instructions and concepts.

2. Mailing Address. All deployable units have been assigned two mailing addresses. One is used to receive mail while in CONUS, while the other (a Fleet Post Office (FPO) address) is used whenever a unit deploys outside CONUS. Ideally, all personnel within each command should understand the basic concepts which apply to the assignments of these addresses and when each should be used. This is especially important as a unit prepares for deployment.

a. CONUS Addresses. Unit mailing addresses are assigned to and used by unit commanders to receive official mail and by all personnel who are authorized to receive personal mail through their UMR. Unlike FPO addresses, which must be deactivated when not in use, these addresses remain active at all times (regardless of a unit's deployment status). All mail addressed with a CONUS address shall flow via the USPS's mail transportation network, directly to the unit's serving MPO for delivery.

b. FPO Addresses. Mailing addresses assigned and published by the Consolidated Post Office up to 45-days prior to a unit's deployment OCONUS, and are to be used by all deploying personnel to receive official and personal mail while deployed. Mail addressed using the assigned FPO addresses shall flow via the USPS's mail transportation network, directly to the Joint Military Postal Activity (JMPA) in New Jersey where it will be processed and dispatched to the deployed unit per existing mail routing instructions. All FPO addresses for units in a non-deployed status are deactivated at the JMPA and any mail addressed with a deactivated FPO address is returned to the sender. Whenever a unit deploys, the Consolidated Post Office Operations Section can activate its FPO address and route the unit's mail world-wide per the unit commander's written instructions/Mail Routing Request

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the unit commander's written instructions/Mail Routing Request (MRR). Upon the unit's redeployment to CONUS, the FPO address will remain active for a period of 60 days to allow all personnel sufficient time to notify their correspondents to return to the use of the CONUS address. During this 60 day period, all mail addressed with the FPO address is redirected by the JMPA to the unit's serving MPO in CONUS. On the 61st day after redeployment, the FPO address shall be deactivated and all mail addressed as such shall be returned to the sender.

### 3. Deployments Outside CONUS

a. COs of units scheduled for a deployment OCONUS for which postal support is desired are responsible for ensuring prior coordination is made with the CPO (Attn: Operations Officer/Chief). The Consolidated Postal Officer is responsible for world-wide mail routing for all deploying Marine forces based at Camp Lejeune. Unit commanders are also responsible for ensuring that written notification of an upcoming deployment is submitted to the CPO (Attn: Operations Officer) at least 45 days in advance of the departure of the advance party. The Consolidated Postal Officer cannot activate a unit's FPO address or route their mail without prior written authorization from the unit commander. This written authorization, or MRR, should be in standard Naval letter format, must be signed by the unit commander or designated Postal Officer, and should contain all pertinent information relative to the particular deployment/operation. For unscheduled deployments/operations which do not allow for this 45 day advance notification, commanders must ensure that as much advance notice as possible is given. Mail routing requests can be faxed (DSN: Fax 751-6830)/hand carried to the Operation Chief. All mail routing requests must include:

- (1) Date of departure (advance party);
- (2) Date of departure (main body);
- (3) Projected date of return (accurate as possible);
- (4) Destination(s) (be as specific as possible);
- (5) Types of mail to be forwarded (i.e., letter class mail only), if all mail is to be forwarded, so state;
- (6) Specific units involved (i.e., entire Battalion/Squadron.; Co A only; HQ and K batteries);

(7) List of attached detachments (Engineer Detachment, Maintenance Detachment);

(8) Whether or not a rear party (including a designated mail clerk) will remain behind during the deployment;

(9) Unit point(s) of contact and telephone number(s); and

(10) Any other information considered relevant to postal matters.

b. Upon receipt of the mail routing request, the Consolidated Postal Officer shall publish a Mail Routing Instruction (MRI) to the JMPA in New Jersey causing the unit's FPO address to be activated and issuing them specific mail routing instructions. In addition, appropriate postal instructions and authorized mailing addresses will be disseminated to the unit and other appropriate commands/agencies via electronic messages. To ensure the most efficient mail service possible, all deploying personnel and their correspondents must strictly adhere to the postal instructions issued and resist the temptation to modify the content or format of the assigned mailing addresses or adopt the addresses of other units in the deployed area as a means of circumventing the proper mail routing channels. Of equal importance, all deploying personnel who are attached to other units for the deployment, must ensure they check out with their parent command's mailroom and check in with their temporary command's mailroom (this process must be reversed when they return to their parent command). This will help to ensure all mail will be forwarded as efficiently as possible.

c. Deploying unit commanders must also ensure that properly appointed and adequately trained unit mail clerks and section mail orderlies are assigned to both the forward deployed element(s) and rear parties, if applicable, to receipt for mail. Mail shall only be delivered to properly appointed mail clerks who possess a CAC and a valid DD Form 285 issued by the UPO. These mail clerks must be properly trained and equipped with the supplies necessary to effectively execute their mail handling duties, and as always, the UMR must maintain directory file cards on all personnel in the unit (including attachments). Rear party mail clerks of deployed units need only to maintain accurate rosters of personnel in the rear party. If training is desired for mail clerks/orderlies prior to deployment, the UPO should contact their installation postal officer for assistance.

d. All deploying units shall provide HQMC, (AREB), and the CG, Marine Corps Logistics Base, Albany (Codes 802 and 876) with change of address notification to ensure to up-date TAC1/TAC2 addresses by message at least 30 days before the anticipated date of movement of the main body to prevent any delays in official correspondence, supplies etc., from being delayed.

e. All mail for deployed units containing CONUS addresses shall be first delivered to the designated rear party mail clerks (if applicable), who will remove and deliver any mail for rear party personnel. All mail for deployed personnel must be properly reworked, date stamped, neatly bundled, and immediately returned to the serving MPO with a properly completed Deployed Mail Coversheet (figure 9-1) attached to each bundle. Mail for units that are split between deployed locations must be bundled separately by location. All mail reworked in this manner by rear party mail clerks shall be processed and dispatched to the deployed unit Monday through Friday.

f. Upon arrival in the deployed area, UPOs must make immediate liaison with the serving post office in that area to arrange for the receipt, processing, and delivery of incoming mail, and the acceptance and dispatch of outgoing mail. Failure to make immediate liaison with the serving post office can lead to delays in the delivery of the unit's mail.

g. If significant problems are experienced with the timely receipt of mail while deployed, UPOs should immediately contact their serving MPO in the deployed area for assistance. They should be prepared to provide postal officials with detailed information regarding the specific nature and extent of the problem. The Consolidated Postal Officer should be included as an information addressee on all message traffic/correspondence involving postal matters.

h. No later than 45 days prior to redeployment to CONUS, unit commanders must submit a written mail routing request to their serving MPO in the deployed area. This request must be signed by the unit commander or designated postal officer and will serve as written authorization for postal officials to route the unit's mail back to CONUS. It should include the same basic information as shown in chapter 9, paragraph 3a of this Order.

i. Upon redeployment to CONUS, UPOs should immediately contact the Consolidated Postal Officer (Attn: Operations Officer) and their respective installation postal officer as appropriate to announce their return and to provide postal officials with any information that may be helpful in improving mail service during future unit deployments.

j. It may not be considered practical to route mail to locations outside CONUS for unit deployments 30 days or less in duration. For deployments of this nature, all unit mail will be delivered to rear party mail clerks who will remove all mail for rear party personnel and effect proper delivery. Mail for deployed personnel shall be held in the mailroom until the unit's return at which time proper delivery will be made. If no rear party remains behind, the CO may submit a written request to the installation postal officer (Attn: Operations) to have all mail held at the serving post office throughout the duration of the deployment. This letter must be signed by the CO or designated postal officer and include:

- (1) First date mail is to be held;
- (2) Last date mail is to be held;
- (3) Deployment location(s);
- (4) Certification that no rear party will remain behind;
- (5) Unit point(s) of contact and telephone number(s); and
- (6) Any other information considered relevant.

#### 4. CONUS Deployments

a. COs of units scheduled for a deployment inside CONUS for which postal support is desired are responsible for ensuring prior coordination is made with their installation postal officer (Attn: Operations). They are also responsible for ensuring that written notification of the upcoming deployment is submitted to their installation postal officer (Attn: Operations) as discussed in chapter 9, paragraph 3a of this Order. Installation postal officers cannot route a unit's mail prior to receipt of the unit commander's written MRR.

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b. FPO addresses shall not be used for unit deployments inside CONUS. Normally, all units deploying to locations within CONUS will maintain the use of their CONUS address throughout the duration of their deployment. Correspondents of deployed personnel must write to them using the unit's official CONUS mailing address. Any modification of the content or format of the address or use of an unauthorized address is prohibited and will only serve to delay mail processing/delivery.

c. To help assure all mail can be forwarded as efficiently as possible, COs must ensure all deploying personnel who are attached to other units for the deployment, check out with their parent command's mailroom and check in with their temporary command's mailroom (this process must be reversed when they return to their parent command).

d. Deploying unit commanders must also ensure that properly appointed and adequately trained unit mail clerks and section mail orderlies are assigned to both the forward deployed element(s) and rear parties as outlined in chapter 9, paragraph 3c of this Order. All mail for deployed units will be processed as outlined in chapter 9, paragraph 3e of this Order.

e. Prior to the unit's departure, the Installation postal officer will contact the civilian/military postal officials in the deployed area to alert them of the unit's impending arrival date and to discuss pertinent details of the unit's deployment to that area. Upon arrival in the deployed area, unit postal officers must make immediate liaison with the serving post office in that area to arrange for the receipt, processing, and delivery of incoming mail; and the acceptance and dispatch of outgoing mail. Failure to make immediate liaison with the serving post office can lead to delays in the delivery of the unit's mail.

f. If significant problems are experienced with the timely receipt of mail while deployed, unit postal officers should immediately contact their serving post office in the deployed area and their installation postal officer (Attn: Operations) for assistance. They should be prepared to provide detailed information regarding the specific nature and extent of the problem.

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g. Upon redeployment, UPOs should immediately contact their installation postal officer (Attn: Operations) to announce their return and to provide postal officials with any information that may be helpful in improving mail service during future unit deployments.

h. It may not be considered practical to route mail to locations inside CONUS for unit deployments of very short duration (normally those less than 14 days in duration). For deployments of this nature, all unit mail will be delivered to rear party mail clerks who will remove all mail for rear party personnel and effect proper delivery. Mail for deployed personnel shall be held in the mailroom until the unit's return, at which time proper delivery will be made. If no rear party remains behind, the CO may submit a written request to the installation postal officer (Attn: Operations) to have all mail held at the serving post office throughout the duration of the deployment. This letter must be signed by the CO or designated unit UPO and include:

- (1) First date mail is to be held
- (2) Last date mail is to be held
- (3) Deployment location(s)
- (4) Certification no rear party will remain behind
- (5) Unit point(s) of contact and telephone number(s)
- (6) Any other information considered relevant

5. Special Instructions for Marine Expeditionary Units (MEU)

a. COs of deploying MEUs are responsible for ensuring written notification of an upcoming deployment is submitted to the Consolidated Postal Officer (Attn: Operations Officer) at least 45 days in advance of the blue/green work-ups. This written notification, or MRR, must be signed by the MEU commander or designated unit postal officer and will serve as written authorization to route mail for all elements of the MEU. All mail routing requests for deploying MEUs must include:

- (1) Date depart for blue/green work-ups
- (2) Date return from blue/green work-ups

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- (3) Location(s) of blue/green work-ups
- (4) Instructions for disposition of mail during blue/green work-ups
- (5) Date depart for actual deployment
- (6) Projected return date
- (7) Deployment location (Mediterranean, Persian Gulf)
- (8) Units involved (including all attached detachments)
- (9) Ships involved
- (10) Breakdown of which units/detachments will be on which ships. Indicate locations of COs down to company level for routing of official mail.

b. Upon receipt of the MRR, the Consolidated Postal Officer will publicize a Mail Handling Procedures to promulgate authorized mailing addresses and pertinent postal instructions to all participating commands. Additionally, he/she will publish a MRI to the JMPA in New Jersey causing the MEU's FPO addresses to be reactivated and issuing specific mail routing instructions. Once deployed, the MEU commander will be responsible for the release of all mail routing messages pertaining to the MEU.

c. The MEU postal chief will be issued a stamp stock and all necessary supplies/equipment by the Consolidated MPO. The postal supplies, equipment and stamp stock are only to be used to support the MEU during land operations. Under no circumstances will this stamp stock, supplies, or equipment be used while aboard ship. While aboard ship, MEU postal personnel (MOS 0161) will be attached to the ship's post office to assist in all mail handling duties and to perform mail handling functions for the MEU. In no case will military postal clerks be required to perform the duties or functions of unit mail clerks or mail orderlies. Each unit commander is individually responsible for the assignment and training of qualified personnel to serve in these billets.

d. Metering of official mail will be provided by the host ship's post office while aboard ship. The official mail stamps contained in the MEU postal chief's stamp stock will only be used during land operations when no other official mail metering services are available. These official mail stamps are not to be

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services are available. These official mail stamps are not to be used while aboard ship, as early depletion of the official mail stamp stock will jeopardize the MEU's ability to send official mail when deployed ashore.

e. COs of deploying MEUs are responsible for ensuring that an appropriate work space is provided aboard each ship upon which MEU postal clerks are embarked, for the secure and efficient processing of mail and storage of undeliverable mail and postal effects. This work space must meet the following general criteria:

(1) Be securable and accessible only to the MEU postal officer/clerks.

(2) Be constructed to provide adequate space and security for mail and postal effects. Doors or cages shall be equipped with suitable locks and all hinges shall be mounted inside to prevent removal.

(3) Be located as near to the uppermost deck of the ship and as near to the air mail terminal/flight deck as possible (shelter area or debark station is recommended) to allow for the most efficient processing of incoming and outgoing mail.

(4) Meet all other structural/security requirements outlined in other existing regulations.

f. During deployment, the MEU postal officer or disbursing officer is required to conduct an audit of the stamp stock issued to the MEU postal chief on a quarterly basis (during the third month of the deployment) so long as postal finance operations have not been established ashore. In the event the MEU commander orders establishment of postal finance operations ashore, the stamp stock will be audited on a monthly basis until such time as finance operations are formally disestablished. Upon formal disestablishment of postal finance operations ashore, the stock will be audited and the safe resealed. All audits performed thereafter will be conducted on a quarterly basis (during third month after last monthly audit). The results of all audits will be mailed to the Consolidated Postal Officer (Attn: PFO).

## 6. Pre-deployment Briefs

a. Past experience has shown that members of deployed commands that have not been properly briefed and do not understand the importance of using their correct mailing address and adhering to

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all applicable postal instructions while deployed experience some manner of problems with their mail service. While there is no way to completely eliminate all mail problems, they can be greatly reduced or virtually eliminated by ensuring all members of a deploying command and their families are thoroughly briefed as to their correct mailing address and all other applicable postal instructions/regulations pertaining to the deployment. All commands are encouraged to conduct pre-deployment briefs whether deploying CONUS or OCONUS. Pre-deployment briefs shall be conducted by the UPO/AUPO and should be scheduled as far in advance of the deployment as practical. The list of topics that should be discussed during these briefs shall include:

- (1) Correct mailing address to be used during the deployment
- (2) Effective dates the deployment address is to be used
- (3) Anticipated mail transit times for letters and packages
- (4) Postal services available to the deploying unit
- (5) The importance of all personnel checking in and out with the unit mail clerk
- (6) Responsibilities of rear party mail clerks (if applicable)
- (7) Customs information
- (8) Whom to contact if mailing problems occur
- (9) Support/assistance available to the command in the publication and distribution of Family Readiness Officer (FRO) newsletters.

b. For assistance in the preparation of pre-deployment briefs, UPO should arrange for a conference with their installation postal officer (Attn: Operations) to discuss the topics listed above. This conference is also designed to provide key unit personnel involved in mail handling/family readiness duties with information concerning the various aspects of mail service they can expect while deployed, and to answer any questions involving postal matters as they pertain to the unit's deployment. Ensure all key personnel within the unit are involved, encourage the following personnel to attend the conference:

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- (1) UPO
- (2) AUPO
- (3) Senior mail clerk
- (4) FRO Family-gram Coordinator.
- (5) Any other personnel deemed appropriate

7. Customs Information. Members of commands deployed OCONUS will be subject to U.S. Customs regulations when sending mail back to CONUS. Families who send mail to a deployed service member are subject to the customs regulations established by the nation to which the member is deployed. All deploying personnel should be briefed on customs regulations and mailing restrictions pertaining to their deployed location. Personnel should also be advised to contact the local customs office of their serving MPO regarding questions about customs regulations. Customs forms required for mailing merchandise to and from CONUS are available at all post offices. Merchandise purchased or obtained in foreign countries is subject to U.S. Customs regulations, restrictions, and inspection. Duties/taxes may be assessed on some merchandise. Merchandise violating U.S. counterfeit and trademark regulations may be subject to confiscation.

# DEPLOYED MAIL COVER SHEET

(FOR UNIT MAIL ROOM USE)

DATE (DD MMM YYYY): \_\_\_\_\_

UNIT TITLE: \_\_\_\_\_

UNIT: \_\_\_\_\_

(TITLE OF DEPLOYED UNIT, SQUADRON, OR DETACHMENT)

MAIL CLERK: \_\_\_\_\_

(PRINT)

(SIGN)

MAIL PIECE COUNT

LETTERS:	
FLATS:	
PARCELS:	

STANDARD MAIL REMOVED

LETTERS:	
FLATS:	
FLATS:	

(SERVING POST OFFICE)

(DEPLOYED MAIL SECTION)

ACCEPTING POSTAL CLERK'S SIGNATURE

ACCEPTING POSTAL CLERK'S SIGNATURE

(DEPLOYED SECTION COPY)

DATE (DD MMM YYYY): \_\_\_\_\_

UNIT TITLE: \_\_\_\_\_

UNIT: \_\_\_\_\_

(TITLE OF DEPLOYED UNIT, SQUADRON, OR DETACHMENT)

MAIL CLERK: \_\_\_\_\_

(PRINT)

(SIGN)

MAIL PIECE COUNT

LETTERS:	
FLATS:	
PARCELS:	

(DEPLOYED MAIL SECTION)

ACCEPTING MAIL CLERK'S SIGNATURE

Chapter 10

Emergency Disposition of Mail and Postal Effects

1. General Disposition Instructions

a. Marine Corps commands operating post offices, unit post offices, and mailrooms are required to provide for the emergency destruction of U.S. Mail and postal effects. Such destruction, when necessitated by enemy action or danger of capture, will be in strict compliance with references (a), (b), and the following:

(1) When sufficient advance warning is received. Deliver to the addressee or dispatch all mail on hand to the nearest postal facility by the safest and most expeditious means available. Suspend operations and transport postal effects and supplies to a safe area.

(2) When insufficient advance warning is received to permit completely carrying out these provisions and, upon order of the CO or senior officer present, remove or destroy mail and postal effects in post offices and unit post offices, per the prioritized list in chapter 2 of reference (a).

(3) For commands operating mailrooms, priority of emergency disposition is as follows:

- (a) Official registered mail
- (b) Directory File Cards
- (c) Other accountable mail
- (d) All remaining mail, and
- (e) All other records, equipment, mail sacks, furniture, etc.

b. When destruction of postal effects is necessary, the following methods, as applicable, should be utilized in post offices and mailrooms:

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(1) Currency, postage stamps, stamped paper, money orders, checks, mail, and other burnable articles shall be burned to unidentifiable ashes and scattered. Oils or chemicals may be used to facilitate burning.

(2) Classified equipment contained in Registered mail and all other non-burnable items and postal effects shall be mutilated beyond recognition and scattered, jettisoned, or buried, as practicable.

c. The destruction of postal effects per this order will be witnessed by two officers when possible, otherwise by one officer and one senior enlisted person. Two enlisted personnel or two available personnel should be used as witnessed if the foregoing personnel are not available.

d. When possible and prior to destruction, an audit of postal clerk's accounts shall be performed and DD Form 2259 completed. A listing of at least the items in chapter 10, paragraphs 1a(3) of this Order or the items contained in reference (a), as applicable, shall be attached. If the list is short, it may be included in the remarks section of the DD Form 2259. Distribution of DD Form 2259 shall be to the cognizant commanders, CGs, and Operating Forces with a copy provided to the Military Postal Service Agency (MPSA-OP) and HQMC (MFP-3). In the event an audit of the postal clerk's accounts cannot be conducted and DD Form 2259 cannot be completed, the destruction report should still be completed and sent to the applicable Marine command who will advise the senders of accountable mail of its destruction. A copy of the report of destruction shall be forwarded to the Treasurer of the U.S. and the Comptroller of the Navy when items listed in subparagraph (4) below are destroyed. The following information shall be reflected on the destruction report:

(1) Other than personal letter mail; registered, insured and certified mail should be recorded by number, office of origin, originator, addressee, and description of contents.

(2) Destroyed blank money order forms should be recorded by inclusive serial numbers.

(3) Serial numbers(s) of money order imprinter(s)

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(4) Stamps, checks, paid money orders, currency, and coins shall be listed in destruction schedules, as specified in reference (d).

(5) Other postal equipment shall be identified by description and quantity destroyed.

2. Unit commanders conducting emergency destruction shall submit a complete listing of items destroyed to HQMC (MFP-3) within 48 hours, per reference (b).