



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5110.3C

G-1 E

OCT 30 2025

COMBAT CENTER ORDER 5110.3C

From: Commanding General
To: Distribution List

Subj: MILITARY POST OFFICE MANAGEMENT PROGRAM

Ref: (a) Military Postal Service Manual
(b) DODI 4525.09
(c) OPNAVINST 5112.6F
(d) MCO 5110.4B
(e) MCO 1200.18
(f) Directory Service Improvement Initiative Memorandum 2-18
(g) MCAGCC MPO Management Program Procedural Manual
(h) MAGTFTC MCAGCC CG's Official Mail Program

Reports Required: I. Corrective Action Report (Report Control Symbol Exempt), Encl (1), Chap 3, pars 1.k, 3.g, and Chap 4, 1.c
II. Postage Expenditure Report (Report Control Symbol MC-5110.4B), Encl (1), Chapter 5, par. 32
III. Account Master Summary Report (Report Control Symbol Exempt), par 3b(c)(5)

1. Situation. To provide instruction on the policy, procedures, and guidelines for the handling of official United States (U.S.) Marine Corps mail, the Mail Distribution Center, Unit Mailroom (UMR) Operations, the Official Mail program, and official mail address listing of units aboard the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Post Office. These policies, procedures, and guidelines are applicable to all individuals and resident units living and working aboard the Combat Center.

2. Cancellation. CCO 5110.3B.

3. Mission. To publish procedures and guidelines for postal functions to include timely and accurate delivery of mail aboard the Combat Center as outlined in the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanding Officers (COs), Assistant Chiefs of Staff (ACs/S), Division Directors (DivDirs), Special Staff Officers, and Officers-in-Charge (OICs) will ensure Marines, Sailors, and civilians in their charge are familiar with and comply with the instructions in this Order.

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(2) Concept of Operations. To ensure military, civilian personnel, and all UMRs aboard the Combat Center are familiar and comply with the instructions in this Order.

b. Subordinate Element Missions

(a) Personnel preparing official correspondence for entry into the U.S. Postal Service (USPS) air system

(1) Follow mail address standards in the enclosure.

(2) Use local addresses listed in the enclosure.

(b) COs, ACs/S, DivDirs, Special Staff Officers, and OICs will.

(1) Notify the MAGTFTC, MCAGCC Postal Chief of any address changes.

(2) Update stationery and letterhead.

(c) MAGTFTC, MCAGCC Military Post Office Supervisor

(1) Establish official mail addresses to ensure USPS standards are met.

(2) Issue command address/changes.

(3) Maintain local current address listing.

(4) Submit address changes to Commandant of the Marine Corps Manpower and Reserve Affairs (MRP-3) annually.

(5) Ensure that the Account Master Summary Report is completed and submitted to higher headquarters per requirement.

5. Administration and Logistics

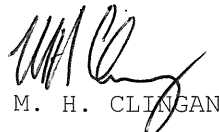
a. References (g) and (h) can be viewed/downloaded at https://usmc.sharepoint-mil.us/sites/TECOM_MAGTFTC_G1_ADJ/SitePages/POST-OFFICE.aspx.

b. Directives of the Combat Center are published and distributed electronically. Electronic versions of the Combat Center Orders can be found at: <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-orders>.

6. Command and Signal

a. Command. This Order is applicable to all commands and organizations aboard MCAGCC.

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


M. H. CLINGAN

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