



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 5110.3  
RMD 3D

FEB 26 2018

COMBAT CENTER ORDER 5110.3

From: Commanding General  
To: Distribution List

Subj: MILITARY POST OFFICE MANAGEMENT PROGRAM

Ref: (a) DoD 4525.6-M, DoD Postal Manual, August 15, 2002  
(b) DoD 4525.8-M, DoD Official Mail Manual, December 26, 2001  
(c) OPNAVINST 5112.6E  
(d) MCO 5110.4A  
(e) MCO 5110.5D w/Ch 1  
(f) MCO 5110.6C  
(g) MCO 1200.18

Encl: (1) Post Office Management Program Procedural Manual

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-5110-02), Encl (1), Chapt 8, par. 5.d  
III. Account Master Summary Report (Report Control Symbol Exempt), par 3b(c) (5)

1. Situation. Guidance is required regarding policy, procedures, and guidelines for the handling of official U.S. Marine Corps mail, the Mail Distribution Center, Unit Mailroom Operations, 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. Mission. To publish procedures and guidelines for postal functions and timely and accurate delivery of mail aboard the Combat Center as outlined in the references.

3. 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 and civilians in their charge are familiar with and comply with the instructions in this Order.

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

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

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b. Subordinate Element Missions

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

- (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 shall:

- (1) Notify the MAGTF/TC, MCAGCC Postal Chief of any address changes.
- (2) Update stationary and letterhead.

(c) MAGTF/TC, MCAGCC Postal Chief shall:

- (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 CMC (MRP-3) annually.
- (5) Ensure that the Account Master Summary Report is completed and submitted to higher headquarters.

4. Administration and Logistics. Directives of the Combat Center are published and distributed electronically. Electronic versions of the Combat Center directives can be found at: <http://www.29palms.marines.mil/Staff/G1-Manpower/Adjutant-Office/Orders/>.

5. 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.

  
R. MARTINEZ  
Chief of Staff

Distribution: A

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LOCATOR SHEET

Subj: POST OFFICE MANAGEMENT PROGRAM PROCEDURAL MANUAL

Location: \_\_\_\_\_  
(Indicate the location(s) of the copy(ies) of this Manual.)

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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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Introduction1. General

a. The Marine Corps Postal Service, as a part of the domestic United States Postal Service (USPS) and the Navy Postal Service, must conform to the current postal agreement between the Department of Defense (DoD) and the USPS, and supplementary instruction published by competent authority.

b. Improper handling of mail can waste man-hours and money. Efficiency in the handling of mail depends, to a large measure, upon command supervision and the service provided by organization and unit mail clerks and orderlies.

2. Scope. In order to maintain efficiency in the postal service throughout the Combat Center, uniformity in mail handling procedures must be maintained at all levels. These instructions are based upon regulations promulgated by the references.

3. Organization and Operational Control. The USPS branch post office is designated a branch of the USPS, Twentynine Palms, California. The local Postmaster, Twentynine Palms, California, exercises operational control over the post office. Administration of the Combat Center's USPS branch and Military post office within this command shall be under the staff cognizance of the Assistant Chief of Staff (AC/S) Resource Management Directorate (RMD), Director Manpower Division, MAGTF/TC, MCAGCC, Twentynine Palms, California. This procedural manual is applicable to each unit mailroom (UMR) located aboard the Combat Center.

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Chapter 1

Mailing Addresses

1. Mailing Addresses. The Address Standardization Program was implemented aboard military installations in accordance with the references. Its purpose is to standardize military addresses and achieve compatibility with the USPS automated mail system, which provides faster and more accurate processing of mail. Therefore the following mail addressing standards are required on all official mail prepared for mailing.

a. Use of complete official mailing address (including the nine digit ZIP code) in both the return address and delivery address.

b. Print or type addresses. Return/delivery addresses will be typewritten or machine printed in black ink using upper case letters. Address characters must not touch and will be equally spaced. The print size for address characters is 10 to 12 pitch. Handwritten and rubber stamped addressing is not authorized. The hyphen is part of the nine digit zip code and will be used to separate the four digit add on from the five digit zip code. No other punctuation or special characters i.e. "!, #, & @, ETC", is authorized.

c. Use the correct address format. Official mailing addresses (both delivery and return) are limited to five lines and formatted with a uniform left margin. The attention line is an optional line, which may be used when the name of the activity does not adequately identify addresses or if the correspondence is directed to a specific person or section. Whenever possible, a person's title/billet will be used vice a person's name. This prevents official mail intended for the command from being forwarded to the person after he or she transfers to a new command.

d. The following is a sample address format:

COMMANDANT OF THE MARINE CORPS ATTN MHP 50 HQMC 2 NAVY ANNEX ROAD WASHINGTON DC 20380-1775  COMMANDING GENERAL ATTN COMPTROLLER MCAS PO BOX 55001 BEAUFORT SC 29904-5001
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e. Incorrect and incomplete addresses are the greatest cause of delay or non-delivery of U.S. mail and are usually attributed to the lack of familiarity with existing military address information.

f. Correct and complete return addresses are essential so that correspondents may use this address when making a reply and in the case when undeliverable mail has to be returned to the sender.

g. Postal officers shall ensure that all personnel are aware of their correct military addresses, that samples of mailing addresses are published in unit mail handling orders, and that personnel are instructed to use their correct and complete return address on all correspondence.

h. Geographical locations will not be used as an address for any overseas unit.

2. Change of Address Cards. Mail clerks shall maintain an adequate supply of OPNAV 5110/5 (Change of Address Cards) to be utilized by individuals checking into their unit. Each individual will be directed to notify their correspondents and publishers of their new mailing address, including the correct and complete zip+4.

3. Sample Mailing Addresses. The following units and directorates will use the mailing address as listed below.

**TWENTYNINE PALMS CALIFORNIA**

COMMANDING GENERAL  
ATTN DIRECTORATE  
BOX 788100  
TWENTYNINE PALMS CA 92278-8100

**DIRECTORATE LISTINGS**

ASSISTANT CHIEF OF STAFF ATTN SEC/NAME RESOURCE MANAGEMENT BOX 788101 TWENTYNINE PALMS CA 92278-8101	COMMANDING GENERAL ATTN SEC/NAME STAFF JUDGE ADVOCATE BOX 788102 TWENTYNINE PALMS CA 92278-8102
ASSISTANT CHIEF OF STAFF ATTN SEC/NAME MAGTF TRAINING BOX 788103 TWENTYNINE PALMS CA 92278-8103	ASSISTANT CHIEF OF STAFF ATTN SEC/NAME INSTALLATION SUPPORT BOX 788104 TWENTYNINE PALMS CA 92278-8104
ASSISTANT CHIEF OF STAFF ATTN SEC/NAME GOVERNMENT AND EXTERNAL AFFAIRS BOX 788105 TWENTYNINE PALMS CA 92278-8105	ASSISTANT CHIEF OF STAFF ATTN SEC/NAME COMMUNICATIONS BOX 788106 TWENTYNINE PALMS CA 92278-8106

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DIRECTORATE LISTINGS

DIRECTOR ATTN SEC/NAME MISSION ASSURANCE BOX 788107 TWENTYNINE PALMS CA 92278-8105	DIRECTOR ATTN SEC/NAME COMPTROLLER BOX 788108 TWENTYNINE PALMS CA 92278-8105
OFFICER IN CHARGE ATTN SEC/NAME SUPPLY BOX 788109 TWENTYNINE PALMS CA 92278-8109	DIRECTOR, ENVIRONMENTAL AFFAIRS ATTN SEC/NAME BOX 788110 TWENTYNINE PALMS CA 92278-8110
DEFENSE COMMISSARY AGENCY ATTN SEC/NAME BOX 788111 TWENTYNINE PALMS CA 92278-8111	OFFICER IN CHARGE ATTN SEC/NAME CRIMINAL INVESTIGATION DIVISION BOX 788112 TWENTYNINE PALMS CA 92278-8112
DEFENCE REUTILIZATION MARKETING OFFICE ATTN SEC/NAME BOX 788113 TWENTYNINE PALMS CA 92278-8113	OFFICER IN CHARGE ATTN SEC/NAME DISTRIBUTION MANAGEMENT OFFICE BOX 788114 TWENTYNINE PALMS CA 92278-8114
DIRECTOR ATTN SEC/NAME RELIGIOUS MINISTRIES BOX 788115 TWENTYNINE PALMS CA 92278-8115	OFFICER IN CHARGE ATTN SEC/NAME IPAC BOX 788116 TWENTYNINE PALMS CA 92278-8116
OFFICER IN CHARGE ATTN SEC/NAME NAVAL CRIMINAL INVESTIGATIVE SERVICE BOX 788117 TWENTYNINE PALMS CA 92278-8117	OFFICER IN CHARGE ATTN SEC/NAME CONSOLIDATED MATERIAL SUPPORT CENTER BOX 788118 TWENTYNINE PALMS CA 92278-8117
DIRECTOR ATTN SEC/NAME HUMAN RESOURCE OFFICE BOX 788120 TWENTYNINE PALMS CA 92278-8120	DIRECTOR ATTN SEC/NAME MARINE CORPS COMMUNITY SERVICES BOX 788150 TWENTYNINE PALMS CA 92278-8150
BRANCH HEAD ATTN SEC/NAME PURCHASING & CONTRACTING BOX 788153 TWENTYNINE PALMS CA 92278-8153	DIRECTOR PERFORMANCE AND INNOVATION OFFICE BOX 788350 TWENTYNINE PALMS CA 92278-8350

**UNIT LISTINGS**

**Official Mail**

**Personal Mail**

COMMANDING OFFICER ATTN SEC/NAME NAVAL AIR WARFARE CENTER BOX 788161 TWENTYNINE PALMS CA 92278-8161	
COMMANDING OFFICER ATTN SEC/NAME HEADQUARTERS BATTALION BOX 788200 TWENTYNINE PALMS CA 92278-8200	NAME RANK HEADQUARTERS BN SEC BOX 788200 TWENTYNINE PALMS CA 92278-8200
COMMANDING OFFICER ATTN SEC/NAME NAVAL HOSPITAL BOX 788250 TWENTYNINE PALMS CA 92278-8250	NAME RANK OPTIONAL NAVAL HOSPITAL SEC BOX 788250 TWENTYNINE PALMS CA 92278-8250
COMMANDING OFFICER ATTN SEC/NAME MCCES BOX 788251 TWENTYNINE PALMS CA 92278-8251	NAME RANK OPTIONAL MCCES PERM PERS BOX 788251 TWENTYNINE PALMS CA 92278-8251
	NAME RANK OPTIONAL MCCES STUDENT BOX 788253 TWENTYNINE PALMS CA 92278-8253
COMMANDING OFFICER ATTN SEC/NAME HQ 7TH MARINES BOX 788260 TWENTYNINE PALMS CA 92278-8260	NAME RANK OPTIONAL HQ 7TH CO SEC PLT BOX 788260 TWENTYNINE PALMS CA 92278-8260
COMMANDING OFFICER ATTN SEC/NAME 1ST BN 7TH MARINES SEC BOX 788261 TWENTYNINE PALMS CA 92278-8261	NAME RANK OPTIONAL 1ST BN 7TH MARINES CO SEC PLT BOX 788261 TWENTYNINE PALMS CA 92278-8261
COMMANDING OFFICER ATTN SEC/NAME 2D BN 7TH MARINES BOX 788262 TWENTYNINE PALMS CA 92278-8262	NAME RANK OPTIONAL 2D BN 7TH MARINES CO PLT SEC BOX 788262 TWENTYNINE PALMS CA 92278-8262
COMMANDING OFFICER ATTN SEC/NAME 3D BN 7TH MARINES BOX 788263 TWENTYNINE PALMS CA 92278-8263	NAME RANK OPTIONAL 3D BN 7TH MARINES CO PLT SEC BOX 788263 TWENTYNINE PALMS CA 92278-8263

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**UNIT LISTINGS**

**Official Mail**

**Personal Mail**

COMMANDING OFFICER ATTN SEC/NAME 3D BN 11TH MARINES BOX 788264 TWENTYNINE PALMS CA 92278-8264	NAME RANK OPTIONAL 3D BN 11TH MARINES BTRY PLT SEC BOX 788264 TWENTYNINE PALMS CA 92278-8264
COMMANDING OFFICER ATTN SEC/NAME 3RD BN 4TH MARINES SEC BOX 788265 TWENTYNINE PALMS CA 92278-8265	NAME RANK OPTIONAL 3RD BN 4TH MARINES CO PLT SEC BOX 788265 TWENTYNINE PALMS CA 92278-8265
COMMANDING OFFICER ATTN SEC/NAME 1ST TANK BN SEC BOX 788270 TWENTYNINE PALMS CA 92278-8270	NAME RANK OPTIONAL 1ST TANK BN CO PLT SEC BOX 788270 TWENTYNINE PALMS CA 92278-270
COMMANDING OFFICER ATTN SEC/NAME 4TH TANK BN SEC BOX 788271 TWENTYNINE PALMS CA 92278-8270	NAME RANK OPTIONAL 4TH TANK BN CO PLT SEC BOX 788271 TWENTYNINE PALMS CA 92278-8270
COMMANDING OFFICER ATTN SEC/NAME 3D LAR BN SEC BOX 788272 TWENTYNINE PALMS CA 92278-8272	NAME RANK OPTIONAL 3D LAR BN CO PLT SEC BOX 788272 TWENTYNINE PALMS CA 92278-8272
COMMANDING OFFICER ATTN SEC/NAME D CO 3D AA BN SEC PO BOX 788274 TWENTYNINE PALMS CA 92278-8274	NAME RANK OPTIONAL SSN D CO 3D AA BN PLT SEC PO BOX 788274 TWENTYNINE PALMS CA 92278-8274
COMMANDING OFFICER ATT SEC/NAME CLB 7 SEC BOX 788280 TWENTYNINE PALMS CA 92278-8280	NAME RANK OPTIONAL CLB 7 CO PLT SEC BOX 788280 TWENTYNINE PALMS CA 92278-8280
COMMANDING OFFICER ATTN SEC/NAME CLC-13 SEC BOX 788283 TWENTYNINE PALMS CA 92278-8281	NAME RANK OPTIONAL CLC-13 PLT SEC BOX 788283 TWENTYNINE PALMS CA 92278-8281
COMMANDING OFFICER ATTN SEC/NAME MWSS 374 SEC BOX 788285 TWENTYNINE PALMS CA 92278-8285	NAME RANK OPTIONAL MWSS 374 PLT SEC BOX 788285 TWENTYNINE PALMS CA 92278-8285
COMMANDING OFFICER ATTN SEC/NAME MACS-1 BOX 788295 TWENTYNINE PALMS CA 92278-8295	NAME RANK OPTIONAL MACS-1 BOX 788295 TWENTYNINE PALMS CA 92278-8295

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UNIT LISTINGS

**Official Mail**

**Personal Mail**

COMMANDING OFFICER ATTN SEC/NAME 23RD DENTAL COMPANY SEC BOX 788300 TWENTYNINE PALMS CA 92278-8300	NAME RANK OPTIONAL 23RD DENTAL COMPANY PLT SEC BOX 788300 TWENTYNINE PALMS CA 92278-8300
COMMANDING OFFICER ATTN SEC/NAME MARINE CORPS TACTICS AND OPERATIONS GROUP BOX 788305 TWENTYNINE PALMS CA 92278-8305	
COMMANDING OFFICER ATTN SEC/NAME VETERINARY SERVICES BOX 788355 TWENTYNINE PALMS CA 92278-8350	
COMMANDING OFFICER ATTN SEC/NAME MARINE CORPS LOGISTICS OPERATION GROUP BOX 788400 TWENTYNINE PALMS CA 92278-8400	
MILITARY POST OFFICE ATTN NAME BOX 788500 TWENTYNINE PALMS CA 92278-8500	NAME RANK OPTIONAL MILITARY POST OFFICE BOX 788500 TWENTYNIINE PALMS CA 92278-8500

Chapter 2

Operation of the Combat Center Post Office

1. General. This section covers operation procedures of the MAGTFTC, MCAGCC Military Post Office and USPS branch post office. The operation of the post office will be in compliance with the postal laws of the United States, the USPS, regulations, instructions, and directives from other competent authorities.

2. MAGTFTC, MCAGCC Military Post Office Location and Hours of Operation. The MAGTFTC, MCAGCC Military post office is located in Building 1435. The normal hours of operation are:

<u>SERVICE</u>	<u>MON, TUES, THURS, FRI</u>	<u>WED</u>	<u>SAT, SUN, HOLIDAYS</u>
Operations	0800-1600	0800-1200	Closed
Mail Clerk Service	1000-1430	1000-1200	Closed
Official Mail Metering	0800-1500	0800-1200	Closed

**Note:** All outgoing official mail received after 1500, will not be post marked until the next business day.

3. USPS Branch Post Office Location and Hours of Operation. The USPS Branch Post Office is located in Building 1435. The normal hours of operation are:

<u>SERVICE</u>	<u>MON - FRI</u>	<u>SAT, SUN, HOLIDAYS</u>
Stamp Sales	1000-1630	Closed
Registry/Money Order Services	1000-1630	Closed
Express Mail	1000-1600	Closed

4. Mail Delivery for Units Training aboard the Combat Center

a. Upon arrival at the Combat Center, unit postal officers will make contact with the military post office to ascertain mail delivery procedures.

b. All mail received for special exercise personnel will be delivered to a command representative upon the presentation of a properly prepared letter of authorization signed by the commanding officer of that element. Special exercise personal mail clerks will return all undeliverable mail to the military post office prior to close of business each day.

5. U.S. Mail Collection Boxes

a. U.S. mail collection boxes located throughout the Combat Center are the property and are under the control of the local postmaster. Collection of mail will be in accordance with dispatch schedules, which are subject to change. The time of collection is posted on each mail collection receptacle.

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b. Requests for increases or decreases of the number of changes of location of receptacles will be submitted in writing to the Commanding General (AC/S RMD).

c. Installation or removal of mail receptacles by other than the post office is prohibited. The USPS does not accept responsibility for mail deposited in other than authorized U.S. mail collection boxes.

6. Mail Dispatch and Receipt

a. Incoming mail is received daily through the MAGTF/TC, MCAGCC Post Office. This mail is sorted by military post office personnel and delivered to authorized mail clerks on a scheduled basis.

b. Outgoing mail is dispatched through the USPS branch post office for further transport to its destination.

7. Transportation. The Installation Personnel Administration Center vehicle will be used by the military postal personnel to transport mail aboard the Combat Center. If it is not available, the Manpower government vehicle will be used.

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## Chapter 3

Responsibilities and Duties

1. Commanding Officers. The following responsibilities and duties are in addition to those outlined in the publications and directives listed in Chapter 3. Commanding Officers shall:

a. Assign in writing an E-6 or civilian GS-6 or above to be the Unit Postal Officer and Assistant Unit Postal Officer for the supervision of postal functions for the organization or unit. A copy of this assignment will be posted in the Unit Mailroom.

b. Upon the establishment of a Unit Mailroom, no less than two Unit Mail Clerks will be assigned, and one will be designated as the primary Mail Clerk. A Unit Mail Clerk/Orderly Appointment Log (DD Form 2260) will be utilized by all organizations, staff sections, and other activities responsible for the appointment of Unit Mail Clerks. The log will be maintained for two years from the date of the last revocation entry. Upon revocation of a unit Mail Clerk a revocation letter and the Appointment Cards (DD Form 285) will be presented to the servicing Post Office. Mail Orderly Appointment Cards (DD Form 285) will be destroyed upon revocation.

c. Ensure that all appointed Unit Mail Clerks (primary and alternate at all levels) are thoroughly instructed in their assigned mail handling duties prior to appointment by ensuring that they have read and understand all applicable mail handling instructions and directives pertaining to correct procedures for handling U.S. Mail and have attended the Mail Indoctrination Course provided by the Military Post Office (MPO).

d. Provide adequate facilities and transportation for handling and processing of U.S. Mail.

e. Maintain the transparency of all mail, personal, and official.

f. Promulgate a mail handling order as required by Chapter 2 of reference (c). A copy of this Order will be posted in the Unit Mailroom.

g. Require Unit Mail Clerks operating Unit Mailrooms to maintain a complete and current mail directory. This directory will be operated in accordance with Chapter 6, paragraph 3 of reference (c).

h. Provide Unit Mail Clerks with necessary and current information to permit proper and expeditious delivery and forwarding of U.S. Mail.

i. Ensure all personnel of the organization or unit know their correct mailing address. Sample mailing addresses are to be included in the organization or unit mail handling order. Personnel are instructed to inform their correspondents (family, friends, etc.) and publishers of magazines and newspapers they subscribe to of their correct mailing address.

j. Keep the Postal Chief informed of all matters which will affect the timely delivery, dispatch, and routing of U.S. Mail.

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k. Submit a Corrective Action Report (CAR) on all findings noted on the Functional Area (FA) Inspection Checklist when the report contains a grade of Mission Capable or Mission Non-Capable with findings. The CAR is to be submitted to the Postal Director no later than 30 days after the date the inspection report is received.

l. Ensure that U.S. Mail bags are utilized only for authorized transport of U.S. Mail. Use of mailbags for personal convenience (burn bags, trash containers, etc.) is strictly prohibited.

m. Ensure that vehicles assigned for transporting U.S. Mail are not utilized for any other purpose as long as U.S. Mail is aboard the vehicle.

n. Requisition and maintain a 30-day supply of:

(1) DD Form 285 (Unit Mail Clerk and Orderly Appointment Card)

(2) OPNAV Form 5110/5 or/and PS Form 3575 (Notice of Change of Address)

(3) NAVMC Form 10572 (Mail Directory File Card)

o. Ensure the Unit Mailroom is promptly notified of all personnel changes within the organization.

2. Postal Chief. The Postal chief is responsible for the supervision, operation, and administration of postal services within the command. These responsibilities include, but are not limited to the following duties:

a. Advise the Manpower Division and Postal Officer on all postal matters.

b. Maintain liaison with civilian postal officials and other commands concerning postal matters.

c. Conduct quarterly unit mail room inspections. The result of these inspections will be reported to the Commanding Officer of that unit.

d. Prepare and submit directives and reports pertaining to postal matters.

e. Determine if investigative assistance is required on reports of irregularities involving U.S. Mail or postal funds and equipment.

f. Route all personal mail to appropriate Unit Mailrooms for further delivery to addressee.

3. Organization/Unit Postal Officers/Assistant Postal Officers. These responsibilities include, but are not limited to, the following:

a. Detailed supervision of all mail handling functions of their organization or unit.

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b. Conduct unannounced weekly Unit Mailroom Inspections to ensure compliance with pertinent regulations and directives. The FA checklist will be used to document all inspections. Inspection reports will be kept on file in the Unit Mailroom for six months. Only one copy of the inspection report is needed. Weekly inspections are unannounced and will be conducted on alternate days of the week at no set time.

c. Maintenance and accountability of the unit Mail Clerk/Orderly Appointment Log (DD Form 2260) and blank Unit Mail Clerk/Orderly Appointment Cards (DD Form 285) are to be handled and prepared in accordance with Chapter 15, paragraph C15.6, of reference (a). The Mail Orderly Appointment Log and blank Mail Orderly Appointment Forms are controlled items and are to be stored in a secure place when not in use. The Unit Mailroom will not be considered a "secure place" for the storage of these forms.

d. Instruct Mail Orderlies in the proper procedures for the safeguarding and processing of U.S. Mail.

e. Keep the Commanding Officer advised of all postal matters.

f. Keep the Postal Chief informed of complaints, inquiries, and suggestions concerning mail matters.

g. Ensure immediate corrective action is taken on all discrepancies noted on inspections conducted by the Postal Inspectors, Postal Representatives from higher headquarters, and the U.S. Postal Service.

h. Verify and initial the Firm Delivery Receipt (PS Form 3883) on a daily basis to ensure all Accountable Mail has been promptly and properly delivered. PS Form 3883 will be maintained for two years from the date of receipt.

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## Chapter 4

Inspections and Reports1. Quarterly Mailroom Inspections

a. The MAGTFTC, MCAGCC Postal Chief or the appointed representative shall inspect all organizational or unit mailrooms quarterly. The results of each inspection shall be reported on the Summary Mailroom Inspection Report utilizing detailed inspection checklist 5110 Postal Affairs, and a copy will be provided to the commanding officer concerned.

b. A debrief will be given to the commanding officer concerned on all inspections resulting in a mission capable with findings. In the event the commanding officer is not available at the completion of an inspection, the debrief will be given at the earliest possible date. When the inspection results are other than mission capable with findings, the debrief may be given to the commanding officer, adjutant, or the unit postal officer.

c. Commanding Officers shall submit a report of corrective action taken on all findings noted on the MAGTFTC, MCAGCC Postal Officer's quarterly mailroom inspection.

2. Weekly Mailroom Inspections

a. Organizational or unit postal officers shall conduct weekly mailroom inspections to ensure compliance with all pertinent instructions relative to mail orderly service.

b. Weekly inspections will include a review of the directory files to ensure completeness and accuracy of all records and a careful scrutiny of facilities to ensure proper handling of all mail and reports.

c. Unit postal officers will inspect the mail orderlies and mail handling procedures of all activities served by the mailroom to ensure personnel are thoroughly familiar with their duties, responsibilities, and that it is properly protected, delivered, and processed at all echelons.

d. The results of the weekly mailroom inspections will be reported on the most current detailed inspection checklist 5110 Postal Affairs .

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Chapter 5

Unit Mail Clerk and Mail Orderly Services

1. Purpose. The purpose of Unit Mail Clerk/Mail Orderly is to provide mail collection and or directory service for military units which are serviced by a MPO. Unit Mail Clerk/Mail Orderly Service is considered an official part of the Marine Corps Postal Service and comes within the purview of the Department of Defense (DoD) and the USPS.

2. Definition of Unit Mail Clerk. A Unit Mail Clerk is a person designated by the Unit Postal Officer or Assistant Postal Officer to receive and deliver incoming mail from a serving Post Office for that unit. Unit Mail Clerks are normally enlisted personnel, however, officers and civilian personnel may be designated as Unit Mail Clerks. Unit Mail Clerks are not to be confused with Marine Corps Postal Clerks and are not to be classified with the Military Occupational Specialty of 0161.

3. Appointment of Unit Mail Clerk and Orderlies

a. Unit Mail Clerk. Commanding Officers requiring Unit Mail Clerk service will appoint no less than two Unit Mail Clerks to operate the Unit Mailroom. The Unit Mail Clerks will be designated on DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly designation log). DD Form 285 will be prepared in triplicate. One card will be kept on file in the Unit Mailroom, the second on the Unit Mail Clerk, and the third on file at the serving Post Office. One Unit Mail Clerk will be designated as the primary Unit Mail Clerk.

b. Section Mail Orderlies. Unit Mail Orderlies will be appointed by the Unit Postal Officer or Assistant Postal Officer. There will be at least two Unit Mail Orderlies appointed per section to which mail is to be delivered. Each section Mail Orderly is to be appointed on DD Form 285 and the same DD Form 2260 that the Unit Mail Clerk is designated on. A duplicate copy of each DD Form 285 is to be kept on file in the Unit Mailroom for each section Mail Orderly appointed.

c. Use of DD Form 285. DD Form 285's will be issued in numerical order consisting of the number of cards being issued that year and the last two numbers of the current year to be placed in block 2 of DD Form 285 (e.g. 1-10). The Unit Mail Clerk's block 7 of DD Form 285, will be the Unit he/she is authorized to pick up for, and Mail Orderlies will have the section he/she is designated to pick up for. All Unit Mail Clerks and Mail Orderlies are to have their DD Form 285 when picking up mail from the serving Post Office or from the Unit Mailroom. Mail for an organization or section will not be given to anyone who does not present a DD Form 285 designating them as an authorized Unit Mail Clerk or Mail Orderly for that organization or section. An individual may pick up personal mail from the Unit Mailroom upon presentation of proper identification (e.g. Military ID, Driver's License). DD Form 285's are to be retained only until revoked. Once revoked, they will be maintained in a destroy file for two years. It shall be the responsibility of the Unit Postal Officer to recover and destroy DD Form 285's when Unit Mail Clerks and Mail Orderlies are relieved of their duties

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and make the appropriate entries on the DD Form 2260. It shall also be the responsibility of the Unit Postal Officer to promptly notify the serving Post Office by memo when Unit Mail Clerks are revoked.

d. Appointment of Unit Mail Clerks and Mail Orderlies on DD Form 2260. DD Form 2260 will be used to designate Unit Mail Clerks and Mail Orderlies. A single DD Form 2260 will have all Unit Mail Clerks and Mail Orderlies designated listed in numerical order of cards issued. An asterisk will be placed to the left of all Unit Mail clerks listed on DD Form 2260. DD Form 2260s are to be retained by the issuing authority for two years from the date of last revocation recorded.

#### 4. Unit Mailrooms

a. A Unit Mailroom is a facility or area operated by a unit for the receipt and delivery of all Official Mail addressed to the unit as well as ordinary mail addressed to personnel assigned to that command. Unit Mailrooms shall not be referred to as a Post Office. The space provided must provide adequate security for the mail and will be maintained in a neat, clean, and orderly condition by the Unit Mail Clerks assigned to the Unit Mailroom. Nothing will be kept in the Unit Mailroom except essential furniture, mail and mail records. Doors will be provided with locks, windows will be barred or covered with a heavy wire mesh, and walls will be solidly constructed to prevent forcible entry. Pin type hinges on doors will be placed on the inner side or otherwise adequately secured (welded, etc.) to prevent removal.

b. Unit Mailrooms will not be used as living quarters.

c. DD Form 1115 (Mailroom -No Admittance) will be attached to the outside of the Unit Mailroom door. The hours of operation will be listed on the DD Form 1115. The hours of operation must coincide with the listed hours in the Unit's Mail Handling Order.

d. The only personnel authorized to enter the Unit Mailroom are the Commanding Officer, Executive Officer, Unit Postal Officer, Unit Assistant Postal Officer, Unit Mail Clerk assigned to the Unit Mailroom, Postal Quality Assurance/Quality Control Inspectors, and supervised working parties. Personnel and section Mail Orderlies receiving mail from the Unit Mailroom will not be permitted access to the Unit Mailroom.

e. Duplicate key(s) to the Unit Mailroom or copies of lock combinations will be placed in a sealed envelope, endorsed as to the contents, and will be maintained by the Unit Postal Officer. The duplicate key(s) must be maintained in a secure location with controlled access by authorized personnel only. Unit Mail Clerks cannot have access to the duplicate key(s).

f. Under no circumstances will the Unit Mailroom be utilized for the processing or storage of anything other than U.S Mail.

g. Wall lockers, file cabinets, desks, etc. are not considered adequate for proper storage or security of mail matter.

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h. The following documents and directives shall be maintained in each mailroom:

(1) A copy of the current edition of each of the following:

(a) DoD Manual 4525.6M

(b) OPNAVINST 5112.6E

(c) MCO 5110.6C

(d) CCO 5110.3 Current Series for Postal Affairs

(e) Unit Mail Handling Order

(2) Appoint a Staff Noncommissioned Officer (SNCO) or above, or civilian employee (GS-6 or above) in writing as a Unit Postal Officer to supervise the operation of the Unit Mailroom.

(3) A properly completed and signed DD Form 285 for each Unit Mailroom conducted by the Postal Officer or Assistant Postal Officer.

(4) A record of random weekly unannounced inspections of the Unit Mailroom.

(5) Instructions and memorandums periodically published by the Postal Director.

(6) A letter designating all personnel authorized to receipt for and open all Official Mail to include accountable.

(7) Mail orderly sign in log sheets.

(8) A unbroken chain of receipts (PS Form 3883, Firm Delivery Receipt for Accountable and Bulk Delivery Mail), from the time that the Unit Mail Clerk signs for it, until delivery is made or mail is returned to the serving Post Office. These receipts will be maintained for two years.

#### 5. Responsibilities

a. Unit Postal Officers are responsible to the Commanding Officer for the efficient operation of mail service in the unit. General responsibilities are outlined in Chapter 3, paragraph 3.

b. Unit mail Clerks are responsible for, but not limited to the following duties:

(1) Maintain a Mail Orderly Receipt Log which will record the following information concerning the delivery of mail to section Mail Orderlies.

(2) Date and time mail is delivered to a section Mail Orderlies receive mail from the unit Mailroom.

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(3) Each time mail is delivered to a section Mail Orderly, the signature, DD Form 285 number and time of delivery are to be recorded in the log.

(4) All sections that receive mail from the Unit Mailroom will be listed each day. Even if a section will not be receiving mail that day, it will still be listed. If a section does not have mail to pick up from the Unit Mailroom on a given day, then the Unit Mail Clerk will annotate "no mail" in that sections listing. This procedure will allow for the proper monitoring of the sections concerning timely pick-up and delivery of mail.

#### 6. Safeguarding the Mail

a. Unit Mail Clerks shall treat the mail as inviolable and may be held responsible for any loss or damage brought about by their failure to properly handle the mail while entrusted to their care. They are also responsible for the following:

- (1) Transporting the mail in a safe and secure manner.
- (2) Guarding pouches and other mail in their custody against theft or damage.
- (3) Promptly and properly delivering or forwarding mail and unnecessary delay of the mail.

b. Unit must be transported in a closed body military vehicle with proper protection given to the mail.

c. Mail must be transported in a closed body military vehicle with proper protection given to the mail.

d. Mail is not to be left unattended in a vehicle, even at a mail platform, unless the vehicle is in complete sight and can be reached quickly in the event a theft is attempted.

e. U.S. Mail bags are not waterproof and must be guarded against water damage resulting from rain or standing water.

f. Transportation of U.S. Mail by Unit Mail Clerks to and from the serving Post Office is not authorized in Privately Owned Vehicles (POV).

#### 7. Collection and Delivery of Ordinary Mail

##### a. Incoming Mail

(1) Properly designated Unit Mail Clerks will pick up the mail from the serving Post Office for separation delivery to subordinate units or addressees.

(2) Time and circumstances permitting, Unit Mail Clerks will check the mail prior to departing from the serving Post Office to ensure that they are not leaving with mail that cannot be delivered.

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(3) Unit Mail Clerks will receipt for all mail by properly filling out the required information on the Unit Mail Clerk Receipt Log.

(4) Upon returning to the Unit Mailroom, the Unit Mail Clerk will immediately separate the mail and deliver it to addressees at mail call or by any other means the Commanding Officer deems best so long as personal delivery is provided. Under no circumstances will mail be left unprotected while awaiting delivery.

(5) Undeliverable mail will be appropriately processed immediately following mail call.

b. Outgoing Mail

(1) All outgoing Official Mail will be screened to determine that it is properly prepared. Refer to Chapter 1 for detailed instructions on the processing of outgoing Official Mail.

(2) Undeliverable mail and mail endorsed with a forwarding address will be bundled separately and returned to the serving Post Office.

8. Accountable Mail

a. Accountable email, for the purposes of this Order, is Registered, Certified, Insured (over \$200), Signature Confirmation, Return Receipt for Merchandise, and Express Mail. Such mail will be covered by receipts from the time of acceptance by the Unit Mail Clerk until delivery has been accomplished.

b. The delivery of personal accountable mail will be made at the serving Post Office to the addressee or his agent upon presentation of proper identification. Unit mail Clerks are not authorized to handle personal accountable mail except when specifically authorized by the Postal Chief.

c. Official accountable mail may be handled by Unit Mail Clerks at the discretion of Commanding Officer. This type of mail, addressed to the Commanding Officer, may be delivered by the Unit Mail Clerk to an agent of the Commanding Officer. The authorized agent shall be designated in writing, by name, and a copy of the signed designation letter must be posted in the Unit Mailroom. Letters of authorization must be signed by the Commanding Officer or responsible officer only. Use of "By direction" is not authorized.

d. When Unit Mail Clerks report to the serving Post Office to receive mail for the Unit, they shall check in with the Registry Section and inquire if there is any accountable mail on hand for their activity.

e. When the serving Post Office has received personal accountable mail for any member of this activity, the Accountable Mail Section will issue a completed PS Form 3849 (Delivery Notice/Reminder Receipt) and given to the Unit Mail Clerk for each such article on hand. Arrival notices shall be delivered to the addressee of the accountable mail article by the mail orderly in the same manner as letter mail. Addressees may then receipt for their accountable mail at the serving Post Office upon presentation of the arrival notice and proper identification.

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f. When a "Delivery Notice/Reminder Receipt" (PS Form 3849) is undeliverable, suitable notation will be made in the space provided on the form stating the reason for non-delivery or giving the new forwarding address for the addressee. The form will then be immediately returned to the serving Post Office. If the addressee is on leave or is temporarily absent for any reason, the form shall be appropriately endorsed by the Unit Mail Clerk (e.g. on leave, due to return and promptly returned to the serving Post Office).

g. When Unit Mail clerks exchange custody of official accountable mail, use PS for 3883 (Firm Delivery Receipt for Accountable and Bulk Delivery Mail). In doing so, a proper chain of receipts will be maintained.

h. Official accountable mail will not be held overnight in the Unit Mailrooms. If official accountable mail cannot be delivered on day of receipt, it must be returned to the serving Post Office before the close of business that same day.

9. Accountable Mail Received by Mistake

a. If the Unit Mail Clerk receives personal accountable mail by mistake, it is to be returned immediately to the servicing Post Office so that the proper chain of receipts can be maintained and the accountable item properly delivered to the addressee. Official Accountable mail mistakenly delivered to the wrong unit is to be handled in the same manner.

b. Under no circumstances will Unit Mail Clerks accept receipt of any personal accountable mail from the serving Post Office. Personal accountable mail includes Registered, Certified, Insured (over \$200), Signature Confirmation, Return Receipt for Merchandise, and Express Mail.

10. Handling of Mail Received in Damaged Condition or Without Content. Upon delivery of articles that are endorsed "Received in Damaged Condition" or Received without Contents, the addressee will be so advised as to the location of the Post Office where an inquiry or complaint can be filed. The Mail Orderly will instruct the addressee to present the damaged article together with the wrapper and packing material in which it was received if addressee desires to file an inquiry or complaint.

11. Mail Received by Mistake. Personnel receiving mail not intended for them must immediately return such mail unopened to the Unit Mailroom or the serving Post Office.

12. Mail Received and Opened by Mistake

a. A person opening U.S. Mail by mistake will immediately reseal and endorse mail on the face of the cover as shown in the below example and return it to the orderly or serving Post Office.

Opened by mistake 10 Dec 2016  
I. M. Marine (Signature)

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b. Personnel shall not examine the contents of the mail opened by mistake but will treat it as if it were sealed.

13. Mail Received in Open Condition. If a Unit Mail Clerk received letter mail from the serving Post Office that is unsealed or in an open condition, the articles are to be endorsed as follows:

Received in open condition  
Time and Date  
Signature of Unit Mail Clerk

14. Emergency Disposition of Mail and Postal Effects. All units operating Unit Mailrooms shall provide for the disposition of mail and any other postal effects subject to danger of capture in an emergency situation. Plans for emergency disposition of mail will include the following:

a. When sufficient advance warning is received:

(1) Deliver or dispatch mail on hand.

(2) Suspend operations and transport all mail to safe area.

b. When insufficient advance warning is received to permit carrying out completely the provision of the aforementioned paragraph and upon order of the Commanding Officer or senior officer present, evacuate or destroy all mail and postal effects.

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Chapter 6Mail Directory Service

1. Organizations are Required to Maintain Directory Service. Every activity that maintains a Unit Mailroom is required to maintain a complete and current directory file card in accordance with reference (f) of this Order and supplemental instructions received from higher headquarters.

2. Directory

a. General. Accurate and timely directory service is an important mail handling responsibility.

(1) Transferred personnel should receive their mail as soon as possible. The individual service member is responsible for providing current directory file information to the Unit Mailroom/Mail Distribution Center (MDC) when checking in and out.

(2) The command will ensure all personnel checks in and out with the Unit Mailroom/MDC.

3. Transferred Personnel. All service members being transferred are required to check out with the Unit Mailroom/MDC and provide a forwarding address or instructions on how to handle any mail received after transfer. Failure to do so may result in the delay of forwarding or delivery for their mail.

4. Directory File System. Marine Corps commands will maintain a directory file system for all personnel attached to the unit.

a. Unit Mail Clerks will fill out a NAVMC 10572 (Directory File Card) with information the service member provides when checking in or checking out. The unit diary is the preferred source document that should be used to extract information to complete the directory file for service members who fail to check in/out of the Unit Mailroom/MDC. Directory File Cards shall be utilized as follows:

(1) When a service member checks in, enter the following information on the Directory File Card; last name, first name, middle initial, grade, unit joined from (complete address not required), date, and unit/section to which assigned (or other information necessary to ensure mail delivery).

(2) Changes in status are recorded in the appropriate spaces on the Directory File Card. Changes such as Temporary Additional Duty (TAD), sick, Unauthorized Absence (UA), confinement, or In Hands of Civilian Authorities (IHCA) are entered on the back side of the Directory File Card when applicable. Leave entries are not required on the Directory File Card.

(3) When a service member checks out, enter the following information on the Directory File Card; new complete military address, including an Estimated Date of Arrival (EDA), or a complete home address and have the service member sign and date the card. When a service member cannot or does not provide a forwarding address, this information can be located on the unit

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diary. A unit diary number must be entered on the card only when the unit diary is used as the source of the information to forward mail. The unit diary will be utilized to forward mail to military addresses only.

(4) Deserters. When a service member is declared a deserter, return to sender all mail with the endorsement "Moved Left No Forwarding Address" (MLNA). The Unit Mail Clerk will enter the following information on the Directory File Card:

(a) Write the work "Deserter" in the new duty station block, enter the desertion date, and discard date.

(b) The unit diary will be used as the source document for this entry. Enter the unit diary number in the appropriate block.

b. All Unit Mailrooms/MDC will provide directory service for all "No Record" First Class Mail to include Priority Mail by utilizing the Marine Corps Total Force System (MCTFS) 3270 or Postal Automated Locator System (PALS). Post Office, Unit Mailrooms, Inspectors, and directory sections will ensure compliance. In addition, servicing Post Offices will check all mail identified above to ensure directory service is performed. Mailroom/MDC(s) will endorse "No Record" First Class Mail in the following manner:

(1) NO RECORD, UNIT NAME, DATE, and UNIT MAIL CLERK CARD NUMBER.

(2) Other guidelines include: NO = No Record, MLNA = Moved Left No Address, MS = Missent, and FWD = Forward.

5. Retention Periods. All documentation for the Unit Mailroom are required before they can be destroyed.

a. Directory File Cards for service members on TAD status and attached to a unit for six months or less will be maintained per reference (c).

b. The Unit Mail Clerk will purge the Directory File Cards during the first week for each month and destroy all cards containing a discard date for that month.

6. Readdressing Mail. Unit Mail Clerks will endorse all mail requiring directory service. Place the correct address to the right of the original address, including an EDA if the new address is a military unit. Permanent mailing addresses going to a civilian location are not authorized to be obtained from the unit diary. If the service member has not provided proper forwarding instructions and a new military address is not available then mail will be returned to the Military Post Office with the endorsement, "Moved Left No Address."

7. Sources of Information for Updating the Directory File. The individual service member is responsible for keeping the Unit Mailroom/MDC informed as to their status to ensure the timely delivery of their mail. The Unit Mailroom will still require other source documents to provide information when the individual service member does not or cannot provide this information. The unit diary is the best source of documentation to provide this information due to the complete data it maintains on individual service members. When feasible, the Unit Mailroom/MDC will be provided a copy of

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each unit diary in order to update the Directory File Cards. The date will be written on the unit diary when it is received in the Unit Mailroom/MDC, when it has been reviewed, and when it is used to update the Directory File Cards. When the unit diary cannot be provided to the Unit mailroom/MDC, the command will provide other documentation, such as morning reports, that provide all the necessary information to update the Directory File Cards.

8. Disposition of Undeliverable Mail

a. Mail Orderlies who are not assigned to the serving Unit Mailroom (e.g. company or section Mail Orderlies) are required to return all undeliverable mail to the serving Unit Mailroom or Post Office from which received by the close of business that same day. Under no circumstance will Mail Orderlies keep the mail overnight. Mail which cannot be delivered that day but can be delivered at a later date will be retained in the serving Unit Mailroom until delivery can be affected. Mail for personnel for whom there is no record will be endorsed as such on the back side (not address side) of the envelope using the letters "NR" along with the unit and date (e.g. NR, HQBN, 12 Dec 16, 5-11). Mail for personnel with a forwarding address on file will be properly endorsed by drawing a single diagonal line through the old address (do not obliterate the old address), recording the new address and circling it. Forwarding addresses will be recorded on the front (address side) of the envelope.

b. Mail for casualties shall not be forwarded to the next of Kin (NOK) or returned to sender until absolute verification has been made that the NOK has been notified. Once verification has been made, the casualty mail will be returned to the servicing post office to be forwarded to the NOK or returned to sender per the wishes of the NOK. Unit Mailroom personnel will make no endorsements on casualty mail, or write any message to indicate casualty status. Casualty mail may be held as long as necessary to preclude inadvertent disclosure of casualty status prior to the official notification of the NOK. Casualty mail may be held as long as necessary to preclude inadvertent disclosure of casualty status prior to the official notification of the NOK.

c. Mail for personnel in an Unauthorized Absence (UA) status shall be retained in the Unit Mailroom until returned from UA status or a maximum of 30 days. After 30 days mail shall be processed in a Deserter Status.

d. Mail for personnel confined at the Marine Corps Installations West-Marine Corps Base Camp Pendleton Correctional Facility shall be readdresses to "Box 555226, Camp Pendleton, CA 922055-5226." Mail for personnel confined at the Marine Corps Air Station Miramar Correctional Facility shall be readdressed to "Suite A, P.O. Box 452136, San Diego, CA 92415-2136."

e. Mail for personnel who are IHCA will be forwarded under separate official cover in an Official Mail envelope to the appropriate official for delivery at the jail, prison or other institution where the individual is confined. A letter of transmittal will be enclosed with the individual's mail. A business reply envelope addressed back to the serving Unit Mailroom will also be enclosed to facilitate the return of the individual's mail in the event of release from jail, or delivery of the mail is refused.

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f. The words "brig," "confined," "UA," "deserter," or similar derogatory notations shall not be placed on the cover or used as part of the address on any mail matter.

g. Mail for which a forwarding address is available will be properly endorsed and forwarded by the next working day following the date of receipt. The name of the addressee shall not be written, marked or stamped over. Omit only the incorrect of the old address. Abbreviations shall not be used as part of the forwarding address except those abbreviations which may normally be used in civilian addresses. For example, "CLNC" will not be used for Camp Lejeune and "PI" would not be used for Parris Island.

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Chapter 7

Deployments

1. Mail Routing Request

a. Deploying organizations will be served by mail routing methods, which meet the requirements of their situation. Commanders will ensure that liaison is established with the MAGTF/TC, MCAGCC Postal Chief 45 days prior to deployment of the first echelon to ascertain the appropriate mail routing method and to implement mail-handling instructions as may be required.

b. Units that participate in the unit deployment program will ensure the change of address for all official publications is effected 45 days prior to departing or returning to their stateside host base.

c. Deploying personnel will not change their mailing address unless instructed to do so. Ship's name, hull numbers, and geographical locations will not be utilized in FPO mailing addresses.

2. Predeployment Procedures

a. Commanding officers of all deploying elements will be required to establish liaison with the MAGTF/TC, MCAGCC Postal Chief no later than 45 days prior to departure of the first echelon of personnel. During the initial liaison, commanding officers will provide the MAGTF/TC, MCAGCC Postal Officer with information of scheduled predeployment briefs for both military and their dependents.

b. Commanding Officers of deploying elements will notify the MAGTF/TC, MCAGCC Postal Chief by letter of desired mail routing. To avoid errors and minimize delay in effecting mail routing changes, the following information is required when submitting this mail routing request:

- (1) Unit(s) involved.
- (2) Departure date of advance party.
- (3) Departure date of main body.
- (4) Area of deployment.
- (5) Name of exercise.
- (6) Estimated date of return for advance party.
- (7) Estimated date of return of main body.
- (8) Classes of mail to be routed.

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Chapter 8

Postal Cost Management Program

1. General. It is a DoD policy that mailing costs be kept to the minimum necessary to essential government business. In compliance with this policy, the Marine Corps promulgated reference (e), which establishes current and clearer guidelines for all Marine Corps activities to follow.

a. Policy. The contents of Chapter 8, reference (e) will be reviewed by all activities to ensure that all applicable cost saving practices are utilized.

b. Procedures. The following measures were designed to reduce the cost of official mailings in the Marine Corps and the verbatim wording contained below is required by references (a) through (g), and must be added to all organizational/unit mail handling directives required by the references.

(1) Letter Mail. All unclassified official correspondence weighing 11 ounces or less, will be sent first class mail. Unclassified official correspondence weighing more than 11 ounces will be sent by the most cost effective means unless otherwise requested.

(2) Classified Mail. Classified mail shall be prepared and transmitted as prescribed by DoD regulations.

(3) Substance Abuse Mailings. Urinalysis samples shall be prepared and transmitted as prescribed by DoD regulations and Marine Corps directives.

(4) Publications and Blank Forms. All bulk distribution of publications (i.e. directives, instructions, regulations, and manuals) will be sent at the special fourth class book rate if they qualify, or as third or fourth class mail.

(5) Periodicals. When eligible, periodicals not qualifying for the special fourth class rate mailed to individuals or organizations will be sent at the controlled circulation or third class bulk rate. When ineligible for these rates, periodicals shall be sent as third or fourth class mail.

(6) Logistic Parcels. When USPS can satisfactorily meet DoD requirements for mailings within the United States at the lowest overall cost, the following will apply:

(a) Priority or first class mail will be used for mission essential supply requirements and expeditious handling of critically needed items and "999" procedures.

(b) Priority or first class mail will be used for Uniform Material Movement and Issue Point Priority System (UMMIPS) priority designators 01-08 shipments that are consigned to a location more than 300 miles from the shipper.

(c) All UMMIPS priority designator 01-08 shipments consigned to a location 300 miles or less will be sent as third or fourth class mail or held for consolidation as freight, whichever is less costly.

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c. All outgoing official mail is required to have same day postage. To adhere to this regulation, official mail acceptance hours have been established.

## 2. Cost Management Measures

a. Commanding officers shall establish and maintain an official mail consolidation point for the purpose of monitoring the official mail program and to ensure that official mailings are consolidated to reduce costs. Routine correspondence or documents intended for entry into the USPS system and destined for Marine Corps activities, will be delivered to the consolidation point for consolidation prior to mailing.

b. The command consolidation point will determine which correspondence and documents are to enter the USPS system, and which are to be sent by intra-command messenger/guard mail. In no case should documents destined for organizations or units aboard the originating base, or served by the originator's command courier service, be entered into the USPS system.

c. Routine correspondence or documents destined for a single location will be consolidated by the consolidation point, addressed to the commanding general or commanding officer of that activity, and forwarded under a single cover (i.e. large envelope or box), not to exceed 70 pounds. The endorsement "Contains Consolidated Correspondence" in bold letters will be placed in the lower left quadrant of the address side of the container.

d. Guard mail or command courier service will be utilized to the maximum extent possible for the delivery of items destined for activities located within the originators geographical location.

e. The smallest possible envelope suitable for a single mailing will be utilized in all cases. The USPS restrictions with regard to nonstandard envelopes are outlined in reference (b) and (e), and they must be strictly followed to avoid unnecessary surcharges.

f. All personnel concerned with the preparation of official matter for mailing will thoroughly familiarize themselves with the instructions contained in reference (b) and (e).

## 3. Standard "A" Bulk Mailings

a. General. Standard "A" mail or bulk business mail, commonly referred to as bulk rate mail, consists of articles sent at the third class rate of postage, that contain a general message aimed at all who receive it rather than a personal message aimed at a particular individual. Standard "A" mail or bulk business mail is a domestic service only. It is not used for mailing items to foreign countries. To increase the efficiency of bulk mailings, mailers must ensure that all addresses are current and complete to include address, city, state and zip code. The greatest cause for non-delivery is incorrect addressing.

b. Mail Preparation. Each Standard "A" or third class bulk mailing must contain a minimum of 200 pieces. All pieces in the mailing must belong to the same processing category and must be identical in weight. For example,

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all letters or all flats. Letter size dimensions are between 3 1/2" x 5 1/2" and 6 1/8" and 11 1/2" and between .007" and 1/4" inch thick. The maximum weight is 3.3087 ounces. Flat size dimensions are more than 6 1/8 x 11 1/2 but not more than 15" long, 12" high and 3/4" thick. The maximum weight is no more than 16 ounces.

(1) Savings on postage cost occur with bulk business mail because the mailer does the presorting. By separating the mail into the different rate categories increased savings are possible. The first two are basis presort and 3/5 presort. If at least 150 pieces or 15 pounds are going to the same 5 digit or 3 digit zip code, this mail qualifies for the 3/5 presort rate. The remaining mail will qualify for the basic presort rate.

(2) Permit imprints must appear in the upper right hand corner where the postage stamp would normally be placed. The permit number for the Combat Center is #8. It must be imprinted on all pieces of the mailing.

(3) Packaging allows the postal system to sort, dispatch and deliver mail, quickly and easily, and allow the mailer to experience the lowest rates. To comply with these requirements the following must be done by the mailer:

(a) All pieces must face the same direction and be secured with rubber bands. Bundles should be 4 inches thick but no more than 6 inches total.

(b) Each piece must include a complete delivery address with the correct zip code or zip+4 code.

(c) All mailing must be brought to the military post office for processing.

#### 4. Special Services

a. The use of express, certified, and registered mail services shall be restricted to those items requiring special handling as specified in Chapter 2 and 3 of reference (e).

b. All official matter requiring special services shall be brought to the military post office for mailing.

c. Express mail is available to this command, but due to the remote location of the Combat Center, the USPS does not guarantee overnight delivery. Because of the high cost of postage required for the utilization of express mail, consideration should be taken to ensure that next days delivery service is an essential requirement to mission accomplishment and not a convenience. Express mail will not be utilized when:

(1) Used to respond to directed actions or requests for information unless using it is the only way to meet a short suspense.

(2) For the purpose of correcting administrative oversights such as late suspense dates when adequate time existed.

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d. Registered mail provides for proof of mailing and delivery, a chain of receipts from the time of acceptance until delivery, separate handling from ordinary mail, and indemnity in case of loss or damage. It will only be used for official mission essential mail requiring the highest degree of security.

- (1) Any currency, vouchers or high value items.
- (2) Mailable shipments of government owned firearms.
- (3) Calibration equipment and sensitive, controlled, pilferable or irreplaceable material.
- (4) For the transmission of classified material.
- (5) Criminal investigative evidence.
- (6) Material required to be sent as registered mail by law, DoD instructions, federal directing or USMC directives.
- (7) Items with return receipts; environmental samples, notification of radiation exposure, mailing former evidence to its owner.

e. Certified mail provides proof of deposit at the point of mailing and receipt at the point of delivery of First-class and Priority mail. It does not provide any protection enroute in that it is handled as ordinary mail from the time of presentation while in transit, and until delivery. Certified mail is restricted for use within the Domestic Postal System and will only be used with those items having no intrinsic value.

- (1) Notification to obligated reservists of failure to complete required training.
- (2) Proof of delivery or an attempt to deliver legal documents.
- (3) Letters to establishments declared "off limits."
- (4) Adverse enlisted and officer efficiency reports and other similar actions.
- (5) Items with return receipts; adverse enlisted and officer efficiency reports and similar actions, adverse personnel actions for military and civilian personnel, traffic or driving violations, letters of revocation or suspension of installation driving privileges, records of trial for all special and general courts martial, decisions of the courts of military review, and officer elimination cases.

f. Numbered insured mail may be used for accountability reasons when proof of delivery is required for valuable administrative or logistical equipment, supplies, and printed matter.

g. Certificates of Mailing (PS Form 3817) provide proof of mailing and are available at the time of mailing

Enclosure (1)

5. Postage Metering

a. Each Marine Corps installation or activity using postage metering must have a license. The USPS Government Revenue and Examination Branch will approve each license which will be retained by the activity concerned. The license does not have to be renewed and remains in effect until canceled.

b. The MAGTF/TC, MCAGCC Postal Officer and Postal Chief must ensure that postage metering equipment is used only for processing official mail and that only authorized personnel operate this machine. Penalty for personal use of the official mail meter imprint is \$300.00. Postage meters are equipped with locking devices and every precaution should be taken to keep the meters locked during periods of nonuse throughout the workday. The meters will be stored overnight in an approved security container or safe.

c. As of 1 October 1989, commands that employ the use of metering equipment will assume the responsibility for budgeting and payment of all postage metering equipment rental fees, maintenance fees, and contracts.

d. Each Marine Corps activity metering official mail or using permit imprint mailings must submit an Postage Expenditure Report to Headquarters, U.S. Marine Corps (MHP-50) on a quarterly basis to arrive by the 10th of the following month. Copies of all Postage Statement Mail "A" Permit Imprint (PS Form 3602-R) and Receipt for Postage Meter Setting (PS Form 3603) will be submitted with the report.

Enclosure (1)