



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788200
TWENTYNINE PALMS, CALIFORNIA 92278-8200

BnO 5112.2F
HQBN
31 Oct 18

BATTALION ORDER 5112.2F

From: Commanding Officer
To: Distribution List

Subj: MAIL HANDLING AND BATTALION MAIL ROOM PROCEDURES

Ref: (a) DoD 4525.6M
(b) OPNAVINST 5112.6
(c) NAVMC DIR 5040.6
(d) MCO 5110.4
(e) MCO 5110.6
(f) CCO 5110.3

Encl: (1) Mail handling and battalion mail room procedures

1. Situation. This Order sets forth policy and establishes procedures for the handling and processing of United States Postal Service (USPS) mail, the daily operation of the battalion mail room, as well as establishes the unit official mail center in accordance with the references.

2. Cancellation. BnO 5112.2E.

3. Mission. To publish instructions for handling of USPS mail and provide guidance for unit mail room operations within Headquarters Battalion (HQBN).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure that the battalion mail room and personnel handling mail are operating in accordance with the references. Additionally, because the timely and accurate delivery of mail is paramount in maintaining good order throughout the battalion, Company Commanders and Officers-in-Charge (OICs) will ensure that Marines, sailors and civilians in their charge are familiar and comply with this Order.

(2) Concept of Operations. The policies and procedures set forth in this Order are in accordance with the references and are applicable to all HQBN personnel.

b. Subordinate Element Missions. Company Commanders and OICs will screen and submit personnel to be appointed as unit mail orderlies for their respective sections to perform the duties as outlined in enclosure (1).

c. Coordinating Instructions. Personnel assigned with mail handling duties are required to be familiar with the references and enclosure (1) of this Order.

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

5. Administration and Logistics. Directives issued by the Commanding Officer are published electronically and can be located on the Battalion SharePoint at the following link:

<https://vce.tecom.usmc.mil/sites/msc/magtftc/HQBN/SitePages/Home.aspx>.

6. Command and Signal

a. Command. This Order is applicable to all Headquarters Battalion, Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center personnel.

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



S. A. EDWARDS

DISTRIBUTION: A

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	Responsibilities and Duties	1-1
1.	Unit Postal Officer and Asst Postal Officer	1-1
2.	Unit Mail Clerk	1-1
3.	Unit Mail Orderlies	1-3
Chapter 2	Unit Mailroom and Post Office	2-1
1.	Location and Hours of Operation	2-1
2.	Check in/out Procedures	2-1
3.	Mailroom Security	2-2
4.	Post Office and USPS Mail Receptacles	2-2
Chapter 3	Mail Handling Procedures	3-1
1.	Unit Mailing Address	3-1
2.	Transportation of Mail	3-1
3.	Incoming Personal Mail	3-1
4.	Outgoing Personal Mail	3-3
5.	Emergency Destruction of Mail and Effects	3-4
Chapter 4	Official Mail Program	4-1
1.	General Information	4-1
2.	Official Mail Center	4-2
3.	Customer Information	4-3

Chapter 1

Responsibilities and Duties

1. Unit Postal Officer and Assistant Postal Officer. The Unit Postal Officer and Assistant Postal Officer will be appointed in writing by the Commanding Officer and must be an E-6 and above. Duties will include but are not limited to the following:

- a. Become thoroughly familiar with the contents of the reference and this Order.
- b. Provide detailed supervision of all mail handling functions.
- c. Conduct unannounced weekly unit mailroom inspections to ensure compliance with pertinent regulations and directives. The functional area checklist will be used to document all inspections and will be kept on file for at least six months.
- d. Maintain and account for the unit mail clerk and orderly appointment log (DD Form 2260) and blank appointment cards (DD Form 285) in accordance with reference (a).
- e. Instruct mail orderlies in the proper procedures for the safeguarding and processing of mail.
- f. Keep the Commanding Officer advised of all postal matters.
- g. Take immediate corrective action on all discrepancies noted on inspections conducted by the Postal Inspector, postal representatives from higher headquarters and the USPS.
- 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. Maintain PS Form for two years from date of receipt.
- i. Inspect mail orderlies and mail handling procedures for 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.

2. Unit Mail Clerk. Unit mail clerks will be designated by the Unit Postal Officer or Assistant Postal Officer on DD Form 285 and DD Form 2260. No less than two unit mail clerks will be appointed to operate the unit mailroom. The DD Form 285 will be prepared in triplicate for each mail clerk. The Military Post Office (MPO), the battalion mailroom, and the appointee (for identification while handling mail) will retain one each.

- a. The following qualifications shall be met:
 - (1) Be a U.S. citizen if handling official Registered mail, and be eligible for a SECRET clearance.
 - (2) Have no record of conviction by court martial.

(3) Have no record of punishment under Article 15 (Title 10 U.S.C. Chapter 47, the Uniform Code of Military Justice).

(4) Have no civil convictions related to a theft or a financial or postal incident.

(5) Have no record of derogatory information or unfavorable conduct casting doubt on the individual's trustworthiness and integrity.

(6) Have no history of a psychiatric disorder, alcoholism, or drug abuse condition unless a medical evaluation determines the condition no longer exists.

(7) Never previously relieved of postal duties for cause.

b. Unit mail clerk duties will include but are not limited to:

(1) Attending the prescribed mail handling class as given by the local Military Post Office no later than 30 days after appointment.

(2) Becoming familiar with the references to include this Order.

(3) Picking up mail from the Military Post Office on a daily basis unless authorized by the Postal Officer or Assistant Postal Officer to do otherwise and ensuring to date stamp all mail upon receipt.

(4) Operate the mailroom in accordance with all references and on designated dates and times.

(5) Maintaining a daily mail orderly receipt logbook which will record the date and time mail is delivered to a section mail orderly by the mail clerk. Additionally, the log will record the DD Form 285 number and signature of the mail orderly.

(6) Transporting mail in a safe and secure manner to guard from loss, damage and theft.

(7) Promptly and properly delivering mail to prevent the unnecessary delay of mail.

(8) Perform prompt directory service on all undeliverable mail and return it to the serving post office not later than the next working day.

(9) Report known or suspected postal offenses to the Unit Postal Officer or Assistant Postal Officer immediately.

(10) Maintain all copies of PS Form 3883 received from the military post office.

(11) Deliver all official accountable mail to the individual(s) designated in writing by the Commanding Officer as authorized to receive accountable mail.

(12) Return all undeliverable official accountable mail to the serving military post office the same day as received. Official accountable mail will not be maintained in the mailroom overnight.

(13) Maintain a current directory file system of all personnel within HQBN.

3. Unit Mail Orderlies. Unit mail orderlies will be designated by the Unit Postal Officer or Assistant Postal Officer on DD Form 285 and DD Form 2260. There will be no less than two mail orderlies per section. Sections of 50 personnel or more will have a minimum of four orderlies. The DD Form 285 will be prepared in duplicate for each orderly. The battalion mailroom and the appointee (for identification while handling mail) will retain one each.

a. Unit mail orderlies will meet the qualifications listed in paragraph 2a of this chapter.

b. Unit mail orderly duties include but are not limited to:

(1) Attending the prescribed mail handling class as given by the local Military Post Office no later than 30 days after appointment.

(2) Becoming familiar with the references to include this Order.

(3) Having DD Form 285 in possession when picking up mail from the unit mailroom on a daily basis and returning undeliverable mail to the unit mailroom the same day.

(4) Ensuring that mail is not stored at work sections, in barracks rooms, vehicles or any other unauthorized location overnight.

(5) Properly filling out and signing the daily mail orderly receipt logbook located in the mailroom when picking up mail.

(6) Transporting mail in a safe and secure manner to guard from loss, damage and theft.

(7) Promptly and properly delivering mail to prevent the unnecessary delay of mail.

(8) Returning all undeliverable mail to the unit mailroom the same day as received.

(9) Reporting known or suspected postal offenses to the Unit Postal Officer or Assistant Postal Officer immediately.

Chapter 2

Unit Mailroom and Post Office

1. Location and Hours of Operation. The unit mailroom is located in building 1457 and operates on the following schedule:

Section Mail Pick-up	Monday-Thursday:	1300-1500
	Friday:	1000-1130
	Saturday, Sunday, Holidays:	Closed
All-Hands Check-in/out	Monday-Friday:	Same as Above

2. Check In/Out Procedures. All personnel reporting in, transferring or in a TAD status for 31 days or more shall check-in/out from the unit mailroom.

a. Directory File Cards

(1) Check-in. A directory file card (NAVMC 10572) will be filled in for all personnel checking into the battalion. Upon check in, personnel will provide full name, grade, previous unit, date of arrival, and current unit assigned.

(2) Check-out. Upon check out, personnel will provide the new unit and duty station with an estimated date of arrival as well as sign and date the NAVMC 10572. Mail clerks will then fill in the discard date (one year and one month after check out date) and retain on file for the duration.

(3) TAD. Personnel attaching to Headquarters Battalion on TAD orders for 31 days or more will complete the check-in process upon reporting in and the checkout process prior to detaching.

(4) Temporary Status. Temporary changes in status are recorded in the appropriate spaces on the directory file card. Temporary changes such as TAD, sick, unauthorized absence, confinement, in hands of civilian authorities are entered when applicable.

(a) All personnel on leave or in a TAD status will inform the Battalion Mail Clerks as to the disposition of their mail by completing enclosure (4). This can be accomplished at any time during posted hours. Enclosure (4), once completed, will be maintained in the Battalion mailroom and affixed around the personal mail.

(b) Personnel on TAD Excess (more than 30 days) will have their mail automatically forwarded to their TAD command however mail may be held in the mailroom at the member's request by signing a mail disposition form.

(c) Personnel on short term TAD (30 days or less) will not change their address. Their mail will continue to be received at the battalion mailroom and held until their return. Marines are encouraged to personally notify mailroom personnel of any special instructions regarding the handling of their mail while on temporary status.

b. Change of Address Cards. Personnel checking into the unit will complete a change of address card (OPNAV 5110/5), which will be sent to the previous command to update their directory file records.

3. Mailroom Security. The unit mailroom will comply with all regulations concerning mailroom structural requirements contained in reference (a). The unit mailroom will be locked at all times except when occupied by mail clerks.

a. Unescorted Access. Personnel listed below may access to the unit mailroom unescorted:

- (1) Battalion Commander.
- (2) Unit Postal Officer/Assistant Postal Officer.
- (3) Designated Mail Clerks.

b. Escorted Access. Personnel listed below may be escorted into the unit mailroom by personnel listed in paragraph 3a of this chapter:

- (1) Executive Officer
- (2) Sergeant Major
- (3) Military Postal/United States Postal Inspectors (with valid identification cards).
- (4) Authorized working parties (closed mail only).

c. There will be two keys for the battalion mailroom. One key will be kept in the S-1 office and signed out daily to the mail clerk assigned mail clerk duties for the week. The spare key will be sealed in an envelope and locked in the Unit Postal Officer's safe. NO ADDITIONAL KEYS ARE AUTHORIZED TO BE PRODUCED.

4. Post Office and USPS Mail Receptacles

a. The Combat Center Post Office is located in building 1435. For services and hours of operation refer to reference (f).

b. United States Postal Service mail receptacles are for outgoing personal mail only. The mail receptacles are located outside the Post Office (building 1435). Mail is picked up from the receptacles in accordance with dispatch schedules, which are subject to change.

Chapter 3

Mail Handling Procedures

1. Unit Mailing Address. It is extremely important that all information listed be present on incoming mail, with particular emphasis on the individual Marine's section and Post Office Box number. Zip codes are mandatory for all mail. The following is a sample format of the correct mailing address for HQBN personnel:

Pvt I. M. Motivated
HQBN, (Company/Section)
BOX 788200
TWENTYNINE PALMS, CA 92278-8200

2. Transportation of Mail

a. A closed body government vehicle equipped with lockable doors shall be used to transport mail to and from mail service areas. When a closed body vehicle is unavailable and another kind is used, mail clerks or orderlies shall ride in the compartment that holds the mail, if practical. If conditions prohibit personnel from riding in the compartment with the mail, visual contact shall be maintained with the mail at all times.

b. Mail transported in vehicles other than closed body vehicles shall be protected from the elements (i.e inclement weather).

c. Privately owned vehicles (POV) may not be used to transport mail. If an emergency situation occurs requiring a POV to be used temporarily, its use shall be required by the section OIC and approved by the Base Postal Activity.

d. Mail clerks and section orderlies will be held liable for any loss caused by their failure to handle mail properly as described in enclosure (3). Mail will be delivered only to addressees, agents named in writing by addressees, or authorized mail orderlies. Mail will not be delayed, rifled through, or left unattended. All mail will be monitored when transported to and from the mailroom. Mail service personnel will not remove stamps from the mail.

e. Security and safeguarding of the mail will be enforced at all times. Plastic bags will be used to keep mail clean and dry. If environmental conditions do not permit delivery of mail because of extreme threat of loss or damage, mail will be delivered as soon as possible after the threat has passed.

3. Incoming Personal Mail

a. The assigned mail clerk will collect mail each weekday from the installation Post Office and transport it to the unit mailroom.

b. Upon arrival at the unit mailroom the mail clerk will date stamp each piece of mail on the reverse side prior to issuance to the section mail orderlies. Mail will then be sorted by section and distributed in accordance with established mailroom operating times.

c. Mail addressed to battalion mail clerks will be processed with mail for other members of the command and will not be opened, stored, or disposed of within the mailroom.

d. Mail orderlies will pick up and sign for mail on a daily basis from the unit mailroom for their respective section. Mail will then be delivered to the individual addressee on the same day. Mail that is not able to be delivered will be returned to the mailroom the same day it was picked up.

e. Balloting Material. Mail clerks and orderlies will give balloting material priority handling.

f. Refused Mail. Addressees may refuse mail they do not want. The addressee will write on the front of the envelope or wrapper "REFUSED", sign, and date it. If the addressee declines to make the endorsement, the mail clerk/orderly will endorse it "REFUSED BY ADDRESSEE", sign, date, and return it to the servicing post office.

g. Suspicious Mail. Mail clerks and orderlies will immediately report any mail suspected of containing harmful matter or controlled substances to the unit postal officer and servicing post office.

h. Opened by Mistake. When mail has been opened by mistake, the mail clerk/orderly will instruct the individual to reseal the envelope, endorse it "OPENED BY MISTAKE", and sign it. The mail clerk/orderly will then return the mail envelope to the unit mailroom or post office for proper disposition.

i. Transferred Personnel. Mail clerks will endorse all mail requiring directory service. A diagonal line must be drawn through the incorrect portion of the address and 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 Marine has not provided proper forwarding instructions and a new military address is not available, mail will be returned to the post office with the endorsement, "Moved Left No Forwarding Address."

j. Received Open, Damaged, or Missing Contents. Mail that is received at the mailroom that is open, damaged, or missing contents will be endorsed with the appropriate endorsement by the mail clerk; "RECEIVED IN OPEN CONDITION", "RECEIVED IN DAMAGED CONDITION", "RECEIVED WITHOUT CONTENTS", with the date of receipt and the identity of the unit endorsing the article of mail.

k. Marines in a TAD/Leave Status. Mail for personnel in a temporary duty or leave status will be handled in accordance with Chapter 2 of this Order.

l. Confined Personnel.

(1) Correctional Facility. Mail privileges extended to prisoners confined for disciplinary reasons shall conform to the current edition of SECNAVINST 1640.9C. Outgoing mail from confined personnel shall not bear any obvious external indications that the individual is confined in a correctional facility, including the return address. Mail clerks will indicate a box number, building number, or other identification that does not indicate a confinement facility when forwarding mail to prisoners.

(2) In Hands of Civilian Authorities (IHCA). Place all mail for personnel confined by civilian authorities into an official mail envelope addressed to the person in charge of the facility and include a letter of explanation from the command. If you cannot verify that the individual is still confined at the facility, include a Business Reply Mail envelope addressed back to the command.

m. Casualty Mail. Under no circumstances will mail for casualties be returned to sender or forwarded to next of kin (NOK) until absolute verification is received that the next of kin have been notified. Once the NOK have been notified, the servicing Post Office will forward mail to the NOK, or return to sender per the wishes of the NOK. This mail may be held as long as necessary to preclude inadvertent disclosure of casualty status prior to official notification of the NOK. In no case will the unit mailroom personnel write any message on the envelope to indicate that the individual is a casualty. Mail for casualties will be endorsed by the servicing postal activity.

n. Deserters. When a service member is declared a deserter, return to sender all mail with the endorsement "Moved Left No Forwarding Address" (MLNFA). The mail clerk will enter the following information on the directory file card: write the word "Deserter" in the new duty station block, enter the desertion date, and discard date. The unit diary will be used as the source document for this entry. Enter the unit diary number in the appropriate block.

4. Outgoing Personal Mail. Outgoing personal mail shall be deposited in local USPS mail collection boxes or presented to local post offices for mailing. Unit mail clerks/orderlies will not collect outgoing personal mail or have access to USPS collection box keys.

a. Non-mailable Items. The following articles cannot be mailed:

- (1) Obscene and indecent materials.
- (2) Lottery solicitations, fraudulent material.
- (3) Intoxicating beverages or illicit drugs.
- (4) Explosives, flammable or poisonous matter.
- (5) Firearms or other ordnance items.

(6) Material advocating disloyalty to the United States or threats to the President of the United States or any other persons.

b. A complete list of non-mailable matter is located in the Base Post Office, building 1435.

c. Persons who knowingly mail or cause to be mailed any matter that has been declared non-mailable under law will receive severe penalties by fine and/or imprisonment.

5. Emergency Destruction of Mail and Effects

a. Destruction plans concerning mailrooms will provide the disposition of mail and postal effects in emergencies involving danger of capture in accordance with the guidance provided in paragraph 3005 of reference (d).

b. Whenever possible, two officers will witness the destruction of mail. A report of items of great value destroyed will be prepared prior to destruction. If practical, a copy of the list will be given the same distribution as OPNAV Form 5100/3, a copy to Naval Investigation Service Office (NISO), and two copies of each to the treasurer of the United States and the Comptroller of the Navy CMC (MHP-10) will be notified within 48 hours, to include a list of items destroyed.

Chapter 4

Official Mail Program

1. General Information

a. Definition of Official Mail. Official mail is any letter, publication, or parcel relating exclusively to the business of the U.S. Government, which is mailed using official postage. Only those items that can be mailed under postal laws may be sent as official mail. By Law, only officials of the U.S. Government are authorized to send items through the postal system as official mail. The penalty for misuse of official mail is \$300.

b. Unauthorized Use of Official Mail. U.S. Marine Corps official mail will not be used for the following:

(1) For private use.

(2) Correspondence that is not exclusively U.S. Marine Corps business.

(3) Correspondence from non-appropriated fund instrumentalities on the buying or selling of non-appropriated fund merchandise or services; routing correspondence with commercial sources of products; routine bills to members of open messes and other membership associations; and advertisements for individual non-appropriated fund or MCCS revenue generating activities.

(4) Greeting cards, Christmas cards, unofficial retirement announcements, job resumes, and invitations to social functions (except functions authorized and funded from official representation funds in accordance with SECNAVINST 7042.7F of (15 Jan 1981, reference (i)).

(5) By retired members of the U.S. Marine Corps, unless acting in an official capacity.

(6) Non-mailable items.

(7) Matter mailed at a civilian post office in a foreign country. Postage must be in stamps of that country.

(8) Parcels tendered for movement by a Government Bill of Lading (GBL) in connection with commercial freight carriers or in the military transportation channels.

(9) By concessionaires and their employees.

(10) For the mailing of official material (e.g., daily, weekly or housing bulletins) that contains unofficial information.

(11) For the mailing of dependent school year books, and other unofficial items such as announcement cards, thank you cards, class rings, etc.

(12) For mail not bearing a complete and proper return address.

(13) For mailing of authorized Marine Corps newspapers to individual subscribers.

(14) For mailing of military cruise books or other related items whose printing is paid for by the individual or non-appropriated funds.

(15) Mailings by or for private associations, or mailing matter donated by individuals for donation to other individuals or charitable organizations.

c. Military Mail Address Standards. To view Official Mail Addresses for Marine Corps Commands go to the Official Mail Address Listing link on the following website, <https://www.manpower.usmc.mil>. Under the "Reference" column, click on "Official Mail Address Listing for Marine Corps Commands." Additionally, all mail shall be prepared and packaged according to USPS regulations to include the following guidance:

(1) To ensure the most efficient delivery of mail, a correctly formatted, current mailing address must be used. The following mail addressing standards are required on all official mail:

(2) Use complete official mailing address (including the nine digit ZIP code) on both the return address and the delivery address.

(3) Print or type address. 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 preferred print size for address characters is 10 to 12 points. Handwritten and rubber stamped addressing are not authorized except for activities engaged in field exercises or hostilities that prevent following these standards. Also, the attention line may contain handwritten characters to identify a specific section, code, or person.

(4) Punctuation may be included in official addresses; however, the preferred format is without punctuation, except for hyphen separating the digit add-on from the five digit ZIP code.

(5) Use the correct address format. Official mailing addresses (both delivery and return) are limited to five lines and formatted with 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/she transfers to a new command.

2. Official Mail Center. The Headquarters Battalion Official Mail Center (OMC) is located in the S-1 office. The purpose of the OMC is to monitor the Official Mail Program and to ensure that official mailings are consolidated to reduce costs. The OMC will process routine correspondence or documents intended for entry into the USPS system and destined for Marine Corps activities and consolidate as needed prior to delivering to the Post Office.

a. OMC Standard Operating Procedures

(1) Official Mail Manager (OMM)/Assistant Official Mail Manager (AOMM). The OMM and AOMM will be appointed in writing by the Commanding

Officer and must be an E-6 or above. Duties will include but are not limited to the following:

- (a) Be sure mail users know when and how to contact their OMM.
- (b) Supervise mailing practices.
- (c) Report misuse of official mail to the Commanding Officer of alleged violators.
- (d) Establish controls on postal expenditures to create a cost-effective.

(2) Outgoing Official Mail. Outgoing mail will be dropped off at the HQBN OMC for inspection and consolidation every work day. Once the OMM/AOMM has inspected and approved all packages, the mail clerk will deliver outgoing official mail to the military post office for entry into the USPS. Official mail returned by the military post office for any reason will be returned to the OMC and the section notified for pick-up and corrections.

(3) Incoming Official Mail. Incoming official mail will be processed as all other mail in the unit mailroom and delivered to one of the authorized personnel to receive and open official mail as per the latest appointment letter.

b. Classified Material Screening Point. The designated screening point for classified mail is located in the Adjutant's Office in building 1457.

3. Customer Information. The Battalion Mail Clerks will direct personnel having questions concerning the mailing of articles outside the United States to the service postal activity to ensure compliance with customs procedures.

a. The use of special delivery, special handling, or insured mail is not authorized for the transmission of official mail where payment of mailing costs is borne by the United States.

b. Airmail is not authorized; however, First Class mail which weighs less than 12 ounces and is destined to an individual with a foreign address (FPO/APO address excluded) are exempt from this restriction.

c. Priority mail is not authorized without specific permission of Headquarters, U.S. Marine Corps (Code MHP-50), UNLESS THE SHIPMENT IS A HIGH PRIORITY SHIPMENT SUCH AS FOR Joint Uniform Military Pay Systems (JUMPS), Anticipated Not Operationally Ready Supply (ANORS), or material critical to aviation or maritime safety.

d. Periodicals and directives will not be authorized by the use of First Class, Airmail, or Priority mail. These items will be mailed Third Class, Third Class Bulk, or Special Fourth Class (Book rate) as applicable.

e. All EK messages and Security Manager mail must go through the Unit Postal Officer or Assistant Postal Officer for further routing/distribution.

d. Field Mail Procedures. In the event a unit goes to the field, mail will be delivered to the Marines by the mail clerk via orderly duty driver.