



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

IN REPLY REFER TO  
ASO 5112.1A  
POS  
27 SEP 2021

AIR STATION ORDER 5112.1A

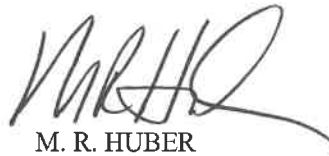
From: Commanding Officer, Marine Corps Air Station Cherry Point  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR POSTAL AFFAIRS

Ref: (a) DOD 4525.6M  
(b) MCO P5110.4A  
(c) MCO P5110.6C  
(d) MCO P5110.5D W/Ch 1  
(e) DOD 4525.8M  
(f) OPNAVINST 5112.6D  
(g) MCO 5600.31B  
(h) Manual for Courts-Martial United States

Encl: (1) Postal Affairs Guidance Manual

1. Situation. To promulgate standing operating procedures for postal affairs for Marine Corps Air Station Cherry Point (MCAS CHERPT).
2. Cancellation. ASO 5112.1.
3. Mission. Effective immediately, Postal Affairs for MCAS CHERPT and all tenant activities will be conducted per references (a) through (h) and this Order in order to meet higher headquarters' mandates.
4. Execution. This Order is effective upon receipt. Commanding Officers, Directors, and Department Heads will review all aspects of Postal Affairs under their cognizance to ensure conformance with applicable procedures set forth herein.
5. Administration and Logistics. Recommended changes to this Order are invited and should be submitted to the Commanding Officer, Marine Corps Air Station (Attention: Postal Officer) via the appropriate chain of command. This Order is published electronically and can be accessed on-line via the MCAS CHERPT website.
6. Command and Signal
  - a. This Order is applicable to the MCAS CHERPT.
  - b. This Order is effective the date signed.

  
M. R. HUBER

DISTRIBUTION: A

## TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
<b>CHAPTER 1</b>	<b>GENERAL INFORMATION.....</b>	<b>4</b>
1.	Purpose . . . . .	4
2.	Precedence.....	4
3.	Organizational & Operational Control.....	4
4.	Authorized Use of Military Postal Service.....	4
5.	Prohibited Use.....	4
6.	Censorship.....	4
7.	Location and hours of Operation.....	4
8.	U.S. Mail Collection Boxes.....	5
9.	Receipt and Dispatch of Mail.....	5
10.	Acceptance and Treatment of Mail.....	5
11.	Non-Mailable Matter.....	5
12.	Claims and Inquires.....	6
13.	Emergency Disposition or Destruction of Mail and Postal Effects.....	7
14.	Letter Bombs.....	8
15.	Bomb Threats.....	9
<b>CHAPTER 2</b>	<b>COMMAND RESPONSIBILITIES.....</b>	<b>10</b>
1.	Purpose.....	10
2.	Areas of Responsibility.....	10
3.	Guard Mail/Command Mail Center Supervisor.....	10
<b>CHAPTER 3</b>	<b>ADMINISTRATIVE AND OPERATING PROCEDURES.....</b>	<b>11</b>
1.	General.....	11
2.	Mailrooms.....	11
3.	Security/Access to the Mailroom.....	12
4.	Mailroom Keys/Combinations.....	12
5.	Definition of a Mail Clerk.....	14
6.	Definition of a Mail Orderly.....	14
7.	Appointment of a Mail Clerks/Orderlies.....	14
8.	Training of Mail Clerks/Orderlies.....	14
9.	Relief/Revocation of Mail Clerks/Orderlies.....	15
10.	Responsibilities of Mail Clerks.....	15
11.	Responsibilities of Mail Orderlies.....	17
12.	Security and Transportation of Mail and Protection of Postal Records... 17	17
13.	Delivery of Ordinary Personal Mail.....	17
14.	Delivery of Personal Accountable Mail.....	18
15.	Handling and Delivery of Official Mail.....	18
16.	Instructions for the use of Change of Address Cards.....	18
17.	Mailroom Procedures.....	20
<b>CHAPTER 4</b>	<b>MAIL ROUTING AND TRANSPORTATION INSTRUCTIONS</b>	<b>25</b>
1.	Mail Routing for Deploying Squadrons	25
2.	Mail Routing for Units Outside the Continental U.S (CONUS)	25
3.	Mail Routing for Units Deployed within CONUS	25

<b>CHAPTER 5</b>	<b>POSTAL OFFENSES AND LOSSES</b>	
1.	Mail offenses.....	26
2.	Postal Losses.....	26
<b>CHAPTER 6</b>	<b>OFFICIAL MAIL/COST MANAGEMENT MEASURES</b>	
1.	General.....	27
2.	Definition for Official Mail.....	27
3.	The Command Mail Center.....	27
4.	Postage Metering of Official Mail.....	28
5.	Official Mail Addressing Standards.....	28
6.	Use of Special Postal Service.....	29
7.	Official Mail Cost Control Measures.....	29
<b>APPENDIX A</b>	<b>GUIDE FOR MAILROOM OPERATION.....</b>	<b>30</b>
<b>APPENDIX B</b>	<b>LETTER FORMAT RECEIPT FOR OFFICIAL MAIL ADDRESSED TO THE "COMMANDING OFFICER" OR THE "COMMANDING OFFICER OF".....</b>	<b>38</b>
<b>APPENDIX C</b>	<b>MAIL ROUTING REQUEST FORMAT.....</b>	<b>39</b>
<b>APPENDIX D</b>	<b>ASSIGNMENT AS OFFICIAL MAIL MANAGER FORMAT.....</b>	<b>40</b>
<b>APPENDIX E</b>	<b>ASSIGNMENT AS THE POSTAL OFFICER FORMAT.....</b>	<b>41</b>

## Chapter 1

General Information

1. Purpose. This Order amplifies the policy and procedures for the processing and delivery of both personal and official mail for Marine Corps Air Station, Cherry Point (MCAS CHERPT) and all tenant activities. Specific operating instructions are provided to include the delivery of mail and directory service.

2. Precedence. Should any portion of this Order come in conflict with directives from higher authority, the latter shall take precedence. The matter will then be brought to the attention of the Station Postal Officer in Building 1.

3. Organizational and Operational Control

a. The Commanding Officer, MCAS, Cherry Point exercises operational control of the Military Postal Service Facility.

b. The Commanding General, 2d Marine Logistics Group is responsible for providing postal support to units at Cherry Point and deployed units thereof, when services are required.

4. Authorized Use of Military Postal Service

a. The Military Postal Service includes the postal facilities of the Army, Navy, Marine Corps, and the Air Force established under the Postal Agreement between the United States Postal Service (USPS) and the Department of Defense (DoD).

b. These facilities are maintained and operated for the purpose of providing complete postal service for the U.S. Armed Forces in areas where the USPS does not operate and in any other places where the military situation requires.

c. Detailed information concerning the policy governing the entitlement of agencies and personnel to the use of military postal service is contained in reference (a).

5. Prohibited Use. The Military Postal Service may not be used by individuals or agencies for commercial or business purposes or to transmit items intended for resale. This prohibition does not extend to news copy, film, recording tape, or material transmitted through the Postal Service by accredited news media representatives.

6. Censorship. In the event censorship is implemented, current Armed Forces censorship regulations and other applicable instructions issued by the area commander or senior officer present will apply.

a. The United States (U.S.) has customs jurisdiction within the 50 states, the District of Columbia, and Puerto Rico.

b. All mail originating outside the customs territory of the U.S., which contains merchandise, including merchandise of U.S. origin, or printed matter is subject to customs examination. Exempt are those articles known or believed to contain only official documents addressed to officials of the U.S. Government.

c. Postal clerks are not authorized to advise patrons on the charge which may be levied on an item. They may, however, suggest to the patrons that information be obtained from the Department, Bureau of Customs, Morehead City, North Carolina 28577.

7. Location and Hours of Operation. The Post Office, which serves units located at Cherry Point, is located in building 153. This office is a joint operation of the USPS and the Military Postal System. The USPS provides complete postal service to include stamp and money order sales, box rental, express mail, and claims. The military postal personnel operate the Command Postal Directory, official mail and receive, sort and deliver all mail

addressed to units and organizations located aboard MCAS CHERPT. The location and hours of operation for the civilian side of the post office are as follows:

AREA	BLDG	POST OFFICE	DAYS	HOURS
CHERT	153	Havelock Branch	M-F	1000-1400

NOTE 1: Post Office is closed on Saturday, Sundays, and holidays.

#### 8. U.S. Mail Collection Boxes

a. Mail collection boxes are located in areas designed to provide the best service for personnel. These boxes are serviced by the Postal Service. The hours of collection are posted on each collection box. These hours are periodically changed in order to meet dispatch schedules.

b. Installation of mail collection receptacles by other than postal personnel is prohibited. Requests for installation, removal, or relocation of U.S. Mail Collection Boxes will be directed to the Postal Chief, MCAS CHERPT.

c. Official mail shall not be deposited in the mail collection boxes. All outgoing official mail shall be presented to the Command Mail Center for consolidation.

#### 9. Receipt and Dispatch of Mail

a. Receipt. Mail addressed to personnel aboard MCAS CHERPT will be delivered to Building 153. Representatives from each unit will pick up unit mail at the specified times:

- |                        |  |
|------------------------|--|
| (1) Monday:            | 1000-1630                                |
| (2) Tuesday:           | 0900-1630                                |
| (3) Wednesday:         | 0900-1200                                |
| (4) Thursday:          | 0900-1630                                |
| (5) Friday:            | 0900-1630                                |
| (6) Saturday / Sunday: | Closed                                   |
| (7) Holidays:          | Will be posted prior to holiday routine. |

b. Dispatch. All outgoing mail is tendered to the nearest civilian postal activity for final processing and dispatch. Generally speaking, mail is dispatched from the serving post office daily, except Saturdays, Sundays, and holidays.

#### 10. Acceptance and Treatment of Mail

a. The acceptance, handling, and treatment of mail will be in strict compliance with chapter 4 of reference (b) and other directives issued by higher authority.

b. All mail which, in the professional opinion of the accepting postal clerk, is improperly prepared to withstand handling in transit, will not be accepted for mailing.

c. Information regarding addresses, postmarks, and records of registered; certified and insured mail will be furnished as authorized by the Postal Service Domestic Mail Manual.

#### 11. Non-Mailable Matter

a. Non-mailable matter includes all matter which by law, regulation of treaty stipulation, is prohibited from being sent in the mail, or which cannot be forwarded to its destination because of an illegible, incorrect, or insufficient address is also considered non-mailable.

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

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

c. When doubt exists as to whether any item is mail able, the mailer shall make an inquiry at the serving post office. All post offices are furnished lists of nonmailable matter, matter mailed only under special conditions and articles, which are prohibited in the mail to military post offices overseas.

d. **THE BURDEN RESTS WITH THE INDIVIDUAL MAILER TO ENSURE THAT THEY HAVE COMPLIED WITH THE LAW. THE MAILER MAY BE HELD FULLY LIABLE IF THEY INTRODUCE NON-MAILABLE MATTER INTO THE MAIL.** To avoid acceptance of nonmailable matter and to ensure compliance with postal regulations and laws, mailers will be required to declare the contents of all parcels presented. Law provides severe penalties of fines or imprisonment, or both, for anyone knowingly depositing for mailing or delivery, or causing to be mailed delivered, anything declared nonmailable by law.

## 12. Claims and Inquiries

a. Claims and inquiries for military mail may be filed at any post office. If filed at the office of address, the addressee must furnish sufficient information for the proper search of delivery records for the initiation of a claim for indemnity.

b. When articles are mailed in and addressed for delivery in the Continental United States (CONUS), inquiries or claims for lost registered, certified or insured mail may be filed by the sender when they learn that the addressee did not receive the articles after a reasonable period of time.

c. When articles are mailed to or from military post offices outside CONUS, claims for lost registered mail may be filed by the sender 45 days from the date of mailing. Claims on certified and insured mail may not be submitted until 45 days after date of mailing for items mailed at the First Class Rate. Items mailed at the surface rate from or to an American Post Office (APO) or Fleet Post Office (FPO) address require 75 days from date of mailing.

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

e. Patrons may file claims or inquiries for personal or official mail at their Station Post Office. Military Postal Clerks will assist patrons in filing claims and inquiries.

13. Emergency Disposition or Destruction of Mail and Postal Effects. Mail and postal effects in emergencies involving danger of capture shall be handled as follows:

a. When sufficient advance warning is received:

- (1) Deliver or dispatch all mail on hand.
- (2) Suspend operations and postal effects and supplies to a safe area.

b. When insufficient advance warning is received, destroy mail, and postal effects in the following priority:

- (1) Official registered mail.
- (2) Directory service files.
- (3) Postage stamps and stamped paper.
- (4) Currency and coins.
- (5) Blank money order forms, paid money orders and checks.
- (6) Money order printer.
- (7) Other accountable mail (Certified, Insured and Express).
- (8) Other remaining mail.
- (9) Canceling stamps and other equipment.
- (10) All other records, mail sacks, and furniture.

c. When emergency destruction of postal effects is appropriate, the following methods shall be utilized when possible:

- (1) Currency, money orders, stamps, and other burnable articles will be burned to unidentifiable ashes and scattered. Oil or chemicals may be used to facilitate burning.
- (2) Classified equipment contained in registered mail and other nonburnable articles shall be smashed beyond recognition and scattered, jettisoned, or burned.

d. Whenever emergency destruction of postal effects is appropriate, the following procedures will be followed, when possible.

- (1) Destruction shall be witnessed by three officers, otherwise by other available personnel.
- (2) Report a list of items of great value whenever possible. The list should be prepared prior to the actual destruction. Whenever possible, the distribution of the list of destroyed articles should be the same as DD Form 2259 (Report of Audit of Postal Accounts). Personnel conducting emergency destruction will submit a list of items destroyed to the major command.
- (3) Registered, Insured, Certified, and Express mail shall be recorded by number, originator, addressee, and a description of the contents of other than personal letter mail.

- (4) Money order forms destroyed shall be recorded by inclusive money order serial numbers.
- (5) Money order imprinters shall be listed by serial numbers.
- (6) All other postal equipment shall be listed by description and quantity destroyed.

14. Letter Bombs. Letter bombs, for the purposes of this Order, include any parcel, package, or letter entered into the USPS as mail, which is suspected of containing any device intended to cause damage or injury to any facility or person.

a. Past experience has proven the mail presents excellent opportunities for terrorists to effect damage or injury on specific targets. In order to combat this type threat, mail-handling personnel must be provided with the information necessary to identify and process mail suspected of being letter bombs. Emphasis is, therefore, placed on the identification of mail suspected of containing letter bombs or other harmful matter rather than opening or processing such matter.

b. Letter bombs do not normally present an immediate danger to mail handling personnel. This is due to the mailer's intent of inflicting damage on a specific target. Therefore, the letter bomb will normally be triggered during the opening process, which is not a duty of Mail Clerks and/or Postal Clerks.

c. The design and construction of letters bombs are limited only by the designer's imagination. The availability of microelectronic devices that may be used as components of letter bombs is unlimited. This fact allows the designer to construct letter bombs of any size and shape up to 70 pounds.

d. The mailer of a letter bomb attempts to leave no trace as to the origin of the item. Consequently, an observant mail handler can spot suspect items during the normal mail sorting process. The following information is a list of indicators that may be used to identify suspected letter bombs.

(1) There will be an incomplete or no return address on the item. The address will be "official" looking and in many cases include excessive address information. The postage used may be excessive, "used" stamps/meter tapes or official mail postage paid items, and the postmark, in many cases, will be smudged and illegible.

(2) A letter bomb may be an odd shaped item; it may be especially heavy for its size. During the sorting process, clerks may notice wire cords through the wrapper.

(3) Letter bombs often have an oily stain or odor about them.

e. When a piece of mail has been identified as a suspected letter bomb, the identifying clerk must initiate immediate action. However, the action must not allow for the indiscriminate delay or unauthorized search of any U.S. Mail. The following information provides guidance for the handling of suspected letter bombs.

(1) Isolate the suspected item from other mail.

(2) Notify the Postal Chief.

(3) Restrict all personnel from unnecessary handling of the item. Do not drop the item. Handle it gently.

(4) When it becomes necessary to handle a suspected letter bomb, wear gloves and/or place the item in another container in order to avoid contaminating it with additional fingerprints.

(5) Contact the Explosive Ordnance Disposal (EOD) Officer.

(6) Contact the addressee to obtain permission to allow the EOD Officer to examine the item and open it if necessary. The addressee should be advised of all known information regarding the suspected letter bomb.



(7) When the addressee has authorized the examination of their mail, the EOD Officer will not examine the item or its contents further than necessary to neutralize the device or identify that the item was a false alarm. When the item has been identified as an actual letter bomb, the EOD Officer will disarm the device per EOD standing operating procedures.

(8) In the event that the addressee refuses to authorize the examination of mail or if the addressee cannot be contacted, reference shall apply. When this action is taken, the Station Postal Officer shall ensure that all appropriate reports and records are filed and submitted.

(9) The secrecy of the mail must not be violated. However, in order to protect personnel from the threat of terrorist attack, all mail handling personnel shall be familiar with mail handling procedures to be used in handling dangerous mail. Nevertheless, it is the responsibility of all personnel involved in mail handling to protect the mail from unauthorized searches, damage, or from delay.

15. **Bomb Threats.** In the event that the serving post office or any unit mail room receives a bomb threat, the following information is provided as guidance:

- a. Notify the Postal Officer/Commanding Officer.
- b. Notify the Director, Security and Emergency Services and the EOD Officer.
- c. Clear the building of all personnel.
- d. Lock all entrance doors to prevent innocent personnel from unknowingly entering the danger area. Post guards, when possible, to ensure that personnel do not enter the building.
- e. Time allowing; ensure that all accountable mail and postal effects are properly secured in their respective storage areas.
- f. Immediately after the all clear signal has been given, conduct a complete inventory of all accountable mail and postal effects. Report any discrepancy that may be attributed to the entry of personnel other than military postal personnel or USPS employees.
- g. In the event that mail and/or postal effects are damaged as the result of a bomb, a full report of the incident shall be made to CMC and to the Director, Military Postal Service Agency per reference (a).

## Chapter 2

Command Responsibilities

1. Purpose. To prescribe procedures for the operation of the Military Postal Service aboard MCAS CHERPT.

2. Areas of Responsibility

a. The Deputy Director of Manpower is assigned the collateral duty of the Station Postal Officer. The Station Postal Officer is responsible for the detailed supervision of the Postal Division and indirectly responsible for the administrative procedures for subordinate and tenant command postal operations. The Station Postal Officer is also responsible for conducting required inspections of subordinate commands and tenant command postal mail handling facilities and under the staff cognizance of the Director of Manpower, advises the Commanding Officer on all Postal Affairs affecting Cherry Point commands.

b. The Commanding Officer is responsible for providing postal support to II Marine Expeditionary Force units located aboard Cherry Point and deployed units thereof when services are required.

c. The Station Postal Chief is designated as Assistant Wing Postal Officer. In addition, the Station Postal Chief shall establish and maintain a Postal Operating Plan (POP) per reference (a).

3. Guard Mail/Command Mail Center Supervisor. The Guard Mail/Command Mail Center Supervisor is under the direct supervision of the Station Adjutant and is responsible for the following:

a. Supervises the overall operation of the Guard Mail and correspondence distribution system.

b. Advises and keeps the Station Adjutant informed on all matters pertaining to the operation of the system.

c. Supervises the sorting and loading of Guard Mail and correspondence into the daily distribution system.

d. Supervises the preventive maintenance, operation and security of assigned vehicles.

e. Supervises the consolidation of correspondence and applies cost management measures for material destined for entry into USPS per current editions of references (c) and (d).

## Chapter 3

Administrative and Operating Procedures1. General

a. The purpose of mailroom service is to provide for the prompt and efficient delivery of official and personal mail within a unit and provide mail directory service for personnel no longer assigned to the unit.

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

2. Mailrooms

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

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

c. Under no circumstances will the mailroom be used for any purpose other than the processing of U.S. Mail. Guard mail, Leave Earning Statements, W-2s, and similar administrative correspondence will not be processed or stored in the mailroom or intermingled with U.S. Mail. Likewise, articles shipped through Federal Express, United Parcel Service, and other independent shipping companies are not considered U.S. Mail and will not be processed or stored in the mailroom.

d. The following publications and documents will be maintained in all unit mailrooms at all times:

(1) Current copies of reference (a), (c), and (f).

(2) A copy of this Order

(3) A copy of the unit mail handling order.

(4) Signed copies of current letters of appointment for the unit postal officer and assistant unit postal officer. All previous letters of appointment will be considered voided or superseded by the current letters and shall be kept on file in the mailroom for two years.

(5) A copy of all current DD Forms 285 appointing mail clerks/orderlies.

(6) The signed original Mail Orderly Statement of Understanding (SOU) for each appointed section mail orderly within the unit. These signed originals shall be maintained on file in the unit mailroom until revoked as a mail orderly.

(7) A copy of all weekly unannounced mailroom inspections conducted by the postal officer/assistant postal officer since the last quarterly mailroom inspection.

(8) Monthly/quarterly mailroom inspection report conducted by the Consolidated Postal Officer or his designated Postal Inspectors during the previous two years.

(9) The signed original of the Commanding Officer's current letter of authorization to receipt for and open all

official mail addressed to the Commanding Officer. All previous letters of authorization will be considered voided or superseded by the current letter and will be maintained of file in the mailroom for two years.

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

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

(12) A Mail Directory File Card will be maintained for each individual currently assigned to the unit as required by reference (c). Refer to Chapter 6 of the reference for instructions on maintaining Mail Directory File Cards.

(13) Copies of unit diaries and other source documents (i.e. Marine Online UMSR) used during the previous six months to maintain the Mail Directory File Cards. These documents are required to be provided to the unit mailroom on a daily basis.

(14) Leave papers or disposition form for personnel currently in a leave status, TAD, UA, etc.

(15) The mailroom key control log.

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

f. Mail clerks and mail orderlies must pick up mail each day and deliver it the appropriate location.

g. Mail clerk's personal mail must be delivered to their section mail orderly and delivered to them outside the mailroom. A mail clerk can not also be a mail orderly for their section.

### 3. Security/Access to the Mailroom

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

b. The only personnel authorized to enter the unit mailroom are the Commanding Officer, Executive Officer, unit Postal Officer, unit Assistant Postal Officer, Mail Clerks assigned to the mailroom, the Consolidated Postal Officer, USMC Postal Inspectors on inspections or official visits, USPS Postal Inspectors, and working parties in the presence of the Mail Clerk. Working parties shall be closely supervised while in the mailroom. Section mail orderlies are not allowed access to the unit mailroom.

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

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

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

- (2) Whenever the combination is known or suspected to have been compromised.
- (3) Whenever the "duplicate" combination is used to open the unit mailroom.
- (4) At least every six months.
- (5) Whenever the unit commander or unit postal officer may so direct.

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

(1) The original key shall be issued to the primary mail clerk, who shall maintain strict control of this key and allow no one to have access to it at any time. Only the Commanding Officer, Executive Officer, Unit Postal Officer, Assistant Postal Officer, and unit's appointed mail clerks shall be authorized to sign for, or have access to, the key to the unit mailroom. No other personnel, including section mail orderlies, are authorized to sign for, or have access to, the mailroom key for any reason. A key control log shall be maintained to keep track of initial mailroom key assignment, and all changes of custody of the mailroom key between authorized personnel. An entry shall be made in this key log each time custody of the key changes for any purpose or any length of time. Mailroom key logs will be maintained in the unit mailroom and will contain the following information at a minimum.

- (a) Date and time of assignment or change of key custody.
- (b) Printed name and legible payroll signature of the individual accepting custody of the key.
- (c) DD Form 285 Card Number (if applicable).
- (d) Initials of the individual who is relinquishing custody of the key.
- (e) Initials of the supervisor authorizing the change of custody. The only personnel who may authorize change of mailroom key custody between Mail Clerks are the Unit Postal Officer, unit Assistant Postal Officer, Executive Officer, and Commanding Officer.

(2) The duplicate key (or combination, as appropriate) shall be sealed inside PS Form 3977 (Duplicate Key Envelope) and kept secured in a safe controlled by the Unit Postal Officer and Unit Assistant Postal Officer only. If PS Form 3977 is unavailable, a standard envelope may be used as long as it meets the following design criteria:

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

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

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

(5) Whenever any mailroom key or combination is lost or otherwise compromised, the lock/combination must be changed immediately to prevent possible unauthorized access to the unit mailroom. An emergency work request must be submitted to change the lock if a key is used by the unit mailroom.

#### 5. Definition of a Mail Clerk

a. A Mail Clerk is an individual appointed by the unit postal officer to receive, process, and deliver incoming and outgoing mail and to perform directory service at the unit mailroom.

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

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

6. Definition of a Mail Orderly. A Mail Orderly is an individual assigned by a section and appointed by the Unit Postal Officer to handle and deliver incoming mail for his/her section.

#### 7. Appointment of Mail Clerks/Orderlies

a. Unit Postal Officers or unit Assistant Postal Officer will appoint no less than two mail clerks to operate their unit mailroom. At least two mail orderlies will be appointed for each section within the unit for the purpose of delivering mail to section personnel. All personnel appointed as mail clerks/orderlies must be of trustworthy and reliable character and meet all other qualifications established by reference (a) and (c).

b. Unit Postal Officer and Assistant Postal Officers will use DD Form 285 and DD Form 2260 to designate all mail clerks/orderlies prior to their assuming mail handling duties. For the purpose of legibility and clarity of information, all DD Forms 2260 shall be typewritten or handwritten, and shall be otherwise prepared, processed, and maintained in accordance with reference (c). Block 9 of all DD Forms 285 issued to mail clerks shall be marked and initialed to indicate authorization to receipt for "Personal, Except Accountable" and "Official All." Block 9 of all DD Forms 285 issued to mail orderlies shall be marked and initialed to indicate authorization to receipt for "Personal, Except Accountable" only.

c. Personnel appointed as unit mail clerks shall not be of a transient nature. Unit Postal Officers shall make every effort to appoint personnel to these critical billets for at least six months to allow for maximum continuity of mailroom procedural experience.

#### 8. Training of Mail Clerks/Orderlies

a. Commanding officers will ensure unit , mail clerks and mail orderlies are knowledgeable in all aspects of mail handling operations and properly trained in their responsibilities prior to designation. Unit Postal Officers, Assistant Postal Officers and Unit mail clerks are required to attend the local military post office mail clerk indoctrination course within 30 days of assuming mail handling duties. Once a unit mail clerk transfers to a new duty station, he or she must attend the mail clerk indoctrination course for his or her new command.

b. This course of instruction is designed to teach the basic duties and responsibilities of unit Mail Clerks, the requirements/procedures of operating a unit mailroom and providing efficient mailroom service. Attendance of this class by Mail Clerks, although mandatory, does not relieve Commanding Officers of the responsibility for ensuring that all appointed Mail Clerks are thoroughly familiar with their assigned duties.

c. Commanding Officers and their appointed unit Postal Officers are individually responsible for the training of all their appointed mail orderlies. To ensure Mail Orderly training is standardized, complete, and appropriately documented, Mail Orderly Statement of Understanding shall be used by all commands who appoint mail orderlies. Training of mail orderlies shall be conducted as described below:

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

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

(3) The signed original Statement of Understanding for all appointed mail orderlies shall be maintained on file in the unit mailroom until individual is relieved of their duties. Upon revocation, Statement of Understanding will be destroyed.

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

a. When a mail clerk is relieved of duty/revoked, a letter of revocation, along with a copy of their DD Form 285, will be provided to the servicing post office. An appropriate entry will be made in DD Form 2260 (Unit Mail Clerk/Orderly Designation Log) indicating revocation. All DD Forms 2260 shall be retained for two years after the last entry on the log has been revoked.

b. Upon revocation or relief of an appointment Mail Orderly, the effective date of relief/revocation shall be entered onto the DD Form 2260 and all copies of the DD Form 285 shall be recovered and destroyed by the unit postal officer. There is no requirement to notify the Consolidated Post Office of the relief/revocation of mail orderlies.

c. In all cases where mail clerks/orderlies are relieved/revoked for cause or due to an incident or offense which would constitute a breach of integrity or would otherwise cast doubt upon their trustworthiness, Commanding Officers must document such revocation on the administrative remarks page of the individual's service record. Such information will prove useful to future commanders and ensure that the individual is not assigned to duties involving mail handling/processing in the future. An example of such an entry is shown in the following: "Date: Relieved from all duties as a Unit Mail Clerk for cause this date. This action is taken as a result of NJP on DATE for violation of Article (i.e., 92, 121, 134, etc.) UCMJ. Reference (a) prohibits the assignment of questionable integrity to duties involving mail handling/processing."

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

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

b. Keep the unit Postal Officer advised and informed on all matters affecting the efficient and proper operation of the unit mailroom.

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

d. Ensure that access to the unit mailroom is strictly limited to those personnel listed in paragraph 2 of this Order, and that all personnel who enter the mailroom are properly identified and closely supervised.

e. Maintain strict and absolute control/accountability of the original key (or combination, if applicable) to the mailroom, and allow no one to have access to the key/combination for any purpose, unless authorized by paragraph 3 of this Order.

f. Ensure that all changes of custody of the original mailroom key are properly logged into the mailroom key control log as required by paragraph 3 of this Order.

g. Mail clerks must ensure that they have their DD Form 285 (Mail Clerk Appointment Card) and (Common Access Card (CAC)) identification card in their possession at all times when performing mail handling duties. If the Mail Clerk's DD Form 285 becomes lost, stolen, or unserviceable, this fact shall be reported to the unit Postal Officer immediately. Mail Clerks must never allow other individuals to have access to their DD Form 285 for any purpose.

h. Report to the unit's serving Consolidated Post Office (military side) every workday to receipt for mail for the unit. Hours for mail call at the Consolidated Post Office shall be established by the Consolidated Postal Officer and posted at each postal facility.

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

j. Maintain a Mail Orderly receipt log to include the following information:

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

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

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

(4) If mail is not delivered to an entire section within the unit (except on weekends, holidays, and other non-work days) due to the Mail Orderly's failure to pick up mail, the Mail Clerk shall indicate this on the Mail Orderly receipt log and immediately notify the unit Postal Officer.

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

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

(7) Maintain an accountable mail log using PS Form 3883 (Accountable Mail Delivery Book) recording all accountable mail received from the post office and to whom the accountable mail was delivered. Instructions and regulations established by this Order.

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

(9) Deliver PS Form 3849 (Delivery Notice or Receipt of Accountable Mail) to mail orderlies and return undeliverable PS Forms 3849 to the serving post office with the reason for non-delivery (e.g. leave, TAD, transferred, EAS, etc.)

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

(11) Keep the Mail Directory File current by promptly recording all changes in personnel status affecting mail delivery. Morning reports are to be screened on a daily basis for information affecting mail delivery. Orders,



rosters, change of address cards, check in/out sheets, leave papers, and other legitimate sources of information may be used as source documents for keeping the Mail Directory file cards up to date.

(12) Immediately report any known or suspected postal offenses and irregularities to the unit Postal Officer or the Commanding Officer.

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

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

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

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

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

(3) Never transport mail in a privately-owned vehicle (POV) except in emergency situations with specific, prior approval of the unit Postal Officer, Assistant Unit Postal Officer, or Commanding Officer; and then they are required to travel, in the most direct route possible, between the serving post office, unit mailroom, and/or their work section (as appropriate) to process/deliver all mail in their possession. When it is necessary for a Mail Clerk to utilize a POV to transport mail, the unit postal officer/assistant Postal Officer or the Commanding Officer shall inform the serving postal activity via electronic mail.

b. Mail shall be transported in a lockable, closed bodied or covered vehicle if at all possible. If such a vehicle is unavailable and mail must be transported in an open vehicle, the mail clerk/orderly shall ride in the open back of the vehicle with the mail to ensure that none is removed by unauthorized persons or lost in transit. Mail Clerks/Orderlies shall never leave mail unattended in a vehicle or intermingle mail with personal effects or other cargo. A POV will be used to pick up mail ONLY as a last resort. The Postal Officer/Assistant Postal Officer must email the Postal Chief informing him the reason why a POV must be used. The email conformation will be printed and filed in unit folder for future reference.

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

d. Mail Clerks/Orderlies must never violate the sanctity or privacy of U.S. Mail and postal records. Specifically, they must never:

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

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

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

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

(5) Release any information regarding mail or postal records (including personal or home addresses, names and/or addresses of correspondents, etc.) to any individual for any purpose.

(6) Mail Clerks/Orderlies shall refer all inquiries and requests for such information to their unit postal officer.

13. Delivery of Ordinary Personal Mail. Mail Clerks/Orderlies will handle and deliver personal mail in compliance with reference (a) and (c), and this Order. Mail Clerks/Orderlies shall deliver, or attempt to deliver, all personal mail directly to the individual it is addressed to on the date of receipt. Personal mail must **never** be left on racks, placed under doors, in or on desks, sent through guard mail, etc., in order to effect delivery. Likewise, personal mail may not be given to the addressee's Non-Commissioned Officer in Charge, roommate, squad leader, or any other individual for subsequent deliver to the addressee unless that individual has been authorized be the addressee in writing to receipt for mail on his/her behalf. Proper delivery occurs when custody of a piece of personal U.S. Mail is directly passed from the hand of the appointed Mail Clerk/Orderly to the hand of the addressee, or to he hand of an agent which the addressee has authorized in writing to receipt for mail, and then only after the identity of the addressee/agent has been properly verified.

14. Delivery of Personal Accountable Mail

a. Accountable mail is express, registered, certified, and number-insured. Unnumbered insured articles are not considered to be "accountable" and will be handled/delivered in the same manner as ordinary mail. Mail Clerks/Orderlies are not authorized to receipt for, handle, or deliver personal accountable mail; therefore, and such mail that they may inadvertently receive from the post office/mail room (as appropriate) shall be immediately returned to the serving post office for proper processing and delivery to the addressee.

b. All personnel must receipt for their personal accountable mail, directly from their serving post office. Personnel in receipt of personal accountable mail will receive a Postal Service (PS) Form 3849 (Notification of Personal Accountable Mail).

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

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

15. Handling and Delivery of Official Mail

a. Official mail shall be handled, processed, and delivered in strict compliance, as defined in Chapter Six of this enclosure.

b. Official mail, like personal mail, can be divided into two types; accountable and ordinary. All official mail sent or received, as Express, Registered, Certified, Number-insured, or Return Receipt for Merchandise is considered "accountable," and must be covered by a continuous chain of receipts until proper delivery has been affected. All other official mail is considered "ordinary."

c. Official mail which, because it is addressed to a Commanding Officer or to any member of his staff/organization by their billet/duty title (or a combination of their name and billet/duty title), must be delivered directly to the unit Commander or to an individual which the Commanding Officer has authorized in writing to receipt for such mail. Important Note: Although a piece of official mail is addressed to an individual by their billet/duty title (such as Adjutant or Supply Chief), the unit Commanding Officer is considered to be the true addressee, and not the individual whose billet/duty title (or name and billet/duty title) is included in the delivery address. For that reason, official mail which may be addressed to the "Facilities Chief" (for example) may not be

delivered to that individual, unless he is specifically named on the Commanding Officer's most current letter of authorization. It must first be properly delivered to an authorized individual, at which time it will have exited the Military Postal System, lost its character as mail, and become "matter" or "correspondence." It may then be routed to the Facilities Chief.

d. For the purposes of handling/delivery, Mail Clerks must understand that official mail is either accountable and ordinary. Delivery of official mail shall be accomplished in strict compliance with the following:

(1) For "Ordinary" Official Mail. Mail Clerks must ensure prompt handling and delivery of this official mail directly to the appropriate Commanding Officer or to an individual whose name is included on that Commanding Officer's most current letter of authorization to receipt for such mail. Mail Clerks shall require all personnel who receipt for this type of official mail to present their valid CAC identification card to establish positive identification, and ensure the individual is listed on the Commanding Officer's most current letter of authorization, prior to delivery of the mail. Personnel who receipt for this type of official mail, shall be required to sign and date the Mail Orderly Receipt Log, as evidence of receipt. Mail orderlies are not authorized to handle or deliver this type of official mail unless they have been specifically named in the Commanding Officer's most current letter of authorization to receipt for such mail. Important Note: Once this type of official mail has been properly delivered to the Commanding Officer or his authorized agent (as described above), it is no longer considered "mail" and may be handled and "distributed" accordingly. Therefore, at the discretion of the unit Commanding Officer, it is recommended that this type of official mail be delivered in bulk to a single authorized individual each day (such as the unit Official Mail Manager) who may open and/or make distribution as appropriate, through the unit's Command Mail Center. After delivery, this mail can no longer be kept inside the mailroom.

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

(a) At the serving Post Office, Mail Clerks will sign for their unit's official accountable mail on PS Form 3883 (Accountable Mail Delivery Book), after presenting their valid military ID card and DD Form 285 card indicating authorization to receipt for "Official (All)."

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

(c) Mail Clerks must ensure secure handling and prompt delivery of all official accountable mail directly to the appropriate Commanding Officer or to an individual whose name is included on that Commanding Officer's most current letter of authorization to receipt for such mail. Mail clerks shall require all personnel who receipt for this type of official mail to present their valid CAC identification card to establish positive identification, and ensure the individual is listed on the Commanding Officer's **most current** letter of authorization, prior to delivery of official accountable mail. Personnel who receipt for official accountable mail shall be required to legibly sign and date the PS Form 3883, to officially document proper delivery of each item listed therein. Mail orderlies are not authorized to receipt for such mail. Once this type of official mail has been properly delivered to the Commanding Officer or his authorized agent (as described above), it is no longer considered "mail" and may be handled and "distributed" accordingly. Therefore, at the discretion of the unit Commanding Officer, it is recommended that this type of official mail be delivered in bulk to a single authorized agent each day (such as the unit official mail manager or classified material screening point) that may open and/or make distribution as appropriate through the unit's command mail center.

(d) Official accountable mail may not be retained in the unit mailroom overnight; therefore, all undeliverable official accountable mail must be returned to the serving post office before close of business hours. Whenever it becomes necessary to return undeliverable official accountable mail to the serving post office, a PS Form 3883 will be used to return official accountable mail back to the Post Office.

## 16. Instructions for the use of Change of Address Cards

a. Commanding Officers shall require all personnel reporting in and detaching from the unit to report to the unit mailroom for the completion of postal directory records and change of address cards. The change of address cards can be completed online on the United States Postal Service (USPS) website.

b. Mail Clerks will ensure that all personnel from the unit are advised to notify their correspondents and publishers of their new mailing address. Notifications to publishers should be made four to six weeks prior to the date of transfer.

c. Mail Clerks will require all individuals reporting into the unit to complete one change of address card indicating their new mailing address and date of reporting. The Mail Clerk will send card to the individual's former command. The Mail Clerk will also complete the initial portion of the Directory File Card.

d. Mail Clerks will require all individuals being reassigned or transferred, to complete one change of address card indicating their new duty station and Estimated Date of Arrival (EDA). The Mail Clerk will send this card to the individual's new command. The Mail Clerk will also complete the remaining sections of the individuals Directory File Card.

## 17. Mailroom Procedures

### a. Directory File System

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

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

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

(4) When personnel check out of the unit mailroom, the mail clerk will enter a complete military forwarding address and EDA or a complete home address on the individual's Directory File Card. The Mail Clerk will have the individual sign and date the Directory File Card in the appropriate blocks. The unit diary and other source of information are only to be used as secondary sources of information.

(5) Temporary changes in status (e.g. hospital, temporary duty away from the activity, unauthorized absence, etc.), together with the day of the change will be entered on all Directory File Cards. Upon the return of the individual to the activity, appropriate notation will be made, initialed, and dated. Leave entries are not required to be recorded. If mail is to be forwarded, a complete forwarding address will be recorded on the Directory File Cards. If the unit has internet access inside the mailroom and a computer, the Mail Clerks do not need to update Directory File Cards.

(6) Discard dates will be recorded on all Directory File Cards of transferred personnel. Mail is to be forwarded for one year after the date of detachment. The discard date will be recorded in the space provided on the Directory File Card. The discard date will be 13 months from the date of departure with the discarding of the Directory File Cards occurring during the first week of the 13th month. For example, if an individual departs the activity during October 1994, the discard date for that Directory File Card would be November 1995. Personnel assigned Temporary Additional Duty and student personnel attached to the activity for six months or less, will

receive mail-forwarding service for three months. The discard date recorded on the Directory File Card will be the fourth month from the date of departure with discarding of the Directory File Card occurring during the first week of the fourth month.

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

(8) It is mandatory that all personnel check in/out with the unit mailroom which will enable the Mail Clerk to maintain current mailing information and files.

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

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

(1) Transferred Personnel. Mail clerks will readdress mail addressed to transferred personnel by drawing a single diagonal line through the incorrect portion of the address, taking care not to obliterate the addressee's name or the original address. If the address is not a unit aboard Cherry Point, the Mail Clerk will write the new forwarding address on a label and place over old address. The forwarding address will be written in a neat and legible manner and always include the city, state, and zip code. City names will never be abbreviated. If mail is to be forwarded aboard Cherry Point, mail clerks will draw a single diagonal line through the incorrect portion of original address. They will then place the estimated date of arrival, unit name, and unit Postal Service Center box number on the front (address side) of the article and circle it. If forwarding the mail to a military address not aboard Cherry Point, follow the same procedures as an off base address to include the estimated date of arrival. For magazines, see miscellaneous instructions in this chapter.

(2) Temporary Additional Duty (TAD). Mail for personnel who are TAD for 30 days or less will be held in the mailroom for safekeeping until the addressee's return, unless forwarding has been specifically requested in writing by the individual or when TAD locations are within the Geographical area. The mailroom shall maintain official documentation showing TAD dates for all mail being held. Mail for personnel TAD in excess of 30 days will be forwarded until a reasonable time to ensure mail will arrive and be delivered to addressee prior to returning to unit, unless the addressee has provided the mailroom with written instructions to hold the mail until his return. Service members may choose to have their mail held in the Unit Mailroom/MDC while TAD for greater than 30 days, but no longer than 60 days. The service member must provide a letter to the Unit Mailroom/MDC showing authorization to hold mail. The letter must state when the service member leaves for TAD and when he or she is due to come back from TAD, along with a signature of authorization.

(3) Leave. Mail addressed to personnel who are on leave will be held in the mailroom for safekeeping until the addressee's return, unless the addressee has provided the unit mailroom written instructions to forward mail. To facilitate the monitoring of leave mail, the unit mailroom will be supplied copies of all leave papers. Copies of leave papers or a disposition form will be placed with individual's incoming mail and held until the addressee has returned from leave and the mail properly delivered. Mail clerks must be kept informed of all authorized leave extensions.

(4) Unauthorized Absence (UA)/Deserter. Mail for personnel in a UA status will be held in the unit mailroom with a disposition form until the addressee has returned or has been declared a deserter. If mail addressed to UA personnel has not been claimed after 30 days, the mail clerk will endorse each piece "Moved, Left No Address (MLNA)" along with the date, unit, and the mail clerk's DD Form 285 card number on the non address side of mail. All mail for that individual will then be bundled and returned to the serving post office with written certification of the addressee's deserter status (i.e., desertion DD 553 form). This written certification shall include a unit diary number and date. The only personnel authorized to certify the status of personnel declared as deserters are the Commanding Officer, Executive Officer, Adjutant, or unit Postal Officer. Endorsements such as "Deserter," "AWOL," and "UA" will not be placed on the mail.

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

(6) Missent. Mail inadvertently received by an organization/activity that is addressed to another organization/activity is missent mail. Missent mail shall be returned to the serving post office no later than the next working day. Missent mail will be endorsed on the reverse (non-address) side by the mail clerk as "MISSENT" or "M/S" along with the date, unit, and the mail clerk's DD Form 285 card number. The entire address is to be circled, taking care not to obliterate or cover any portion of address.

(7) Deceased/Casualty Mail

(a) Mail addressed to personnel who are deceased will be held in the unit mailroom pending notification of the Primary Next of Kin (PNOK). This mail may be held as long as necessary to preclude inadvertent disclosure of casualty status prior to official notification of PNOK. Once the Commanding Officer has obtained absolute verification that the PNOK has been notified, all mail being held will be either returned to the sender or forwarded to the PNOK per the PNOK's wishes.

(b) After obtaining verification that the PNOK has been notified, mail addressed to deceased personnel will be neatly bundled and returned to the serving post office along with written certification of the addressee's status, that the PNOK has been notified, and the PNOK's instructions for disposition of mail. The only personnel authorized to sign this written certification are the Commanding Officer, Executive Officer, Adjutant, or unit Postal Officer. If the PNOK desires that the mail be forwarded, the unit Mail Clerk will readdress each piece to the PNOK by drawing a single diagonal line through the incorrect portion of the address, taking care not to obliterate the addressee's name or the original address, and writing the PNOK's complete forwarding address on a label and place on front (address side) of the article. The PNOK's forwarding address will be written in a neat and legible manner and always include the city, state, and zip code.

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

(8) Correctional Facility

(a) Mail for personnel confined to the Correctional Facility at Camp Lejeune will be forwarded using the following address:

Marine Corps Base  
 Building 1040  
 PSC Box 20140  
 Camp Lejeune NC 28542-0140

(b) Endorsements such as "Brig" or Confined will not be placed on the mail.

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

## (10) Hospital

(a) Mail addressed to personnel who are hospitalized at Camp Lejeune will be forwarded using the following address:

Ward # \_\_\_\_\_ (if known)  
 Naval Hospital  
 P.O. Box 10100  
 Camp Lejeune NC 28547

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

## (11) Miscellaneous Instructions

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

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

1. Endorse "Received Unsealed."
2. Before delivering or forwarding, seal article, place date, DD Form 285 card number, and unit name.

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

(d) Collect on Delivery (COD) mail or any personal accountable mail, inadvertently received at unit mailrooms will be returned to the serving post office, Building 153, Cherry Point.

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

(f) Mail opened by mistake shall be resealed, endorsed "Opened by Mistake," signed and dated by the person opening the mail, and returned to the unit mailroom or serving Post Office for forwarding to the correct address.

(g) When redirecting magazines, mail clerks will not place any marking on address. All forwarding addresses and endorsements will be placed on a yellow sticky and placed above original address.

## (12) Preparation of Mail to Be Returned to the Post Office

(a) Mail Clerks will separate and bundle mail being returned to the serving post office according to the following categories:

1. On Base/Missent (letters and flats bundled separately).
2. Off Base (letters and flats bundled separately).

3. No Record/Moved Left No Address (letters and flats bundled separately).

(b) All mail being returned to the serving Post Office will be neatly bundled with each piece facing the same direction, address side to the front.

(c) Each bundle of returned mail will be bound with rubber bands and labeled or tagged to indicate the appropriate category (i.e., On Base, Off Base, and No Record).



## Chapter 4

Mail Routing and Transportation Instructions1. Mail Routing for Deploying Squadrons

a. The correct use of the procedures outlined below cannot be overemphasized. Past deployments have shown the importance of using the proper address assigned. Incorrect address usage (i.e., ship hull numbers, country names, or wrong unit numbers) has caused mail delays in many cases or mail to be returned to sender.

b. Commanding Officers or their Postal Officers of units deploying from MCAS, Cherry Point will affect liaison with the Station Postal Chief. The Station Postal Chief will then give specific instructions and help the units prepare a mail routing request, which needs to be done 45 days prior to deployment.

2. Mail Routing for Units Outside the Continental U.S. (CONUS)

a. In all matters pertaining to the routing of U.S. Mail for mobile units, close liaison with the Post Office/Postal Chief needs to be established. Commanding Officers of deploying units will establish liaison as soon as practicable and at least 45 days prior to the departure of the advance party.

b. Commanding Officers of units deployed outside CONUS may find it necessary to direct changes to their mail routing. A sample of the mail routing request is contained in Appendix D.

3. Mail Routing for Units Deployed Within CONUS. Delivery of mail for units involved in field exercises/training can normally be accomplished through the USPS. In some cases where such services are not available or the military situation does not allow such service, alternate methods will be established through the Military Postal Service.

Chapter 5

Postal Offenses and Losses

1. Mail Offenses

a. The following has been extracted from reference (j). This is to ensure all members aboard MCAS, Cherry Point to include all tenant commands are aware of the severity of punishment that may be imposed for offenses against the mails, specifically, Article 134.

b. Military postal personnel shall not break or permit to be broken the seal of any mail in the postal channels unless authorized.

2. Postal Losses

a. A report is required within 24 hours upon discovery of embezzlement or rifling of mail.

b. An immediate message report will be made by the command concerned stating the essential facts of the loss or offense to the Commanding Officer/Commanding General, Station/Wing (Attn: Inspector).

c. The Postal Officer/Chief MCAS CHERPT will be notified of any offenses.

## Chapter 6

Official Mail/Cost Management Measures

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

2. Definition of Official Mail

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

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

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

3. The Command Mail Center

a. Commanding Officers/Directors are required to establish and maintain a command mail center, to serve as the central point at which all outgoing official matter/correspondence generated by the command is collected, screened for mail ability, consolidated whenever possible, and approved/prepared for mailing, if appropriate. The Command Mail Center should also serve as the central distribution point for all incoming official guard mail/correspondence, and the units incoming official mail that has already been properly delivered to and opened by an individual authorized by the unit Commanding Officer/Director in writing to do so. The requirement to establish a Command Mail Center extends to those squadron-level Commanding Officers and higher, and all activities aboard MCAS, Cherry Point that utilize an official mail account at the post office.

b. It is at the unit's Command Mail Center, that the appointed Official Mail Manager (OMM) or their assistant will monitor/oversee the administration of the command's official mail program and carry out the responsibilities of the unit OMM as listed in reference (b) and (e).

c. The Command Mail Center should be placed in a location where it will best serve the needs of the unit Commander, his staff, and the appointed unit OMM. Ideally, it should be collocated with the unit Commander, his headquarters staff, and the unit mailroom. Additionally, it should be accessible, during normal working hours, to representatives from all sections to allow for the daily receipt of incoming official matter/correspondence, and the dispatch of outgoing official matter/correspondence by the most appropriate and economical means.

d. Security of the Command Mail Center is the responsibility of the individual unit Commander. Command mail centers should provide for some measures of security for official matter/correspondence during non-working hours. Therefore, it is recommended that rooms/facilities serving as a command mail center is lockable; however, this is not a requirement. Keys to the Command Mail Center, and after-hours access, may be maintained and controlled by

the unit OMM, the AOMM, and the unit officer of the day at the discretion of the unit commander. U.S. Mail and classified matter may not be stored in the unit command mail center under any circumstances.

e. Command mail centers will maintain the publications (hard copy or disk), and stock sufficient supplies and equipment necessary for efficient operation. Items which might typically be found, but are not limited to, in a command mail center:

(1) References (a) through (f), and a copy of this Order.

(2) An assortment of official envelopes in appropriate sizes and sufficient quantities to meet the unit's official mailing requirements. Mid-sized and larger envelopes should be on hand for use in consolidated mailings. Padded and/or reinforced envelopes should be maintained for mailing awards and other off-shaped or fragile items.

(3) An assortment of U.S. Postal Service approved packaging tapes, brown wrapping paper, boxes, and mailing tubes, as considered appropriate to the individual needs of the command.

(4) A supply of empty guard mail envelopes.

(5) A supply of adhesive address labels which have been pre-addressed with the command's official return address, as well as a supply of labels which have been pre-addressed to those activities, agencies, and other official correspondents to whom official mailings are commonly sent.

(6) Any other administrative, packaging, postal-related supplies considered appropriate by the unit commander and his appointed unit OMM.

4. Postage Metering of Official Mail. The Post Office processes all outgoing official mail through an official mail machine, to affix the proper amount of postage before entry into the U.S. Postal system. Therefore, all outgoing official matter that has been submitted to and processed at the unit command mail center, will be delivered to the Official Mail Section at the rear entrance of the Consolidated Post Office for acceptance, processing, and dispatch. Official mail will not be deposited into the blue mail collection boxes, or delivered to civilian post office. Official mail found deposited in mail collection boxes, will be returned to the Official Mail Manager for the originating command/activity, along with a discrepancy sheet.

#### 5. Official Mail Addressing Standards

a. To ensure compatibility with USPS automation requirements and reference (d), all addresses on official mail will be typed or printed by other mechanical means (computer generated address labels are acceptable) in upper case letters and will contain no punctuation except for the hyphen in the zip code with final four digit suffix. Rubber stamped impressions is not generally readable by USPS automated equipment and will not be used by commands while in garrison. This applies to both the delivery and the return addresses. Handwritten or rubber stamped address are only authorized for commands actively involved in hostilities or field exercises when there is no other means available to mechanically print that address. Official mail addresses (both delivery and return) will be limited to five lines, formatted with a uniform left margin, and limited to a maximum of 47 characters per line, including spaces; except for the "Name of Activity Line" which is limited to 40. On all outgoing official mail, the delivery address will conform to the requirements outlined above and be in the following format:

TITLE OF OFFICIAL IN CHARGE

OPTIONAL LINE

NAME OF ACTIVITY LINE

STREET ADDRESS OR BOX NUMBER . . . DELIVERY ADDRESS LINE

CITY STATE ZIP + 4 DIGIT SUFFIX . . LAST LINE

b. The official mail addresses depicted in reference (d) consist of up to five lines of information formatted in accordance with USPS requirements. Many of the official mailing addresses contain an optional "Attention" line which will be used and modified as necessary by different staff sections, offices, or activities within a particular command (except those issued a separate address) to assist in mail sorting/distribution within the command mail

center. When using the "Attention" line, conform with the requirements described above (i.e. 47 characters per line, ect.). The information contained in lines three, four, and five have been programmed into the USPSs automated equipment for sorting purposes and must not be modified what so ever from that which is shown in reference (d). No geographical location are authorized to be used when sending mail to a military address (i.e., Japan, Iraq, Germany, USS WASP, etc.).

6. Use of Special Postal Services. The use of special postal services shall be strictly limited to those instances when their use is required by law, Department of Defense (DoD) instructions, Marine Corps directives, this Order, or when specifically authorized in writing by the Commandant of the Marine Corps. Extra fees are charge for the use of these special postal services; therefore, they shall not be used as a matter of convenience or for those mailing which do not qualify for their use. The Installation Official Mail Manager shall determine final eligibility for use. Authorized users of official mail should consult their unit Official Mail Manager and references (b) and (e) for detailed information regarding the authorized uses of these special postal services.

#### 7. Official Mail Cost Control Measures

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

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

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

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

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

(4) Ensure all outgoing official mailing destined for the same address/locations are consolidated to the greatest extent possible at the unit Command Mail Center to reduce official mail cost.

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

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

## Appendix A

### Guide for Mailroom Operations

GENERAL. Each command operating an established mailroom must publish a unit mail handling Order. All Mail Clerks must be familiar with its contents. The following is the minimum it must contain and a sample of a proper mail handling Order:

#### SQUADRON ORDER 5110.2B

From: Commanding Officer

To: Distribution List

Subj: MAIL HANDLING PROCEDURES

Ref: (a) DOD 4525.6M  
(b) OPNAVINST 5112.6F  
(c) MCO 5110.6C  
(d) AirStaO 5112.1A

1. Situation. To promulgate instructions and guidance for mail handling procedures within the Squadron per references (a) through (f).
2. Cancellation. SqdnO 5110.2A.
3. Mission. The procedures set forth in references (a) through (f) and this Order will govern the handling of U.S. mail within this Squadron.
4. Execution
  - a. Postal Officer and Assistant Postal Officer (E-6 or above or GS-6 or above) will:
    - (1) Become thoroughly familiar with the contents of the references and this Order.
    - (2) Supervise the operations of the mailroom.
    - (3) Appoint a minimum of two Mail Clerks (primary and alternate) to operate the unit mailroom.
    - (4) Appoint Mail Orderlies (minimum of two per section) from nominees submitted by sections within the squadron utilizing DD Form 285 (Mail Orderly/Clerk Card).
    - (5) Ensure proper training of all Postal Officers, Assistant Postal Officers, Mail Clerks, and Mail Orderlies complete required training. Postal/Assistant Postal Officers and mail clerks must attend the Mail Indoctrination Course provided by the post office prior to assignment Mail Orderlies will be given a Statement of Understanding (SOU).
    - (6) Inspect the unit mailroom on a weekly basis. Weekly inspections will be unannounced and conducted on alternate days of the week at different times so as not to establish a predictable trend. The results of inspections will be recorded on the current Mailroom Inspectors General Checklist check list.
    - (7) Maintain a Mail Clerk/Appointment Log (DD Form 2260) and ensure the security of all blank DD Form 285s is maintained.
    - (8) Notify the Station Post Office in writing when a mail clerk is relieved of postal duties.

(9) Ensure that proper mail directory file cards are maintained.

(10) Ensure that a completed DD Form 1115 (Mail Room No Admittance) is posted on the outside of the mailroom door. The DD Form 1115 will show the hours of operation of the mailroom.

(11) Notify the Commanding Officer immediately of all suspected or known postal offenses and losses.

(12) Control entry to the mailroom to authorized persons only (see paragraph 4e).

(13) Verify on a daily basis the proper receipt and delivery of all official accountable mail by initialing each accountable mail entry in PS Form 3883 (Firm Delivery Book).

b. Administrative Chief will:

(1) Provide the mailroom with a copy of the unit diary squadron alpha roster, leave papers, and Temporary Additional Duty (TAD) orders.

(2) Ensure that the mailroom is included on all check-in and checkout sheets given to all incoming and outgoing personnel. Prior to receipt of completed check-in/checkout sheets, the Admin Chief will ensure the mail clerk has signed the sheet.

c. Mail Clerks will:

(1) Provide mail service and operate the unit mailroom per the references.

(2) Pick up mail daily and safeguard the mail at all times.

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

(4) Correct all discrepancies noted during mailroom inspections.

(5) Report known or suspected postal offenses to the Squadron Postal Officer or Commanding Officer immediately.

(6) Deliver mail addressed to the "Commanding Officer" to individual(s) designated in writing by the Commanding Officer to receipt for official mail.

(7) Maintain all copies of PS Form 3833 (Delivery of Accountable Mail Receipt) received from the serving post office.

(8) Deliver all official accountable mail to the individual(s) designated in writing by the Commanding Officer as authorized to receipt for accountable mail. Individuals receipting for official accountable mail will do so by signing PS Form 3883 for each piece received.

(9) Return all undelivered official accountable mail to the serving post office the same day as received. Official accountable mail will not be retained in the mailroom overnight.

(10) Maintain a complete and current mail directory file utilizing the NAVMC Form 10572.

(11) Ensure that personnel checking in/out of the Squadron completely fill out change of address cards (CAC) as directed in paragraph 4(o) of this Order.

d. Mail Orderlies will:

(1) Report to the mailroom daily at the time(s) posted on the DD Form 1115 found on the mailroom door.

(2) Return all undeliverable mail to the mailroom by 1615 the same day. Mail will not be retained by the section overnight.

(3) Safeguard mail in their possession at all times.

(4) Pick up mail daily and deliver mail to addressee only.

(5) Report any known or suspected postal offenses and irregularities to the Postal Officer or Commanding Officer.

e. Security

(1) Protection of Mail. Mail Clerks and Mail Orderlies will be held liable for any loss caused by their failure to handle mail properly. Mail handling areas and all receptacles for accountable mail will be locked when responsible individuals are not physically present.

(2) Delivery of Mail. Mail will be delivered only to the addressee. Mail will not be delayed, intercepted, opened, rifled, or left unattended when not in an authorized secured area.

(3) Mail Room Structural Requirements. Mailrooms must be constructed in order to ensure proper security for the mail. Structural requirements are delineated in chapter 3 of reference (a).

(4) Access to Mailroom. Personnel authorized to enter the mailroom are limited to the Commanding Officer, Executive Officer, Mail Clerks holding a DD Form 285 card that designated them as such, Station Postal Officer, supervised working parties and Postal Inspectors holding proper identification and supervised working parties. Section Mail Orderlies are not allowed access to the mailroom.

(5) Control of keys and combinations. If the mailroom is secured via a key lock, two keys will be maintained. One key will be secured in a safe that only the Postal Officer/Assistant Postal Officer have access to. The key held in the safe will be placed in a sealed envelope. The Postal Officer and senior mail clerk will both sign across the flap of the sealed envelope. The envelope will be marked as to its contents and dated. If the envelope is opened, it will be sealed in a new envelope in the same manner. The "working" key that is used for day to day access to the mailroom will be signed for by the senior mail clerk. If the senior mail clerk must give up the key, the receiving mail clerk will sign for the key in a log book that is kept in the mailroom. If the mailroom is secured via a combination lock, the Assistant Postal Officer, Postal Officer, and all Mail Clerks should know the combination. The combination will be written down and secured in the same manner as the safe-held key discussed above.

(6) Security of Mail while in Transit. Mail will be transported to and from the post office in a closed body vehicle. If not available, the Mail Clerk will accompany the mail and keep it in visual contact while in transit. Use of personal vehicles to transport mail must be requested by the Commanding Officer and approved by the Station Postal Chief. With the exception of over-sized pieces, mail will be transported in USPS mailbags or USPS tubs.

(7) Transport of Mail During Inclement Weather. During inclement weather, a closed body or covered vehicle will be used to transport the mail. If such a vehicle is unavailable, plastic bags or containers will be used to protect the mail from water damage when transporting the mail in open vehicles or by hand. USPS mailbags do not provide adequate protection against water damage, as they are not waterproof.

(8) Security of Mail and Postal Records. The Mail Clerk will ensure that the privacy of postal records is maintained at all times. Mail Clerks/Orderlies will not break the seal or open any mail matter nor will any information about mail or postal records be released to third parties to include MPI or NCIS. Requests for information are to be directed to the post office.

f. Emergency Disposition or Destruction of Mail and Postal Effects

(1) Prior to implementation of the below disposition or destruction procedures, the Postal Officer and Mail Clerks will be notified.



(2) If sufficient advanced warning is received, all mail on hand should be delivered or dispatched. All postal operations suspended and postal effects and supplies transported to a safe area.

(3) If there is insufficient advance warning to permit carrying out the procedures stated above, mail and postal effects below will be destroyed per the prioritized list outlined when ordered by the Commanding Officer or senior officer present.

(a) Official registered mail.

(b) Directory service cards.

(c) Other accountable mail.

(d) All remaining mail.

(e) All other record equipment, mail sacks, furniture, etc.

(4) When destruction of postal effects is appropriate, the following methods should be utilized:

(a) Mail and other burnable articles will be burned to unidentifiable ashes and scattered.

(b) Classified equipment contained in registered mail and other non-burnable items shall be smashed beyond recognition and scattered, jettisoned, or burned as practicable.

(5) The destruction of postal effects will be witnessed by two officers when possible. If two officers are not available, witnesses should include one officer and one senior enlisted. Two enlisted personnel or two other available personnel should be used as witnesses if the foregoing personnel are not available.

(6) Upon destruction of any mail or postal effects, a report will be made as per reference (a), paragraph C2.16.

g. Delivery of Mail During Field Exercises

(1) Forwarding of Mail via Military Postal System. When a section is conducting field exercises, the Squadron Postal Officer will ensure that mail is delivered to personnel in the field in a timely manner through normal military postal service channels. Before the field exercise takes place, liaison will be made with the Station Postal Officer to arrange for the proper routing and transportation of mail.

(2) Use of Mail Orderlies. Mail Orderlies may be used to transport mail as long as international boundaries are not crossed. Mail is usually transported via military postal service channels to ensure customs, laws and regulations are complied with.

h. Correct Mailing Address. The correct mailing address for members of this Squadron is as follows and TBD when deployed:

RANK NAME  
Squadron (work section)  
PSC BOX xxxx  
CHERRY POINT NC 28533-xxxx

i. Location and Hours of Operation of the Local Postal Office. The Postal Chief/Assistant Official mail manager is located at Building 153 and the hours of operation are as follows:

SERVICE	MON-FRI	SAT/SUN/HOLIDAYS
Stamps/Registry	1000 - 1400	CLOSED
USPS/MONEY ORDERS	1000 - 1400	CLOSED

SERVICE	MON	TUE/THUR/FRI	WED	SAT/SUN/HOLIDAYS
Mail Call	1000 - 1300	0900 - 1200	0900-1200	CLOSED
Official Mail	1000 - 1430	0900 - 1430	0900-1200	CLOSED

j. Mail Box Locations and Collections Times. The only box aboard MCAS Cherry Point is located conveniently behind the Installation Post Office Bldg. 153. Mail collection times are listed on each mailbox.

k. Location and Hours of Operation of the Unit Mail Room. The unit's mailroom is located in S-1. Mail pick-up times are as follows:

Service	Monday-Friday	Sat-Sun/Holidays
Mail Call	1000-1500	CLOSED
Official Mail	1000-1500	CLOSED

l. Location and Hours of Mail Collection. The Mail Clerks will receive mail from the servicing post office during the times noted above. Before receipting for the mail, the Mail Clerks will check the mail for letters and packages, which are open, or in a damaged condition. The Mail Clerk will have the postal clerk repair and reseal packages and properly endorse the article accordingly (e.g. "received in an open condition" and/or "received in damaged condition") before accepting delivery of the mail.

m. Time and Method of Mail Distribution

(1) Mail Clerks will have section Mail Orderlies receipt for the mail after 1300 by having them sign the Mail Orderly Receipt Log. Orderlies will also annotate the time of pick-up, and their DD 285 card number.

(2) Mail will be distributed to section Mail Orderlies Monday through Friday, unless otherwise notified. Mail Orderlies will deliver the mail directly to the addressee. Mail will not be placed on beds, desks, or otherwise left out unprotected. Mail which cannot be delivered to the addressee will be returned to the mailroom the same day as received.

n. Customs Regulations

(1) The U.S. has customs jurisdiction within the 50 states, the District of Columbia, and Puerto Rico. The U.S. customs jurisdiction of military mail ceases when the mail passes the three-mile territory limit.

(2) All mail originating outside the customs territory of the U.S., which contains merchandise, including merchandise of U.S. origin printed matter, is subject to customs examination and must be accompanied by a customs declaration form. Official mail being transmitted between military post offices and the U.S. is exempt provided the words "official business" appears on the parcel, unless addressed to an individual by name.

(3) Mail Clerks/Orderlies are not authorized to advise patrons on the subject of customs. If doubt exists, suggest to the patron that they obtain information from the Treasury Department, Bureau of Customs, Morehead City NC 28557, Charleston SC, 29402, Norfolk VA 23501, and New York NY 10014.

o. Use of Change of Address Cards (CAC). Personnel checking into the Squadron will report to the Mail Clerk and fill out a CAC. The CAC will be sent to the individual's last command. Personnel checking out of the Squadron will fill out one CAC, with it going to the new command. The CAC can also be found on [www.usps.com](http://www.usps.com)

p. Non-Mailable Matter. Non-mailable matter includes all matter, by law, regulation or treaty, which is prohibited from being sent in the mail. When personnel are in doubt as to whether any matter is mailable, they should inquire at the serving post office. The following is a partial list of non-mailable matter:

- (1) Obscene or indecent matter.
- (2) Lotteries, fraud, and libelous matter.
- (3) Intoxicating beverages and illicit drugs, including marijuana and Lysergic Acid Diethylamide (LSD).
- (4) Explosives, flammables, or poisonous matters.
- (5) Firearms (except under certain circumstances).
- (6) Bombs, grenades, ammunition, or percussion caps.
- (7) Matter advocating disloyalty to the U.S. or threats to the President of the U.S.
- (8) Unprotected sharp instruments.

q. Official Mail Costs Management Program

- (1) Special delivery and special handling is not authorized for official mail.
- (2) The use of first class and priority mail will be as directed by the references.
- (3) The smallest available envelope will be used when mailing official mail. Larger envelopes incur higher postal costs.
- (4) Guard mail and intra-command messenger service will be utilized to the maximum extent in lieu of the U.S. mail.
- (5) All outgoing mail will be submitted to the OMM, who will screen the official mail and ensure the official mailings are consolidated when destined to the same address in order to reduce postal costs. The OMM will determine which correspondence and documents are to enter the USPS system, and which are to be sent via guard mail.

r. Directory Mail Service

(1) Disposition of Undeliverable Mail

(a) When mail is received and there is no record of the addressee, the Mail Clerk will draw a single diagonal line through the incorrect portion of the address so as not to obliterate it and, on the reverse side, place the notation "No Record" or "NR" followed by the date, the unit, and the initials of the Mail Clerk. "No Record" mail will be returned to the serving post office not later than the next working day.

(b) Mail for which a forwarding address is available will be readdressed and forwarded not later than the next working day following the date of receipt. The name of the addressee will not be written, marked, or stamped over. If the name of the addressee is incomplete, the omitted or incorrect portion of the address will be drawn through and the correct information will be entered. Abbreviations will not be used as part of the forwarding address except those that are normally used in civilian addresses. City names will not be abbreviated.

(c) Geographical locations will never be placed over the name of the addressee or on any portion of the address.

(2) Processing of mail by category of addressee

(a) Unauthorized Absence (UA). Mail for UA personnel will be retained in the mailroom until the addressee has returned or been declared a deserter. "UA" or "AWOL" endorsements will not be placed as endorsements on mail. The addressee's status will be shown on a memo attached to the mail showing unit diary

number, date of unit diary reflecting the entry, and the initials of the Mail Clerk. On the 31st day, return the UA individual's mail to the serving Post Office with a completed Deserter/Deceased/Casualty Form (enclosure 1).

(b) Casualty/Deceased. Mail for personnel who are deceased or have become casualties will be forwarded to Next of Kin (NOK). If NOK is not located or does not elect to receive the Casualty/Deceased mail, it will be returned to the serving post office with enclosure (1) attached.

(c) Temporary Additional Duty (TAD). Mail for personnel in a TAD status less than 30 days will not be forwarded. Mail for personnel in a TAD status of more than 30 days will have their mail forwarded unless the addressee has requested in writing for their mail to be held.

(d) In Hands of Civil Authorities (IHCA). Mail for personnel who are IHCA will be enclosed in an official envelope and addressed in care of the place of civilian confinement. A letter of transmittal and self-addressed envelope will be enclosed to the senior member of the civilian confinement facility requesting delivery of the mail or returned if the addressee has been transferred or released. Such endorsements as "IHCA" or "JAIL" will not be placed on the mail.

(e) Hospitalized. Mail for personnel who are hospitalized in excess of 72 hours will be addressed and forwarded utilizing the ward number.

(f) Correctional Facility. Mail for personnel held in the Correctional Confinement Facility located at MCB Camp Lejeune will be forwarded to the below address without endorsements such as "BRIG" or "CONFINEMENT" on the mail:

Marine Corps Base  
Building 1040  
PSC Box 20140  
Camp Lejeune NC 28542-0140

(g) Leave. Mail for personnel on leave will be held in the mailroom for safe keeping unless the individual has left written instructions with the mailroom to forward mail. A copy of all leave papers will be provided to the mailroom.

(h) Hospital. Mail addressed to personnel who are hospitalized at Camp Lejeune will be forwarded using the following address:

Ward # \_\_\_\_\_ (if known)  
Naval Hospital  
P.O. Box 10100  
Camp Lejeune NC 28547

(3) Return of Rework Mail to the Post Office. Mail clerks will return all undeliverable and outgoing mail to the serving post office not later than the next working day. When returning the mail, the Mail Clerks will separate and bundle as follows:

(a) No Record. All mail for which there is no record on file will be bundled separately and labeled "NO RECORD" or "NR."

(b) Off Base Mail. All mail destined for off base addresses will be bundled separately and labeled "OFF BASE."

(c) On Base Mail. All mail destined for on base addresses will be bundled separately and labeled "ON BASE."

s. Classified Material Screening Point. If command receives classified material, they are immediately turned into the CMC vault and secured.

5. Administration and Logistics. Recommended changes to this Order are invited and should be submitted to the Commanding Officer (Attn: Postal Officer) via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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

I. M. COMMANDING

DISTRIBUTION: A

Appendix B

Format Letter For Military Personnel To Receipt For Official Accountable Mail Addressed To The "Commanding Officer," "Commanding Officer Of"

(ORGANIZATIONAL HEADING)

IN REPLY REFER TO  
5100  
PO  
date

From: Commanding Officer

To: Personnel authorized to receipt for all official mail to include official accountable mail.

Subj: AUTHORIZATION TO RECEIPT FOR AND OPEN ALL OFFICIAL MAIL TO INCLUDE OFFICIAL ACCOUNTABLE MAIL

Ref: (a) DoD 4525.6M  
(b) MCO P5110.6B

1. Per the references, you are authorized to receipt for and open all official accountable mail addressed to the Commanding Officer, (Name of Organization).

NAME  
SIGNATURE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. This authority supersedes all previous authorizations.

I. M. COMMANDING

Copy to:  
Post Office  
Unit Mailroom

## Appendix C

## Mail Routing Request Format

From: Unit Postal Officer, \_\_\_\_\_  
 To: Postal Chief, Marine Corps Air Station Cherry Point

Subj: MAIL ROUTING REQUEST

Ref: (a) DoD 4525.6M

1. Per the reference, the following information is submitted:

- a. Departure date of advance party. \_\_\_\_\_
- b. Departure date of main body. \_\_\_\_\_
- c. Area of deployment / Ship. \_\_\_\_\_
- d. Name of exercise. \_\_\_\_\_
- e. Estimated date of return for advance party. \_\_\_\_\_
- f. Estimated date of return of main body. \_\_\_\_\_
- g. Classes of mail to be routed. \_\_\_\_\_
- h. Size of unit (Plt, Co, Bn, etc.). \_\_\_\_\_
- i. Name of Plt or Co (if applicable). \_\_\_\_\_
- j. Are any other units involved? \_\_\_\_\_
- k. Will a pre-deployment brief be needed? \_\_\_\_\_
- l. Will your mail clerk be forwarding units mail? \_\_\_\_\_
- m. Postal officers name: \_\_\_\_\_
- n. Postal officer's Lan (email) address: \_\_\_\_\_
- o. Phone number: \_\_\_\_\_
- p. Will your command have a rear party? \_\_\_\_\_

2. Per the reference, any unit deploying or participating in an operation/exercise must complete a Mail Routing Request (MRR). This MRR will be forwarded by the unit Postal Officer to the Postal Operations section MCB Consolidated Postal System at least 45 days prior to departure. Failure to do so may result in a delay of mail being forwarded, or the assignment of units deployed address. This MRR will give Postal Operations section the information needed to route the unit's mail. Point of contact for all questions concerning mail routing or the filling out of this request should be directed to the Postal Chief MCAS Cherry Point.

\_\_\_\_\_  
 Postal Officer's Signature

Appendix D

UNITED STATES MARINE CORPS  
XXXXXXXXXXXXXXXXXXXX  
PSC BOX XXXX  
CHERRY POINT, NORTH CAROLINA 28533-XXXX

IN REPLY REFER TO:  
5110  
PO

From: Commanding Officer/Director, UNIT/Activity  
To: RANK AND FULL NAME

Subj: ASSIGNMENT AS THE OFFICIAL MAIL MANAGER

Ref: (a) DOD 4525.8M  
(b) MCO P5110.4

1. Effective this date, you are hereby appointed as the Official Mail Manager for Unit/Activity. The References will guide you in the performance of your duties.

2. The following information is provided:

a. Name: FULL NAME

b. Rank: RANK

c. Official Mailing Address:

COMAMNDING OFFICER \_\_\_\_\_  
PSC BOX XXXX \_\_\_\_\_  
CHERRY POINT, NC 28533-XXXX \_\_\_\_\_

d. Telephone: COMM XXX-XXXX  
DSN XXX-XXXX

C. O. UNIT

Copy to:  
Post Office



Appendix E

UNITED STATES MARINE CORPS  
XXXXXXXXXXXXXXXXXXXXX  
PSC BOX XXXX  
CHERRY POINT, NORTH CAROLINA 28533-XXXX

IN REPLY REFER TO:  
5110  
PO

From: Commanding Officer/Director, UNIT/Activity  
To: Rank and Full Name

Subj: ASSIGNMENT AS THE POSTAL OFFICER/ ASSISTANT POSTAL OFFICER

Ref: (a) DOD 4525.6M  
(b) MCO P5110.6C

1. In accordance with the references, you are hereby appointed as the Unit Assistant Postal Officer for "UNIT NAME".
2. The unit mailroom contains all pertinent directives concerning the performance of your duties.
3. Acknowledge receipt of this appointment by endorsing below.

C. O. SIGNATURE

FIRST ENDORSEMENT

DATE

From: RANK, FIRST, MI LAT NAME, EDIPI/MOS USMC  
To: Commanding Officer, UNIT, Cherry Point

1. Acknowledged and returned. I understand the responsibilities of the Assistant Unit Postal Officer and will execute those duties in accordance with the references.

A/PO SIGNATURE

Copy to:  
Post Office