

**MCAS CHPT MAIL ORDERLY  
STATEMENT OF UNDERSTANDING**

**1. GENERAL INFORMATION**

a. With my appointment as an authorized agent to receipt for mail on a PS Form 3801 or Letter of Authorization. I understand that I am a direct representative of the Military Postal Service and, as such, have been entrusted with the responsibilities associated with the daily handling and delivery of U. S. Mail to the members of my section. Personnel appointed as a mail orderly must meet strict eligibility criteria and clearly demonstrate the highest levels of trustworthiness and integrity at all times.

b. I understand that I am legally bound to perform my duties in strict accordance with this Statement of Understanding. Furthermore, I understand that I am morally obligated to my fellow section members, to perform my duties in a highly proficient and professional manner at all times. I have been advised and fully understand that my failure to strictly adhere to the regulations, which govern the handling and delivery of U. S. Mail, will not be tolerated and punishable under Uniform Code Of Military Justice. I understand that if I commit offenses against the U. S. Mails, I am subject to Federal prosecution under U. S. Code, Title 18.

**2. SECURITY / PROTECTION OF MAIL**

a. The DD Form 285 (Appointment of a Military Postal Clerk, Unit Mail Clerk or Mail Orderly) is a carefully controlled item, and will be maintained at the serving mailroom. If there is any change to those authorized to receipt for mail on a PS Form 3801, **a new PS Form 3801 and Statement of Understanding** must be completed and submitted to the SERVING POST OFFICE. If any named individuals appointed on a PS Form 3801 transfers or is reassigned to another section it must be reported to the serving post office and to ensure that mail is not delivered to that individual.

b. All appointed personnel must handle all U.S. Mail entrusted to them in a safe and secure manner at all times. They will be held responsible for any loss or damage caused by their failure to properly handle and deliver the mail entrusted to them. Specifically, they must:

(1) Handle or 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. They must never leave U. S. Mail unattended.

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

(4) The post office highly recommends the use of a Government Vehicle to transport mail from the post office to section, but when mail is delivered to those on PS Form 3801, it is considered delivered to the addresses and can be carried in POV or other means authorized by the unit/section/activity.

c. I sign below with the understanding I must never violate the sanctity or private nature of U.S. Mail and postal records specifically, I must never;

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

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

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

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

(5) Release any information regarding mail or postal records (including personal or home addresses, names and/or addresses of correspondents, etc.) to any individual for any purpose. They will refer all inquiries and requests for such information to the Consolidated Post Office's Postal Officer.

d. Unit must report any known or suspected postal related offenses to the Station Postal Chief immediately.

### 3. RECEIPT OF MAIL

a. I understand that someone designated on PS Form 3801 must report to the serving post office every workday in accordance with the schedule established by that command, to receipt for incoming mail for the members of their section. If for any reason I am unable to fulfill this daily requirement, I will ensure that another appointed individual from the section does so.

b. When receiving mail for my section, I will carefully screen all mail received, immediately remove all mis-sent mail, accountable mail, and any official mail prior to leaving the vicinity of the serving post office.

c. At the time that I accept custody of the mail from the serving post office each day, I understand I am required to print the current date, print full name, and sign the Receipt Log in a neat and legible manner, to officially certify that I have received the mail for my section and take responsibility for its' safe, secure, efficient, and proper handling and delivery.

d. If no mail is available for my section at the designated time, I will note this fact on the Unit/Mail Clerk Receipt Log and, sign and date the entry.

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

### 4. HANDLING AND DELIVERY OF PERSONAL MAIL

a. PS Form 3801 authorizes me to receipt for, handle, and deliver all forms of non-accountable personal mail addressed to the members of my command. I understand that I am not authorized to handle or deliver personal accountable mail (registered, numbered insured, certified, and express). Any personal accountable mail that they may be inadvertently received from the post office must be **immediately** returned.

b. Even though mail that I sign for and received from the serving post office will be considered delivered to addressee, I will ensure that any mail that is addressed to an individual will receive their mail in the most secure way possible. If I have personal mail, I will ensure that their privacy is taken into consideration when I am attempting to deliver this mail. I will make every attempt to **personally deliver** all non-accountable personal mail I receive from the serving post office, **directly to the individual** it is addressed to on the **same day** I receive it. I understand that I should **never** leave personal mail in vehicles, left on racks, under doors, in or on desks, sent through guard mail, etc., in order for effect delivery. Likewise, personal mail may not be given to the addressee's OIC or NCOIC, roommate, squad leader, or any other individual for subsequent delivery to the addressee; unless the addressee has authorized that individual in writing to receipt for mail on their behalf. Proper delivery occurs when custody of a piece of U.S. mail is directly passed from the hand of the appointed individual to the hand of the addressee, or to the hand of an agent which the addressee has authorized in writing to receipt for mail, and then only after the identity of the addressee or agent has been properly verified.

c. I understand I must **personally deliver** all PS Forms 3849's (Notice of Personal Accountable Mail) **directly to the addressee** as early as possible on the same date of receipt. PS Forms 3849 will be treated or handled in the same manner as personal mail with regard to security and delivery procedures.

d. Any personal mail or PS Forms 3849 that cannot be properly delivered as described above, are considered "undeliverable." As a authorized agent, I am **not authorized** to retain undeliverable personal mail overnight; therefore, all personal mail and PS Forms 3849's which were not personally delivered to the addressee, **must** be returned to the serving post office for overnight storage or forwarding as appropriate **on the same day of receipt**. When returning undeliverable personal mail and PS Forms 3849 to the serving post office, I must provide the post office with written documentation (i.e., post-it note or any other documentation) indicating the reason for non-delivery. They must **never** deface any piece of mail by writing directly on it for any reason.

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

5. **HANDLING AND DELIVERY OF OFFICIAL MAIL.** Upon acceptance of Official mail addressed to the Commanding General/Commanding Officer/Director of my section, I will ensure that the mail gets to the proper person in the same manner as personal mail. If I have any questions, I will request information from the serving post office.

6. **CERTIFICATION.** By my signature hereon, I certify that I have read this Statement of Understanding and fully understand my duties and responsibilities as outlined herein. Furthermore, I have been personally briefed by my Section OIC, SNCOIC or Supervisor with regard to my duties and responsibilities, and fully understand the consequences of my failure to perform them precisely as described above. I have received a copy of this Statement of Understanding to guide me in the daily performance of my duties as an authorized mail orderly for this section.

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AUTHORIZED AGENT  
PRINTED RANK/NAME

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SIGNATURE & DATE

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7. **APPOINTING OFFICIAL.** By my signature I certify that the above Agents have been personally briefed and fully understand their duties as prescribed above. I also understand that if one or more of the above appointed personnel is required to be taken off, or one or more added, a new PS Form 3801 and Statement of Understanding (with all new signatures) will be submitted to the post office as soon as possible. I understand that only the most updated signed copy of the Statement of Understanding will be used by the post office to deliver mail to my section. I also understand that mail will not be delivered to anyone that is not listed on the most recent letter.

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APPOINTING OFFICIAL  
PRINTED RANK/NAME/TITLE

\_\_\_\_\_  
SIGNATURE & DATE

