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From: Commander

To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR POSTAL AFFAIRS (SHORT
TITLE: SOP FOR POSTAL AFFAIRS)

Ref: (a) DoD 4525.6M, Vol. I
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(d) OPNAVIST 5112.6A
(e) MCO P5110.4
(f) MCO P5110.6A
(g) FMFPACO P5112.1C
(h) ABO 5110.1A

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate standard operating procedures for postal affairs for Marine Corps Air Bases Western Area (MCABWA), 3d Marine Aircraft Wing (3d MAW), Intermediate Maintenance Activity Detachment (IMA Det), and all tenant organizations within MCABWA.

2. Cancellation. ABO P5112.1C

3. Information. Postal affairs for MCABWA, 3d MAW and IMA Det will be conducted per references (a) through (h).

4. Action. This Manual is effective upon receipt. Commanding Officers, and department heads will review all aspects of postal affairs under their cognizance to ensure conformance with applicable procedures set forth herein.

5. Summary of Revision. This Manual contains major chapter and paragraph modifications which are designed to provide guidance in performing specific tasks and to provide ease in locating specific items. This Manual contains a substantial number of changes and should be reviewed in its entirety.

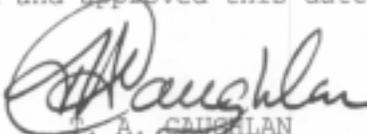
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6. Recommendation. Recommendations concerning the contents of this Manual are invited. Such recommendations will be forwarded to the Commander, MCABWA (Postal Officer) via the appropriate chain of command.

7. Concurrence. The Commanding General, 3d Marine Aircraft Wing, and the Commanding Officer, Marine Aircraft Group 46 concurs with the provision of this Manual.

8. Certification. Reviewed and approved this date.


T. A. CAUGHLAN
Chief of Staff

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ENCLOSURE (1)

SOP FOR POSTAL AFFAIRS

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SOP FOR POSTAL AFFAIRS

CHAPTER 1

MILITARY POSTAL SERVICE

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SOP FOR POSTAL AFFAIRS

CHAPTER 1

MILITARY POSTAL SERVICE

1000. PURPOSE. This Manual amplifies the policy and procedures for the processing and delivery of both personal and official mail for MCABWA and all tenant activities. Specific operating instructions are provided to include the delivery of mail and directory service.

1001. PRECEDENCE. Should any portion of this SOP come in conflict with directives from higher authority, the latter shall take precedence. The matter will then be brought to the attention of the MCABWA Postal Officer.

1002. ORGANIZATIONAL AND OPERATIONAL CONTROL

1. The Commander exercises operational control of the Military Postal Facility.
2. The Commander is responsible for providing postal support to FMFPac units at MCAS Miramar, MCAS Camp Pendleton, MCAS Yuma, MCAGCC Twenty-Nine Palms and deployed units thereof, when services are required.

1003. ENTITLEMENT TO USE THE MILITARY POSTAL SERVICE. Appendix A of reference (a) provides detailed information concerning the policy governing the entitlement of agencies and personnel authorized to use the military postal service.

1004. PROHIBITED USE

1. The Marine Corps Postal Service may not be used by individual 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 similar material transmitted through the Postal Service by accredited news media representatives.
2. Civilian personnel employed aboard MCAS Miramar are not authorized to receive personal mail at their place of employment. Civilian personnel shall advise their correspondents to use their residence address.

1005. CENSORSHIP. In the event censorship is implemented, current Armed Forces censorship regulations and other applicable instructions issued by the area Commander or the senior officer present will apply.

1006. CUSTOMS PROCEDURES

1. The United States has customs jurisdiction within the 50 states, the District of Columbia, and Puerto Rico.
2. All mail originating outside the customs territory of the United States which contains merchandise, including merchandise of United States 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 United States Government.
3. Postal personnel are not authorized to advise patrons on the duty which may be levied on an item. They may, however, suggest to the patrons that information may be obtained from the Treasury Department, Bureau of Customs, 3000 S. Ferry, San Pedro, CA 90731.
4. Chapter 8, of reference (a), contains detailed information pertinent to customs procedures. Current requirements may also be obtained through the Post Office.

1007. LOCATION AND HOURS OF OPERATION. This office is a joint operation of the U.S. Postal Service and the Military Postal System. The U.S. Postal Service provides complete postal service to include stamp and money order sales, express mail, and claims. The military postal personnel operate the Military Postal Facility and receive, sort, and deliver all mail addressed to units and organizations located aboard MCAS Miramar. The location and hours of operation for the post office is as follows:

<u>AREA</u>	<u>BLDG</u>	<u>POST OFFICE</u>	<u>DAYS</u>	<u>POSTAL SERVICES</u>	<u>MONEY ORDERS</u>
MCAS MIRAMAR	2257	Branch of San Diego, CA	Mon-Fri Sat	0800-1530 0830-1200	0800-1530 0830-1200

Note: The post office is closed on Sundays and holidays.

1008. U.S. MAIL COLLECTION BOXES

1. Mail collection boxes are located in areas designed to provide the best service for personnel. The hours of collection are posted on each collection box. These hours are periodically changed in order to meet dispatch schedules.
2. Installation of mail collection boxes by other than postal personnel is prohibited. Requests for installation, removal, or relocation of U.S. mail collection boxes will be directed to the MCABWA Postal Officer, MCAS Miramar.
3. Official mail shall not be deposited in U.S. mail collection boxes. All outgoing official mail shall be presented to the Command Mail Center for consolidation.

1009. RECEIPT AND DISPATCH OF MAIL

1. Receipt. Mail addressed to personnel and units aboard MCAS Miramar is received at the Military Postal Facility in bldg. 2257.
2. Dispatch. All outgoing mail is sorted and dispatched to the nearest civilian postal activity for final processing and delivery. Mail is dispatched daily, except Sundays and holidays.

1010. ACCEPTANCE, HANDLING, AND TREATMENT OF MAIL

1. The acceptance, handling, and treatment of mail will be in strict compliance with current postal regulations.
2. In the opinion of the accepting postal employee, all mail which is improperly prepared to withstand handling in transit will not be accepted for mailing.
3. Information regarding addresses, postmarks, and records of express, registered, certified, return receipt for merchandise and insured mail will be furnished only to senders, addressees or their agents specifically authorized in writing.

1011. NONMAILABLE MATTER

1. Nonmailable matter includes all matter which is by law, regulation, or treaty stipulation prohibited from being sent in the mail or which cannot be forwarded to its destination because of an illegible, incorrect, or insufficient address.

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

- a. Intoxicating liquors.
- b. Habit-forming drugs and those drugs for which possession has been declared illegal by law.
- c. Any articles, composition or materials which may kill or injure another or damage the mail or other property.
- d. Ammunition and explosives of all types.
- e. Obscene or indecent matter.
- f. Contraband: Items prohibited from import and export by law.
- g. Lotteries, frauds, and libelous matter.
- h. Any letters, publications, and other items containing any matter advocating or urging treason, insurrection, or forcible resistance to any law of the United States.
- i. Any letter or other matter containing any threat to take the life of or inflict bodily harm upon the President of the United States.
- j. Publications which violate copyrights granted by the United States.
- k. U.S. Government property intended for personal use, except for those items that have been sold through authorized agencies of the Government and are accompanied by purchase and/or sales receipts.

3. When doubt exists as to whether any item is mailable, the mailer shall make an inquiry at the servicing post office. All post offices have furnished listings of nonmailable materials, items mailed only under special conditions, and articles which are prohibited to mail to military post offices overseas. The burden rests with the individual mailer to ensure that they have complied with the law. Severe penalties of fines or imprisonment, or both are provided by law for anyone knowingly depositing for mailing or causing to be mailed or delivered, anything declared nonmailable by law.

1012. CLAIMS AND INQUIRIES

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

2. When articles are mailed and addressed for delivery in 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.

3. Claims for lost registered mail may be filed by the sender 15 days from the date of mailing. Claims on insured mail may not be submitted until 30 days after date of mailing. Items mailed from or to an APO or FPO address require 75 days from date of mailing. Claims on certified and return receipt for merchandise may not be submitted until 11 days after mailing. Claims on express may not be submitted until 7 days after mailing.

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

1013. EMERGENCY DESTRUCTION OF MAIL AND POSTAL EFFECTS

1. Destruction plans of all FMF units and other overseas activities operating mail rooms will include instructions for disposing of mail and equipment in emergencies involving danger or capture, as follows:

a. When sufficient advance warning is received:

(1) Deliver to addressee or dispatch mail on hand to the nearest postal facility by the safest and most expeditious means available.

(2) Suspend operations and transport postal effects and supplies to a safe area.

b. When there is insufficient advance warning, emergency destruction of mail will take place in the following order:

(1) Official registered mail.

(2) Directory service files.

(3) Other accountable mail.

(4) All remaining mail.

(5) Other records, equipment, mail sacks, furniture, etc.

2. If possible, the postal officer and assistant postal officer will witness the destruction of postal effects. If two officers are not available, witnesses should include one officer and one senior enlisted person, when possible, or two enlisted personnel of any grade.

3. Personnel conducting emergency destruction will submit a list of items destroyed to the CMC (MRP-3) within 48 hours.

1014. LETTER BOMBS. "Letter bomb" for the purpose of this Manual, includes any parcel, package or letter entered into the United States Postal Service as mail, which is suspected of containing any device intended to cause damage or injury to any facility or person.

1. Past experience has proven that 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."

2. Due to the mailer's intent of inflicting damage on a specific target, letter bombs do not normally present an immediate danger to mail handling personnel. A letter bomb will normally be triggered

during the opening process. Since mail clerks and/or postal clerks are not involved in opening mail as part of their mail handling duties, 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.

3. The design and construction of letter bombs are limited only by the designers imagination. The availability of micro-electronic 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.

4. 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.

a. Return addresses will usually be incomplete or be left blank. The mailing address will be "official" looking and in many cases include excessive address information.

b. The postage may contain "used" stamps/meter tapes or be excessive. The postmark, in many cases, will be smudged and illegible.

c. Letter bombs may be odd shaped, unusually heavy, have oily stains, or an odor about them. During the sorting process, clerks may notice/feel wires or cords through the wrapper.

5. When a piece of mail has been identified as a suspected letter bomb, the identifying clerk must initiate 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.

a. Notify the Postal Officer/Commanding Officer.

b. Do not attempt to move, relocate or alter the position of the suspected item.

c. 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.

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

e. Contact the addressee or sender to obtain permission for the EOD Officer to examine the item and open/destroy it if necessary. The addressee should be advised of all known information regarding the suspected letter bomb.

f. Once authorization to examination the mail has been granted, the EOD Officer will limit the examination to neutralizing the device or identifying that it 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 and the U.S. Postal Inspector's Office must be notified.

g. In the event that the addressee refuses to authorize the examination of the mail or if the addressee cannot be contacted, Section C021.2.7 of the Domestic Mail Manual (DMM) shall apply. DMM Section C021.2.7 authorizes a postmaster to take any step reasonable and necessary to protect USPS employees and equipment from potentially dangerous or injurious materials or substances found in the mail. When action is taken under DMM Section C021.2.7, the MCABWA Postal Officer shall ensure all appropriate reports are filed and submitted.

1015. 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:

1. Notify the Postal Officer/Commanding Officer.
2. Notify the Provost Marshal and the Explosive Ordnance Officer.
3. Clear the building of all personnel.
4. Lock all entrance doors to prevent innocent personnel from unknowingly entering the danger area. Post guards, when possible, to prevent personnel from entering the building.
5. Time allowing, ensure that all accountable mail and postal effects are properly secured in their respective storage areas.
6. 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.

7. 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 submitted to the CMC (MRP-3) and to the Director, Military Postal Service Agency per Chapter 7 of reference (b).

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CHAPTER 2

COMMAND RESPONSIBILITIES

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CHAPTER 2

COMMAND RESPONSIBILITIES

2000. PURPOSE. This Chapter prescribes procedures for the operation of the postal services within MCABWA.

2001. AREAS OF RESPONSIBILITY. The following instructions are for the purpose of establishing areas of responsibility for the MCABWA Postal Officer and mail handling operations.

1. The MCABWA Postal Officer is also designated as Wing Postal Officer. The MCABWA 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 MCABWA Postal Officer is also responsible for conducting required inspections of subordinate commands and tenant command postal mail handling facilities under the staff cognizance of the Adjutant/Assistant Chief of Staff (AC/S), G-1, advises the Commander on all postal affairs affecting MCABWA commands. In addition, the MCABWA Postal Officer shall establish and maintain a Postal Operating Plan (POP) per reference (a).

2. The Commanding Officer, IMA is responsible for providing postal support to FMFPac units located at Yuma, Miramar, Twentynine Palms and deployed units thereof. When services are required, they shall be per Chapter 2 of reference (g).

2002. GUARD MAIL/COMMAND MAIL CENTER SUPERVISOR. The Guard Mail/Command Mail Center (GMCMC) Supervisor is under the direct supervision of the MCABWA Adjutant and is responsible for the following:

1. Supervises the overall operation of the guard mail and correspondence distribution system.
2. Advises and keeps the MCABWA Adjutant informed on all matters pertaining to the operation of the system.
3. Supervises the sorting and loading of guard mail and correspondence into the daily distribution system.

4. Supervises the preventive maintenance, operation, and security of assigned vehicles.
5. Supervises the consolidation of correspondence and applies cost management measures for material destined for entry into USPS per references (c) and (e).

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CHAPTER 3

ADMINISTRATIVE AND OFFICE PROCEDURES

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CHAPTER 3

ADMINISTRATIVE AND OFFICE PROCEDURES

3000. PURPOSE. This Chapter sets administrative requirements and amplifies those instructions per references (b) and (e) for the operation of unit mailrooms. It also includes detailed responsibilities of unit commanders, unit postal officers, mail clerks, and mail orderlies regarding their mail-handling duties.

3001. RESPONSIBILITIES

1. Unit Commanders will:

a. Publish a mail handling order to outline mail handling procedures to be used within the command per references (a) and (e).

b. Appoint a unit postal officer (E-7 and above) and an Assistant postal officer (E-6 and above) by either letter or unit special order.

c. Expedite the handling and processing of U.S. mail by appointing sufficient mail clerks and personnel to receipt for official accountable mail and official mail addressed to the "Commanding Officer/Commanding Officer of _____," per Chapter 4, par. 4002 of reference (f).

d. Provide adequate mail handling facilities, time, and transportation in order to ensure the efficient delivery of the mail.

e. Ensure that mail clerks/orderlies at all echelons are thoroughly indoctrinated in their mail handling duties prior to such appointment. Unit mail clerks will attend postal related training provided by the MCABWA Postal Officer prior to appointment. Unit Postal Officers are also required to attend postal related training.

f. Ensure that appointees have at least 6 months of active duty remaining prior to assuming mail handling duties.

g. Maintain the inviolability of all mail.

h. Establish procedures for all personnel to check in/out with the servicing mailroom prior to the execution of any type Temporary Additional Duty (TAD), Permanent Change of Station (PCS), or leave orders.

i. Report and take required action on postal offenses and losses as indicated in chapter 7 of reference (b).

j. Notify, in writing, the MCABWA Postal Officer of all scheduled deployments 45 days prior to the unit's departure from the host station.

k. Ensure personnel residing in housing or off base quarters where USPS provides delivery service are receiving their personal mail at their quarters address and not through the unit mailroom. DoD resources or personnel shall not be used to perform duties that are the responsibility of USPS (see Chapter 4 of DoD 4525.6M for exceptions).

l. Develop and issue an SOP to cover:

(1) Security (protection of mail and postal effects, access to mailroom, and mail transportation) (see reference (f), par. 3005)

(2) Emergency destruction of mail (see reference (f), par. 3005).

(3) Delivery of mail during field exercises (see reference (f), par. 3005).

(4) Correct and complete mailing address (see reference (e), par. 6003).

(5) Location and hours of the post office (see reference (e), par. 6003).

(6) Location and hours of the mailroom (see reference (e), par. 6003).

(7) Location and hours of collection from receptacles provided for posting outgoing mail (see reference (e), par. 6003).

(8) Time and method of mail distribution (see reference (e), par. 6003).

(9) Instructions relative to custom regulations (see Reference (e), par. 6003).

(10) Instructions for use of OPNAV 5110/5 (see reference (e), par. 6003).

(11) Information concerning nonmailable items (see reference (e), par. 6003).

(12) Information concerning the command's official mail cost management program, to include mail consolidation procedures (see reference (e), par. 6003).

(13) Information concerning the establishment of a classified material screening point (see reference (f), par. 4002.3h).

2. Unit Postal Officer. Subject to and appointed by the unit commander, the Unit Postal Officer shall be responsible for the overall supervision of mail handling procedures within the unit. The Unit Postal Officer will be guided per references (b) and (f) and this Manual. In addition, the Unit Postal Officer will:

- a. Ensure proper training for all mail handling personnel.
- b. Ensure mail is handled in a correct and timely manner.
- c. Ensure the security of all mail and postal effects and limit access to the mailroom to assigned mail clerks and authorized personnel to include: Commanding Officer, Executive Officer, unit postal officer, unit assistant postal officer, mail clerks, postal inspectors, and working parties under supervision of a mail clerk/the postal officer.
- d. Ensure proper maintenance of mail directory files and mailroom records utilizing Appendix A as a guide.
- e. Conduct weekly unannounced inspections of the mail room (using NAVMC 10487) and mail handling areas. Do not establish a trend; inspect on different days of the week.
- f. Ensure a completed mailroom sign (DD Form 1115) showing the times of mail call is displayed in a prominent place outside each mail-room entrance. In addition, a sample mailing address for the unit shall be displayed in the same area.

- g. Notify the commander immediately of all suspected or known postal offenses or losses.
- h. Ensure that USPS equipment is used for its intended purpose. USPS mailbags shall be used for transporting mail only and will be returned to the Military Postal Facility daily.
- i. Verify daily that all accountable mail received has been delivered as outlined in Chapter 4 of reference (f).
- j. Periodically check the mailroom to ensure it is being maintained in an orderly condition.
- k. Maintain the Mail Orderly Appointment Log per Chapter 3 of reference (b).
- l. Post a copy of the unit mail handling order at the entrance of the unit mailroom.
- m. Ensure that current letters of authorization to receipt for official accountable mail are promptly submitted to the unit mailroom and Military Postal Facility, as applicable. The letters of authorization for official mail and official accountable mail addressed to the commanding officer shall be submitted in the format outlined in Appendixes B of this Manual and reference (f).
- n. Ensure that the mail clerk receives a legible copy of the unit diary or morning report within 24 hours of its publication.

3. Mail Clerks will:

- a. Provide mail service and operate the mailroom or mail handling facility per the current regulations and Appendix A of this Manual.
- b. Safeguard mail at all times.
- c. Maintain an up-to-date mail directory file of all personnel being served as outlined in the current edition of Chapter 3, of reference (b), and Chapter 5 of this Manual.
- d. Perform prompt directory service on all undeliverable mail and return it to the Military Postal Facility as expeditiously as possible, but not later than the following workday after receipt.

- e. Deliver accountable mail and maintain accountable mail records per Chapter 3, subsection 301.3e, of reference (b), when applicable.
- f. Correct all discrepancies noted on mail room inspections as soon as possible, normally within 10 working days.
- g. Report known or suspected postal offenses to the unit Commander or unit postal officer immediately.
- h. Deliver all mail to addressee or authorized agents only.
- i. Mail clerks will not open, store, or file their personal mail in the mailroom.
- j. Immediately, upon receipt at the mailroom, date stamp all mail to show date of receipt. The date stamp shall be placed on the reverse side of the address.
- k. Return all empty mail sacks and rubber bands to the Military Postal Facility as soon as possible.
- l. Do not leave the mailroom unsecured and/or unattended.
- m. Date the unit diaries or morning reports upon receipt and initial each entry of either document that pertains to the mailroom operation (e.g., join, TAD or leave dates, etc.). The mail clerk will date the diary when completed.

4. Mail Orderlies will:

- a. Pick up mail from the unit mailroom at specified times.
- b. Safeguard mail at all times.
- c. Deliver personal mail to addressee only.
- d. Deliver undeliverable mail later in the day or return it to the unit mailroom prior to its closing. If the mail is returned to the mailroom, supporting documentation stating why it could not be delivered must be attached. Mail will not be retained at the section over night or left unattended by the mail orderly at any time.

e. Report any known or suspected postal offenses or irregularities to the unit postal officer or Commanding Officer.

3002. QUALIFICATION OF MAIL CLERKS AND MAIL ORDERLIES. Personnel being selected for mail handling duties must meet the following qualifications:

1. Be a U.S. citizen if required to handle official registered mail which could contain classified material.
2. Be trustworthy in character. Personnel who are repeated military offenders shall not be assigned mail handling duties.
3. Personnel having a history of psychiatric disorders, alcoholism, or drug abuse may be designated if medical evaluation determines the condition no longer exists.
4. Have never been relieved of postal duties for cause.
5. Mail clerks/orderlies appointed for nonmilitary agencies must meet the specifications established by the appointing agency.

3003. DESIGNATION OF MAIL CLERKS/ORDERLIES AND UNIT POSTAL OFFICERS

1. Appointment of mail clerks and mail orderlies will be made and numbered on a Mail Orderly Appointment Card (DD Form 285). Appointments will be by name and not by job title. Sufficient copies of this appointment card will be prepared per paragraph 3004 of this Manual.
2. Commanding Officers will ensure that a minimum of two mail clerks will be appointed at the squadron level (primary and alternate) and also a minimum of two mail orderlies per section with the squadron. Ensure the appointed mail orderlies at the squadron level are thoroughly familiar with the general duties of a mail orderly as outlined in Chapter 3 and 6 of reference (b).
3. Appointments of mail clerks and mail orderlies shall be made with consideration for efficient and consistent mail handling procedures within the command. Appointees assigned duties in the mailroom must have at least 6 months of active duty remaining.

4. The appointment card (DD Form 285) shall be carried by the mail Clerk/orderly at all times when receipting for or delivering mail.

5. When unit mail clerk/orderly appointments are revoked, the appointment card (DD Form 285) will be retrieved from the appointee, the appropriate entry recording the date of revocation shall be entered in the Mail Clerk/Orderly Appointment Log (DD Form 2260), and all copies of the appointment card will be destroyed. When a mail clerk appointment is revoked, a Letter of Revocation is required to be forwarded to the Military Postal Facility.

6. Mail Clerk/Orderly Appointment Logs (DD Form 2260) will be maintained by the Postal Officer of each organization which maintains a mailroom. Staff sections and other activities who may require the appointment of mail orderlies should request, in writing, that such appointments be made to the Commanding Officer or Postal Officer of the organization to which assigned. Mail Clerk/Orderly Appointment Logs will be retained for a period of 2 years after the date of the last entry revoking an appointment.

7. Unit Postal Officers and alternates shall be designated in writing by the Commanding Officer. DD Form 285 shall not be used for this purpose. However, if they are involved in actual mail handling duties, they shall also require designation on DD Form 285.

3004. MAIL CLERK/ORDERLY TRAINING REQUIREMENTS. Prior to performing mail handling duties, all selected personnel shall be thoroughly trained. Newly designated unit mail clerks will attend the next scheduled Mail Clerk Indoctrination Class conducted the last Tuesday of each month at the Military Postal Facility. Mail Orderlies are required to read and sign a Statement of Understanding prior to performing mail handling duties.

3005. CONTROL OF DD FORM 285

1. After designation of qualified personnel for duty as unit mail clerks, all copies of DD Form 285 shall be validated by the Unit Postal Officer with their initials and then taken to the Military Postal Facility to be validated with a date stamp. A copy of the completion certificate, issued upon completion of the Mail Clerk Indoctrination Class, must be presented to the Military Postal Facility before the card can be validated.

2. Three copies of DD Form 285 must be completed for unit mail clerks. A copy will be provided to each of the following:
 - a. The unit mail clerk
 - b. The unit mailroom
 - c. The Military Postal Facility
3. Two copies of DD Form 285 must be completed for unit mail orderlies. A copy will be provided to each of the following:
 - a. The unit mail orderly
 - b. The unit mailroom
4. An accountable number shall be assigned to each appointee and entered on DD Form 285 in block 2 (revocation date). These numbers shall be assigned in numerical sequence and controlled by the Unit Postal Officer.
5. DD Forms 285 can be obtained through the local supply system. Blank DD Forms 285 will be controlled and retained by the Unit Postal Officer. DD Forms 285 will not be serialized until they are prepared for issue; see Appendix A.

3006. MAINTENANCE OF DD FORM 2260

1. The DD Form 2260 shall be maintained by the Unit Postal Officer. It may be maintained in the unit mailroom per reference (c) for administrative purposes only. However, the DD Form 2260 shall not be retained overnight in the unit mailroom.
2. Each mail clerk/orderly appointed shall be assigned an accountable number. The number will be entered on the DD Form 2260 in the first column (card no.). The appointee and the Unit Postal Officer shall sign each copy of the DD Form 285 and the DD Form 2260 in the appropriate spaces.
3. When mail clerk/orderly appointments are revoked, the "Date Revoked" column on the DD Form 2260 must be completed by entering the date the revocation was effective.

3007. RELIEF OF MAIL CLERK/ORDERLY APPOINTMENTS

1. When designated personnel are relieved, their DD Form 285 shall be retrieved and destroyed by the Unit Postal Officer. The DD Form 2260 shall reflect the revocation by entering the date in the "Date Revoked" column.

2. The Unit Postal Officer shall immediately notify the Military Postal Facility, in writing, of each mail clerk's revocation. The Military Postal Facility will destroy its copy of the revoked DD 285 and keep the revocation letter on file for 6 months after the revocation date.

3008. INSPECTIONS

1. Unannounced inspections of mail handling facilities and unit mailrooms will be conducted quarterly by the MCABWA Postal Officer or their authorized representative. The results of such inspections shall be reported on NAVMC 10487 (Mailroom Inspection Checklist) and a copy provided to the Commanding Officer concerned.

2. General guidelines for assigning inspection ratings to mailrooms are as follows:

a. Mission Capable. All mail is properly safeguarded, promptly delivered and otherwise processed per current instructions. The mailroom and all equipment is maintained at the highest degree of police. The unit mail clerk has demonstrated knowledge of postal and mail handling procedures beyond that normally expected of a unit mail clerk. The files, records and mail on hand are current and neatly organized. No discrepancies were detected during the course of the inspection.

b. Mission Capable with Discrepancies. All mail is properly safeguarded, promptly delivered and otherwise processed per current instructions. The mail clerk answered questions using appropriate references. The mailroom is clean and most files and records are current and neatly filed. No findings are detected during the course of the inspection.

c. Mission Capable with Findings. All mail is properly safeguarded, promptly delivered and otherwise processed per current instructions. However, a sufficient number of discrepancies and finding(s) exist. Findings are frequent or serious discrepancies

that warrant command attention. Examples of a finding are: improper delivery of official accountable mail (i.e., registered, insured, certified or express mail), holding accountable mail in the mailroom over night, mail room not being inspected weekly by the Unit Postal Officer, or failure to correct previously noted discrepancies. All findings will be debriefed to the Commanding Officer of the unit being inspected.

d. Non-Mission Capable. Multiple discrepancies and findings involving accountable mail, delay of mail delivery, mail tampering, improper safeguarding of mail, or failure to correct previously noted findings will result in a rating of "Non-Mission Capable." All unit mailrooms given a "Non-Mission Capable" rating will be secured and the Postal Officer and Commanding Officer debriefed immediately. The unit will be given 48 hours to correct discrepancies and findings. At the end of the 48 hour period, the mailroom will be re-inspected. If the unit receives another rating of "Non-Mission Capable," the Inspector's Officer will be notified immediately and the mailroom secured until a mission capable rating is received.

3. Upon completion of such inspections, the Commanding Officer or the senior officer on board will be debriefed and furnished with a copy of the inspection checklist. After the MCABWA Postal Officer reviews the checklist, a typed report is submitted to the appropriate Station and 3d MAW inspector.

4. Commanding Officers or Officers in Charge of squadrons/units which receive a mailroom inspection grade of "Mission Capable with Discrepancies and Findings" or "Non-Mission Capable" will submit a corrective action report. The report will be submitted to the MCABWA Postal Officer via the Wing/Station Inspector within 10 working days from the date the command was debriefed.

3009. SECURITY OF MAIL

1. Loss of Mail. Mail clerks/orderlies may be held liable for any loss caused by their failure to handle mail properly. Mailrooms and mail handling areas shall be locked when responsible individuals are not physically present.

2. Delivery of Mail. Mail shall be delivered only to the authorized addressee or agent(s) named in writing by the addressee. Delivery of official mail through the unit mailroom is authorized (example: Master Brief Sheet or correspondence from Headquarters Marine Corps). Units receiving official mail must maintain a log to show delivery of official mail, to include accountable mail, after the mail clerk receives it from the Military Postal Facility.

3. Overnight Storage. Unit mail clerks are not authorized to retain or store official accountable mail in the unit mailroom overnight. All undeliverable accountable mail shall be returned to the Military Postal Facility by 1500.

4. Mailroom Structural Requirements. Mailrooms must be constructed in such a manner as to provide adequate security for the mail. Structural requirements must meet the criteria outlined in Chapter 3, par. J4, of reference (a).

5. Control of Keys and Combinations

a. The unit mail clerk shall be issued one key/combination to the mailroom. The key/combination shall be safeguarded at all times.

b. Locks and/or combinations shall be changed at least annually or each time there is a change of mail clerks and whenever an actual or suspected compromise occurs.

c. Each duplicate key/combination shall be sealed in a PS Form 3977 or regular envelope. The envelope shall be endorsed to show its contents and retained in a safe controlled by the Commanding Officer or designated representative. The individual holding the duplicate keys/combinations and the individual holding the original key/combination shall sign across the flap of the sealed envelope. A new envelope shall be prepared when the key/combination accountability changes or whenever they are opened in order to gain access to the unit mailroom.

6. Transporting Mail

a. A closed body vehicle equipped with lockable doors shall be used to transport mail. When such a vehicle is unavailable and another type is used, mail clerks/orderlies shall ride in the compartment that holds the mail. In all cases, visual contact shall be maintained with the mail at all times.

b. Privately owned vehicles will not be used to transport mail. When situations occur where a privately owned vehicle must be used, its use must be requested by the unit commander and approved by the MCABWA Postal Officer or his/her designated representative.

c. All mail, except oversized pieces, shall be transported in USPS mail bags or other equipment.

7. Privileged of Mail and Postal Records. The privacy of the mail must not be violated. Mail clerks/orderlies shall not break, or permit to be broken, the seal of any mail matter. In addition, information regarding mail or postal records can be released only under certain circumstances. Contact the Military Postal Facility for guidance in this regard.

3010. RECEIPT AND DELIVERY OF MAIL AT UNIT MAILROOMS

1. Personnel residing in base housing or quarters, where the USPS provides free mail delivery service, are not authorized to receive mail through the unit mailroom (official mail is exempt).
2. Exceptions will be made for personnel who, because of their assignment, receive professional papers, journals, and other job related materials or whose duties prohibit their ability to receive mail daily at their quarters address.
3. As a general rule, personally addressed mail shall be considered official in nature when the duty title or an office symbol appears.
4. Unit mailrooms shall receive mail at the times set by the Military Postal Facility.
5. Before accepting the mail, mail clerks/orderlies shall ensure that any damaged mail is properly sealed and endorsed. The postal clerk will repair the damaged mail, indicate the date of receipt, endorse the mail "Received in Damaged Condition" and place their initials beside the endorsement.
6. Any mail suspected of containing harmful matter shall be immediately reported to the Military Postal Facility.
7. Personal mail shall be delivered to the addressee only. It shall not be placed on beds, desks, or left unprotected in any way.

8. Mail addressed to the "Commander of" an individual shall be delivered as official mail to the Commanding Officer or their designated representative.
9. Mail addressed in the care of another or addressed to more than one addressee, may be delivered to any addressee listed in the address.
10. All undelivered mail retained in the unit mailroom shall be date stamped on the reverse side to show date of receipt.
11. Mail opened by mistake shall be resealed, endorsed "opened by Mistake," and signed by the person opening the mail.
12. Addressee can refuse mail they do not want to receive. The addressee shall be requested to write on the front of the envelope or wrapper "refused" and sign and date it. If the addressee declines to mark the item "refused," the mail clerk shall endorse it "refused by addressee," sign, date it, and return it to the Military Postal Facility. Mail may not be opened before refused.
13. Articles found loose in the mail will be matched with envelopes and wrappers from which lost, when possible. Articles not matched shall be returned to the Military Postal Facility.
14. Mail service personnel shall not remove stamps from mail entrusted to them. Stamps found loose from the mails shall be returned to the Military Postal Facility.

3011. UNIT MAILROOMS

1. A mailroom is a room or enclosed area which serves as a place for mail clerks to handle mail properly and safely. Mailrooms, or their equivalents, shall not be referred to as post offices. The space provided must be such that it will furnish adequate security. Doors will have adequate locks and door hinges will be mounted in such a way to prevent forcible entry. The space will be properly maintained by the mail clerk in a neat and orderly condition. Nothing will be kept therein except essential furniture, mail and mail records.
2. Mailrooms will be established by the Commanding Officer. U.S. mail will be secured at all times during the absence of a responsible mail clerk. The Military Postal Facility will be notified prior to the establishment of a mailroom.

3. Guard mail will not be received at or processed in the unit mailroom.
4. The only personnel authorized to enter the mailroom are the commanding Officer, executive officer, postal officer, assistant postal officer, mail clerks assigned to the mailroom, postal inspectors on official visits, and supervised working parties. Mail orderlies who receive mail from the mailroom will not be permitted access to the mailroom. All business will be conducted in such a manner as to ensure the mail therein is not accessible, except when issued by the mail clerk responsible for the operation to the mailroom.
5. Unit mail clerks shall not accept nor shall they store parcels and packages delivered by agencies other than the Military Postal Facility. Items delivered by the United Parcel Service (UPS), Federal Express, or other overnight messenger services will not be accepted or held in the mailroom.

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CHAPTER 4

MAIL ROUTING INSTRUCTIONS

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CHAPTER 4

MAIL ROUTING INSTRUCTIONS

4000. MAIL ROUTING FOR DEPLOYING SQUADRONS. The implementation and correct use of the procedures outlined below cannot be overemphasized. Past experience has shown that personnel deployed have not been properly informed on the importance of correct mailing addresses. Consequently, they invariably use incorrect addresses (i.e., hull numbers, ship names, and task group designations). The use of incorrect addresses, particularly while deployed, causes mail delays, and in many cases the mail will be returned to sender.

4001. MAIL ROUTING FOR UNITS OUTSIDE THE CONTINENTAL U.S. (CONUS)

1. In order to route U.S. mail by the most direct method, the Fleet Post Office, San Francisco has the ability to dispatch direct bags, as directed by changes to the Fleet Mail Routing Guide, Pacific. Those units temporarily away from their home base will be served by mail routing methods which meet the requirements of their particular situation.

2. In all matters pertaining to the routing of U.S. mail for mobile units, close liaison with the overseas servicing Post Office/Postal Officer must be established. Commanding officers of deployed units will establish liaison as soon as practical and at least 45 days prior to departure of the first echelon of personnel returning to CONUS.

3. Commanding officers of units deployed outside CONUS may find it necessary to direct changes to their mail routing.

4002. MAIL ROUTING FOR UNITS DEPLOYED WITHIN CONUS. Delivery of mail for units involved in field exercises/training can normally be accomplished through the U.S. Postal Service. In 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. In all cases, as soon as practical prior to departure, liaison will be effected with the MCAS/MCABWA Postal Officer.

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CHAPTER 5

MAIL DIRECTORY SERVICE

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CHAPTER 5

MAIL DIRECTORY SERVICE

5000. PURPOSE. Mail directory service is maintained in order to provide proper disposition of "undeliverable as addressed" U.S. Mail which is received by commands. Marine Corps postal directories and mail rooms are required to maintain a mail directory file.

5001. MAIL DIRECTORY FILE. The directory shall be arranged alphabetically by last name in one file, regardless of status or grade. The directory shall be maintained per Chapter 6 of reference (b) and this Manual. The maintenance of the directory files shall be as follow:

1. The directory for unit/squadron mail rooms shall be maintained on a NAVMC 10572 - Mail Directory file Card. (See Appendix A, Paragraph 6).
2. The directory files for all personnel being served will contain the name (last, first, middle initial), grade, and section to which assigned. All other information required on NAVMC 10572 shall also be completed.
3. Directory file cards for individuals that have departed shall also include the date departed, the discard date, the complete forwarding address (abbreviation for cities may not be used, i.e., CP for Cherry Point, CLNC for Camp LeJeune, etc.), the individual's signature, the unit diary number and when the individual has been transferred to a military address, an estimated date of arrival (EDA).
4. If an individual has dependents with a different last name, a separate card must be prepared and filed. The cards for these individuals should be cross-referenced for individuals who have a name change.
5. When an individual is no longer served by the mail room or postal directory, the directory file card will be annotated with a discard date. The discard date for transferred personnel (PCS) shall be 12 months. For example, if the individual departs in May 1998, the card shall be marked for discard in June 1999.

6. When an individual joins a unit in a TAD/temporary Duty (TDY) status for a period of 6 months or less, the card will be dated for discard in 3 months. For example, the Marine attached May 1998, the discard date will be September 1998.

7. During the first week of each month, the directory file shall be screened and all expired cards shall be removed and destroyed.

8. Unit mail rooms will ensure that all temporary changes on duty status (TAD, sick, confinement, etc.) are promptly entered on the individual's directory file card. The information will include a complete forwarding address.

9. All changes in status will be annotated on the reverse side of the card. Entries shall include dates, unit diary numbers, and mail clerk's initials. In addition, when mail is requested to be held at the mail room by the addressee, the addressee will be required to sign the directory file card in the "Temporary Status/Location" box immediately below the new entry.

10. Mail for personnel temporarily away from the unit for 31 days or more will be forwarded, provided it can reasonably be expected that the mail can be delivered prior to the addressee's return to their parent unit. (examples: TAD to Sgt's Crs for 5 weeks: for 30 days forward mail unless otherwise requested in writing; do not forward after the 30th day. TAD to MCAS Cherry Point, NC for 3 days: Hold mail in mail room with a copy of TAD orders attached).

11. When forwarding addresses include an FPO or APO number, no geographical locations shall be indicated on the mail, unless the location is authorized to be part of the official mailing address. (example: MCAS Iwakuni Japan, will read MCAS Iwakuni, FPO AP 96310).

12. When personnel have been dropped, the directory file card must be signed by the individual who was dropped. However, the individual's mail will be forwarded to military addresses with or without a signature.

5002. DIRECTORY MAIL

1. All mail received by the mail room will be immediately back stamped with the date of receipt.

2. Directory mail is mail that cannot be delivered as addressed because it bears an incomplete or incorrect mailing address. In these cases, the unit mail clerk will:

- a. Write in omitted elements of the name and grade.
- b. Draw a single diagonal line through the incorrect address and block out any computer printed bar code which may be imprinted on the front lower right side of the mail.
- c. Make forwarding endorsements neat and legible, using the minimum space required. Rubber stamps or gummed labels may be used provided they are neat and do not cover the original mailing address.

3. Endorsements shall be made on the front of mail whenever possible. The first forwarding address shall be placed below and to the right of the original. All subsequent forwarding endorsements will be placed around the original address beginning with the first continuing in a clockwise direction. After all space has been used, write OVER on the front of the item and place additional endorsements on the back. When gummed labels are used, the name of the addressee shall not be written over, stamped over, or covered by the gummed label.

4. Readdressed mail destined to a military installation will include an estimated date of arrival (EDA) date in the forwarding address providing the date has not passed. (Example: 7 Sep 98).

5. Mail which has been directorized by the unit mail clerk shall be returned to the Military Postal Facility bundled according to the type of endorsement and kept separate from unconcealed mail.

5003. "UNDELIVERABLE AS ADDRESSED" MAIL. All "undeliverable as addressed" mail processed by unit mail clerks/orderlies shall be endorsed with a forwarding address if one is available and returned to the Military Postal Facility. Mail addressed in care of a sponsor shall be delivered as the sponsor's mail. If the sponsor is unknown, endorse the mail "No Record," date, and mail clerk's initials on the reverse side and return it to the Military Postal Facility.

1. Unauthorized Absence Mail. Mail addressed to personnel who are in an unauthorized absence (UA) status will be held in the mail room until they return from UA or have been declared deserter.

After 30 days, return the UA personnel mail to the Military Postal Facility with a completed Certificate of Notification of a Deceased or Deserted Service Member. (See Appendix D).

2. Estimated Date of Arrival (EDA) Mail. Mail received for personnel that are due to report shall be returned to the Military Postal Facility, unless the mail room has a source document such as a "Change of Address Card" or copy of orders. If the mail room has such a source document, the mail may be held in the mail room for 15 days past estimated date of arrival or 30 days from date of receipt should EDA date not be known. Mail will be returned to the Military Postal Facility at the end of the retention period.

3. No Record Mail. Mail which cannot be delivered or forwarded because there is no record of the individual's name in the directory file shall be dated, initialed, and endorsed on the reverse side as "No Record" by the unit mail clerk. Additionally, a diagonal line shall be drawn through the incorrect lines of the address.

4. Moved Left No Forwarding Address (MLNFA). Mail clerks are not authorized to forward mail to a civilian mailing address if the address is obtained from unit diary/morning report. If the individual has not provided proper forwarding instructions and a new military address is not available, mail will be returned to the Military Postal Facility with the annotation, MLNFA.

5. Leave Mail. Mail for personnel in a leave status will be retained in the mail room until the member's return, unless the member has requested forwarding service. In all cases, the commanding officer shall ensure that copies of all leave papers are provided for the mail room.

6. TAD Mail. Mail for personnel in a TAD excess status will be forwarded provided that a complete forwarding address has been provided by the addressee and/or the unit diary. In instances where no forwarding address is provided, or the TAD is 30 days or less, the mail will be retained in the mail room until the members return unless otherwise requested in writing.

7. Pledge Mail. Mail referred to as "Pledge" mail are those items which the sender has indicated specific delivery instructions. These instructions normally indicate a specific number of days during which delivery may be accomplished. It will be annotated near the return address and may be in the following format: "AFTER 5 DAYS RETURN TO SENDER."

8. In Hands of Civilian Authorities (IHCA)/Confinement Mail. Mail addressed to members who are confined in civilian or military confinement facilities shall be forwarded per the instructions contained in Appendix A of this Manual.
9. Hospital Mail. Mail addressed to personnel who have been hospitalized shall be forwarded immediately. Always try to obtain the ward number of the hospital where the member is located. When hospitalization will not exceed 72 hours, mail should be retained at the mail room until the member's return to duty.
10. Deserter Mail. Mail for personnel who have been declared deserters or are deceased shall be returned to the Military Postal Facility with the completed Deceased/Deserter Form. (See Appendix D).

5004. ACCOUNTABLE MAIL

1. PS Forms 3849 shall be delivered to the addressee in the same manner as other mail. In the event that the addressee is absent from the unit for any reason, i.e., TAD, PCS, leave, etc., the unit mail clerk will indicate the reason for nondelivery and return the form to the Military Postal Facility. If the individual is TAD or has transferred, indicate the forwarding address. A leave status will require an estimated date of return to be annotated.
2. The unit mail clerk may occasionally receive pieces of personal accountable mail mixed with their regular mail. When this happens, return the items to the Military Postal Facility.
3. Unit mail clerks will receipt for all official accountable mail from the Military Postal Facility on PS Form 3883.
4. Upon receipt of accountable mail, the mail clerk shall:
 - a. Back stamp the mail to indicate the date of receipt.
 - b. Enter each piece of accountable mail in the unit's PS Form 3883, by entering the date of receipt, the type of accountable mail and the number, office, and state of origin, to whom the mail was addressed, and the date of delivery.

5. When delivered to the addressee or authorized agent, the mail clerk will enter their initials in the "delivered by" space on the PS Form 3883. The unit postal officer will verify such delivery by initialing the "postmark" space on the PS Form 3883. Appendix B provides a sample format for this type letter of authorization.
6. Records of accountable mail shall be retained 2 years from the date of delivery. This retention period is applicable to letters of authorization as well as PS Forms. Appointing letters will be retained on file for 2 years after the authorization is terminated.
7. Records of accountable mail shall be retained in chronological order. Any discrepancy noted in the records shall be immediately reported to the Military Postal Facility.
8. Accountable mail may not be retained in unit mail rooms overnight. When accountable mail cannot be delivered it should be returned to the Military Postal Facility. A receipt for the returned mail should be obtained by requiring the postal clerk at the Military Postal Facility to sign the unit's PS Form 3883. Delivery of the accountable piece will be attempted again the next working day.
9. Unit mail clerk and alternates must be familiar with procedures used to exchange receipts when one mail clerk receives the accountable mail and the alternate delivers it to the authorized agent. Appendix A provides instruction for this procedure.
10. Unit mail clerks shall familiarize themselves with Appendix A of this Manual and the current edition of reference (b), Chapter 3, regarding the delivery procedures for accountable mail.

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CHAPTER 6

POSTAL OFFENSES AND LOSSES

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CHAPTER 6

POSTAL OFFENSES AND LOSSES

6000. OFFENSES AGAINST THE MAILS

1. The following information has been extracted from the Manual for Courts-martial, 1969, for the purpose of impressing upon all members of MCABWA, 3d MAW and tenant commands the severity of punishment that may be imposed for offenses against mail handling procedures:

"Article 134. Offense: Wrongfully opening, taking, secreting, destroying, stealing, or obstructing mail matter while in the custody of any other agency, or not yet delivered or received. Depositing, or causing to be deposited obscene or indecent matter in the mail. Punishment: Dishonorable discharge, forfeiture of all pay and allowances, and confinement at hard labor not to exceed 5 years."

2. The security of the mails must be inviolable. Tampering with or depredation against the mails are offenses against the United States and are punishable under the laws thereof. Mail is considered to be in the custody of the USPS from the time it is deposited in an authorized post office, postal receptacles, or Military Postal Facility or has been collected by designated military postal clerks, until it is delivered to the addressee in person or to a representative authorized by the addressee in writing.

3. Marine Corps postal clerks and unit mail clerks/orderlies shall not break or permit to be broken the seal of any first class matter while in Marine Corps postal channels.

4. Offenses against the mails are triable under the Uniform Code of Military Justice.

6001. POSTAL LOSSES AND OFFENSES

1. A report is required upon discovery of embezzlement or rifling of mail, depredations, intentional delay, theft, loss, or damage to mail or postal effects which were in the custody of the Marine Corps, whether the cause of such was due to the personal action of an individual or due to fire, flooding, or other causes. Specific information required in this report is contained in Chapter 7 of reference (b).

2. An IMMEDIATE message report will be made by the command concerned, stating the essential facts of the loss or offense, to the Military Postal Service Agency (MPSA), with information copies to the Commander, MCABWA, and Commanding General, 3d MAW as appropriate.
3. An amplifying letter report or reports will be made to the Commandant of the Marine Corps (MRP-3) and all information addresses of the initial report, as soon as feasible. In the event a prolonged investigation or other reasons necessitate a delay in submitting the report, an interim report shall be made. These reports are in addition to any report of investigation made per the current edition of JAGINST 5800.7, Manual of the Judge Advocate General, and set forth all facts and circumstances connected with the occurrence.
4. Upon completion of all disciplinary or corrective action, a report shall be submitted per the instructions contained in Chapter 7 of reference (b).

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CHAPTER 7

OFFICIAL MAIL AND COST MANAGEMENT MEASURES

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CHAPTER 7

OFFICIAL MAIL AND COST MANAGEMENT MEASURES

7000. GENERAL. Official mail is letters, parcels or other mail matter originating within the Department of Defense which relate exclusively to the business of the United States Government.

1. The Marine Corps has converted to postage meters for payment of postage and fees. Therefore, all mails entered as official mail will be delivered to the Military Postal Facility serving the unit/organization for proper computation and application of postage meter print or tape.

2. Deployable units will obtain postal support from the host command/ship to which deployed. If the deployment is an unscheduled type deployment (example: special assignments, classified missions, etc.) the unit postal officer will make liaison with the MCABWA Postal Officer prior to deploying.

3. Official mail for which postage and fees are not borne by the Marine Corps are exempt from the cost management measures set forth by reference (e) and this Manual.

7001. REGULATIONS, ON THE USAGE OF OFFICIAL MAIL

1. Official matter that requires special services, such as registry and certification, must be presented to the serving post office for mailing and will be mailed in compliance with Chapter 3 of reference (e) and this Manual.

2. Official REGISTERED mailings are only authorized for the transmission of the following and must be prepared per Part 121, Domestic Mail Manual. Items not properly prepared will not be accepted:

- a. All Secret material.
- b. Confidential material mailed to an FPO/APO address.
- c. Confidential material mailed to a facility cleared for access to classified information under the DoD Industrial Security Program.

- d. As authorized for use by CNO/CMC or required by law.
 - e. High value items, i.e., currency and narcotics.
3. Official CERTIFIED mailings are restricted for use within the domestic postal system. Return receipts will not be used merely to obtain proof of mailing or receipt. The sender will request PS Form 3817/Certificate of mailing at the time of mailing if proof of mailing is required. If proof of delivery is required, an internal receipt form (i.e., OPNAV Form 5111-10, DD Form 1087, or NAVMC 941, Record of Transmittal) will be used, provided the Business Reply format is correct. The following are authorized certifiable mailings:
- a. Confidential material to facilities cleared for access to classified information under the DoD Industrial Security Program.
 - b. As authorized by CNO/CMC or when required by law.
4. Official mail will be accepted for mailing as Express Mail only as authorized per reference (e).

7002. SPECIFIC PROHIBITIONS AND LIMITATIONS

1. The use of Special Delivery, Special Handling, and Insured Mail is not authorized for the transmission of official mail where payment of mailing costs is borne by the Marine Corps.
2. The policy for the use of Air, Priority, First Class, and Express mail shall be per Chapter 2 of reference (e).
3. Letters, parcels, and other mail matter to be entered as official mail shall comply with Part 121, Domestic Mail Manual regarding packing requirements. Items which, in the opinion of the accepting postal clerk, do not meet minimum packing requirements will not be accepted for mailing until the mailer corrects the packing deficiencies as cited by the accepting postal clerk.
4. Marine Corps postal clerks will not prepare or pack any material for entry into the mails for patrons. Postal clerks may assist by providing information regarding packing requirements.
5. The military post office will not provide wrapping paper, boxes, tape, or banding material for packing official mail.

6. Generally speaking, official mail may not be used for:
 - a. Private use.
 - b. Matters not exclusively Department of Defense business.
 - c. Greeting cards, Christmas cards, retirement announcements, job resumes and invitations to social functions (except as authorized by the current edition of SECNAVINST 7042.7).
 - d. Nonmailable items.
 - e. Housing bulletins, etc. that contain unofficial information.
 - f. Mailing items, which do not bear a complete, and proper return address.
 - g. Mailing official material on which the return address includes the name of the mailer. The title of the individual shall be used, (e.g., commanding officer, postal officer, etc.)
7. In instances where it is necessary or desirable to have the addressee respond, individual envelope and cards are not authorized. Whenever a return response is desired, a business reply envelope or card shall be used.

7003. COST MANAGAMENT MEASURES. Reference (h) outlines the Official Mail Cost Control Program (OMCCP) for all users under this postal jurisdiction.

1. Local Mailing. Use intra command messenger/guard mail service to the maximum extent possible in lieu of U.S. Mail.
2. Consolidated Mailing. Form a central mail collection center within commands where mail addressed to agencies may be consolidated and mailed in the most economical manner.
3. Envelope Size. Use the smallest envelope suitable for mailing since higher mailing rates apply to large envelopes.
4. First Class Mail. All official mail weighing less than 12 ounces shall be treated as first class mail unless endorsed differently. All official mail weighing 13 ounces or more shall be processed according to the procedure outlined in reference (e).

5. Standard Mail. Consists of matter, which is not mailed or required to be mailed as first class mail. Preparation procedures can be found in reference (e), par. 2004.

6. Authorized envelopes, wrappers, or labels are required when mailing matter as official mail. In instances where standard envelopes, cards, wrappers, or labels are not available, the Station Duplication Section will be requested by the mailer, to print the required penalty information, permit imprint, or other required endorsement on each piece. Matter presented to the Command Mail Center and/or the Military Postal Facility, which has not been properly prepared, does not include the correct address information, meet minimum/maximum size and weight standards or does not meet official mail formats will not be accepted. Prior to preparing nonstandard size/weight envelopes and cards, contact the serving Military Postal Facility in order to verify the mail ability of the item.

7004. MAIL CONSOLIDATION

1. Commanding officers of groups and squadrons will establish procedures to consolidate all outgoing official mail from their organization by addressee.
2. The adjutants for MCABWA and 3d MAW will consolidate all outgoing mail from their respective headquarters by addressee.
3. Organizational and unit postal officers will establish periodic monitoring procedures to ensure compliance with reference (e) and this Manual.

7005. GUARD MAIL/COMMAND MAIL CENTER (GCMC)

1. Aggregate mail for a single unit or addressee will be placed in a single envelope/wrapper and mailed at the end of the day as necessary to meet dispatch schedules. When feasible, articles will be mailed in a letter size envelope vice a large envelope. This procedure saves the Marine Corps approximately \$.60 per mailing.
2. The GCMC will collect all routine correspondence and documents to be entered as official mail. The items presented shall then be sorted according to address and appropriately wrapped or packaged so as to meet USPS requirements. The endorsement "CONTAINS CONSOLIDATED CORRESPONDENCE" will then be placed in the lower

left quadrant of the address side. The wrapper will then be addressed to the GUARD MAIL/COMMAND MAIL CENTER of the receiving activity.

3. Items, which in the opinion of a commander, are not routine will be delivered to the military post office via the mail orderly system. In addition, the commanders may authorize personnel to present items for mailing as official mail directly to the Marine Corps postal clerks located at the Military Postal Facility.

4. Official mail collected at the Military Postal Facility and from the mail orderly system will be sorted for aggregate mailings to single units as described in par. 8002.1.

5. All official mail bearing the endorsement "contains consolidated correspondence" will be forwarded at the priority or first class rate, as applicable.

6. Mail addressed to the following commands will be consolidated at the GMCMC and forwarded per reference (e).

a. Commandant of the Marine Corps.

b. Marine Corps Supply Center, Albany, GA.

c. Commanding General FMFPac

d. Any other command or unit deemed appropriate to conform to reference (e).

7. Command Adjutants or Postal Officers will implement an effective system within their command to process all official mail in a timely manner.

7006. PROCEDURES FOR USING SPECIAL MAIL SERVICES. Special mail services are services added to regular mail that provides expeditious delivery or proof of mailing and/or receipt. Special mail services include registered, certified, insured, Special Handling, and Express Mail services. Procedures for the use of special mail services shall be per reference (e) and as follows:

1. The Postal Officers, MCABWA shall be responsible for controlling the use of all special mail services in conjunction with Marine Corps official mail.

2. The Postal Officer, MCABWA shall issue or assign blocks of numbers for registry and certification to specific units and activities involved in handling classified material. Volume and frequency of mailing shall accord such issuance.
3. Units, activities, and departments that desire to send official mail under a special mail service shall ensure that the requirement is valid, based on the requirements of reference (e) and this Manual.
4. The Postal Officer, MCABWA shall ensure compliance per reference (e) and this Manual by inquiring as to reasons for sending each piece of official mail under a special mail services. In addition, the Postal Officer will provide alternatives when special mail services are not authorized, on a case by case basis.
5. Units, activities, and departments who have not been issued a block of registry or certification numbers shall present each piece of official mail to the Military Postal Facility. The Postal Officer shall require justification be provided in support of using a particular service. Official mail presented to the Military Postal Facility on which special mail services labels have been applied at locations other than the Military Postal Facility will not be accepted. An exception to this will be those units and activities that are authorized to control such material. However, if it is determined that the official mail does indeed rate a specific services the military postal clerks will provide the necessary labels, receipts, and endorsements.
6. Official mail for which Department of Defense agencies other than the U.S. Marine Corps pays postage and fees are exempt from the Marine Corps Official Mail Program. Their use is governed by each agency concerned.

7007. USE OF EXPRESS MAIL SERVICES FOR OFFICIAL MAIL. Because of the high cost of postage for Express Mail services, consideration should be given to the necessity for next day services. When it is determined that Express Mail is appropriate for the transmission of official mail, the following procedures apply:

1. Prepare the item for mailing by ensuring that proper packaging and addressing requirements have been completed.
2. Contact the Postal Officer and request authorization to use Express Mail.

3. Upon receipt of a request, the Postal Officer will approve/disapprove the request.
4. The requester, having received authorization to use Express Mail service will proceed to the Military Postal Facility where military postal clerks will receipt for and accept properly prepared and authorized official mail for dispatch as Express Mail.
5. Military postal clerks will compare the address information indicated on the item to be mailed with the appropriate Express Mail Zone Chart. Only those addresses covered on the appropriate zone chart shall be accepted for delivery as Express Mail.

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CHAPTER 8

MAILING ADDRESS

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CHAPTER 8

MAILING ADDRESS

8000. MAILING ADDRESS. Incorrect and incomplete addresses are the greatest cause of delay or non receipt of military mail and are usually attributable to lack of familiarity with the existence and use of sources of mail address information.

1. The rapid dispatch and delivery of personal mail is one of the most vital ingredients to high morale and peace of mind for military personnel. The primary cause of missorting/misrouting and delay of personal mail is the use of numerous unit titles and multiple mailing addresses by individuals, particularly by those of services and support activities who are assigned to other activities. In these instances, mail sorters and routers must search through multiple unit titles to determine the unit to which proper sorting and routing should be made.

2. Correct and complete return addresses on mail, likewise, are essential in order that correspondents will use the correct address when making reply and in order that mail may be returned to the sender expeditiously, when necessary.

8001. ADDRESSING OF PERSONAL MAIL

1. Commanding Officers will establish procedures to ensure that all personnel are informed of their correct mailing address. Samples of mailing addresses are published in the unit mail handling order. Personnel should be instructed to use their correct and complete return address on all outgoing mail. Persons who address official mail should familiarize themselves with the information contained in this manual and other applicable publications. The format, explanation, and examples of personal mailing addresses are contained in Appendix D.

2. The use of social security numbers assists postal personnel in providing directory services for mail when necessary. However, the use is strictly voluntary (Public Law 93-576, Privacy Act of 1974).

3. Allotment checks for dependents should not normally be addressed to the military member's unit address, but should be addressed to the dependent's residence. Personnel who are receiving allotment

checks for dependents at their military address should be advised of the possible hardship on their families upon deployment or movement.

8002. ADDRESSING OF OFFICIAL MAIL

1. Reference (h) outlines this commands address standardization program for all official mail addresses.
2. Due to the decentralization program, envelopes, labels, cards, tags, or wrappers bearing the endorsements "Official Business," and "Penalty for Private Use \$300" may be used for transmission of official correspondences to any government department or agency (providing the proper postage is affixed) and sent to any person from or through whom official information is required. The appropriate format and specifications for the above endorsements are outlined in the Domestic Mail manual. Official mailings, whether prepared by typewriter, machine printed, or handwritten, must include the appropriate Zip Code number of the destination and a complete return address to include the appropriate nine digit zip code.
3. Geographical location will not be used as part of the military address for overseas units or personnel, except as authorized by higher authority. When a geographical address of a foreign country is used as part of the military address, the mail must bear postage at the international rate for the country of address.
4. It is important that mail addresses obtained from the Standard Navy Distribution List (SNDL) (OPNAV P09B3-107 and P09B3-105) and from other sources be placed on mail covers in the prescribed format.
5. Except for deployments, official mailing addresses will reflect those addresses prescribed by applicable Navy and Marine Corps directives.
6. Mail addressed to individuals that include a billet/title within the address, i.e., John Smith, Supply Officer, shall be considered to be official mail. Accordingly, such mail shall be processed as official mail and may be delivered to the addressee as official mail.

7. Mail addressed to a billet/title and includes an "attention" line, i.e., Supply Officer (ATTN: John Smith) shall be considered to be official mail. Mail addressed to a billet/title shall be treated as official mail and may be delivered as such.

8. Mail addressed to individuals but containing no billet/title and is in no other way identified as official mail shall be treated as personal mail.

9. Personal mail addressed to official mail addresses will be treated as insufficiently addressed mail, and may be returned to sender.

8003. ADDRESS CONSTRUCTION. Unless specifically authorized, the below listed items are prohibited when constructing personal mailing address:

1. Task organization designators.
2. Ship hull numbers and names.
3. Major command titles (i.e., 3d MAW, MAG-13, etc.) unless authorized by the command for individuals to receive personal mail at the headquarters level.

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APPENDIX A

GUIDE FOR MAILROOM OPERATIONS

1. GENERAL. Each command operating an established mailroom must publish a unit mail handling order. All mail clerks including squadron and section orderlies must be familiar with its content. The following questions, when properly answered, will assist the command in operating a mailroom successfully.

2. ADMINISTRATION

a. Has a Mail Handling Order been published by the Commander? This question is self-explanatory and needs no further explanation. A copy of the order must be posted in a conspicuous area for the benefit of all hands.

b. Are the following items established or referenced in the Mail Handling Order:

(1) Security (Protection of Mail and Postal Effects, Access to the Mailroom, and Mail Transportation). This pertains to the physical protection provided mail and postal effects. The mail handling order must provide instructions regarding mailroom security, who is authorized in the mailroom and how mail will be transported under varying conditions. (POV's are not authorized.)

(2) Emergency Destruction of Mail. This pertains to actions which will be taken in the event of a disaster or emergency. Specific guidance must be provided.

(3) Delivery of Mail During Field Exercises. Explain the procedures to be followed when mail is to be delivered to personnel involved in field exercises (see Chapter 4 of this Manual for unit deployments) in the vicinity of the home base.

(4) Correct and Complete Mailing Address. Include a sample address in the Squadron Order. The address must include the unit's zip + 4 code.

GRADE NAME
ORGANIZATION (SECTION)
P O BOX -----
SAN DIEGO CA (ZIP + 4)

Example
LCPL JOHN A MARINE
VMFA 314 (HYDRAULICS SHOP)
P O BOX 452041
SAN DIEGO CA 92145-2041

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(5) Location and Hours of the Post Office. This pertains to the Post Office providing postal service support to the unit.

(6) Location and Hours of the Mailroom. This pertains to the unit mailroom. If normal operating hours are not the same as those published in the order, the postal officer should be informed and a change must be published to the order.

(7) Location and Hours of Collection. This will inform all personnel of the location of U.S. mail receptacles for depositing outgoing mail located in the unit area. Hours posted on these boxes are prompted by current dispatch schedules initiated by the Station Post Office and are not under the control of the Commander. Therefore, in addition to listing the location of these boxes, the statement, "Collection times are posted thereon," will suffice.

(8) Time and Method of Mail Distribution. This is the time the mail orderly will receive mail for the section. Times published will take into consideration the workday schedule as well as the time it takes the military post office to make delivery, which should be very close to the same time everyday.

(9) Instructions Relative to Customs Regulations. The unit mail handling order must provide basic guidance for customs procedures, while the unit is deployed.

(10) Instructions for the Use of Change of Address Cards (OPNAV 5110.15). A short instruction explaining that a change of address card must be completed and sent to the members former unit address.

(11) List of Nonmailable Articles. A list of nonmailable articles must be included in the squadron mail handling order.

(12) Information Concerning the Command's Official Mail Cost Management Program to Include Consolidating Mail Procedures. A short statement on how official mail is handled within the command. In most cases a paragraph indicating that routine correspondence is forwarded to the command's consolidation point. Additionally, information regarding the use of special mail services should be provided. The Military Postal Facility can provide up-to-date information regarding this requirement.

(13) Procedures to Establish a Classified Material Screening Point. Commands are required by paragraph 10-1(3) of OPNAVINST 5510.1G to establish a classified material screening point, and must include procedures for screening all registered and certified mail for classified material in the unit's mail handling instructions.

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c. Is there, in writing, an Officer Appointed as Postal Officer for supervising Postal Affairs? All units operating established mailrooms must have a Postal Officer, E-7 or above, and Assistant Postal Officer, E-6 or above, appointed by the commanding officer. A copy of the appointment letter should be on file in the mailroom for viewing by inspecting officers.

d. Is DD Form 1115 (Mailroom--No Admittance) completed and attached to the Mailroom Hatch? Times listed thereon are not the hours of operation of the mailroom, only mail call hours of when mail will be delivered to subordinate mail orderlies.

e. Are sufficient Mail Clerks/Orderlies appointed by the Commander? A minimum of two orderlies should be appointed for each unit or section. The unit postal officer affects all such appointments. A section that desires to appoint a mail orderly should submit a memorandum to the unit postal officer requesting such appointments. At no time will an officer, other than the commanding officer, executive officer, or unit postal officer, authorize appointment of a mail orderly.

f. Have all Mail Clerks/Orderlies been properly appointed? If the procedures outlined in Chapter 3 of reference (b) and this Manual have been followed, all mail clerks/orderlies have been properly appointed and issued a DD-285.

g. Do Mail Clerks/Orderlies understand and comply with current Postal Regulations? Upon completion of the mail clerk/orderly indoctrination class, validation of the DD Form 285 and a demonstration of understanding, mail clerks/orderlies should be considered in compliance with current regulations. Compliance with these regulations are mandatory and failure to do so may result in administrative or punitive action being taken.

h. DD Form 285 shall be filled out as follows:

- (1) Block #1: Date of issuance of card.
- (2) Block #2: Card No. according to DD Form 2260.
- (3) Block #3: Complete Last name, First name and middle Initial.
- (4) Block #4: Grade (Sgt).
- (5) Block #5: Social Security Number.
- (6) Block #6: Mail clerk or mail orderly, whichever applies.

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- (7) Block #7: Squadron/unit and section of mail orderly.
- (8) Block #8: CONUS installation (MCAS Miramar).
- (9) Block #9: Postal officers "X" out and initial applicable box; mail clerks should be authorized to receive personal (except accountable) and official (all) while mail orderlies should be authorized to receive personal (except accountable) and official (except accountable).
- (10) Block #10: Validated by military postal facility for mail clerks.

i. Are appointments on file in the Mailroom? Distribution of mail clerk/orderly appointment cards will be as follows:

<u>Mail Clerk</u>	<u>Mail Orderly (Section)</u>
(1) One card to post office	(1) One card to mailroom
(2) One card to mail clerk	(2) One card to mail orderly
(3) One card to mailroom files	

j. Is the Unit Mail Clerk/Orderly Appointment Log (DD Form 2260) properly maintained? The unit postal officer records all mail orderly appointments on the Mail Clerk/Orderly Appointment Log. The unit postal officer will be the sole custodian of the DD Form 2260 and blank (DD Forms 285. Upon revocation of a mail clerk/orderly appointment, the date is recorded in the log and the card is destroyed. The log will be retained on file for a period of two years after the last card has been revoked/destroyed. Strict accountability should be maintained.

k. Have all Mail Clerks/Orderlies received adequate training prior to being designated? If the provisions for mail clerk/orderly training outlined in Chapter 3 of this Manual have been implemented, this requirement will have been met.

l. Do Mail Clerks have sufficient time to efficiently fulfill mail duties? Attention to detail is an absolute must in processing mail. The mail clerk must be allotted a sufficient amount of time to deliver the mail and to process that mail which they could not deliver. The maintenance of the files and records are essential to the effective delivery or forwarding of mail, therefore, allowances must be made for the administration of these records.

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m. Is the Unit Mail Clerk provided with adequate mail handling space and equipment? Sufficient space should be afforded to handle the volume of mail the unit processes each day. Equipment should include a desk, 3x5 file(s), and sorting cases. A typewriter is preferred; but not required.

n. Are Mail Clerks/Orderlies familiar with reporting procedures for known or suspected Postal Offenses? Reference (b), Chapter 6, and this Manual provide information relative to reporting known or suspected postal offenses.

o. Are Mail Clerks/Orderlies trustworthy in character with no repetitious punishments under UCMJ? A review of the qualifications of mail clerks/orderlies as outlined in Chapter 3 of this Manual will serve as a reminder of this requirement. Integrity is an absolute must for mail handlers. Anytime a person's integrity has cause to be questioned, they must not be considered for appointment as a mail clerk/orderly.

p. Are Mailroom Inspections conducted at least once each week without prior notice to the Mail Clerk? Units operating established mailrooms must conduct weekly inspections of their mail handling facilities to ensure compliance with pertinent regulations. Normally all inspections are conducted by the postal officer. However, during their temporary absence (leave, TAD, etc), another officer should be detailed by the unit commander to conduct the inspection. All inspections should be conducted on different days of the week to ensure surprise. All postal officers are assigned a myriad of duties; consequently, if a mailroom has not been inspected, the mail clerk should remind the postal officer that no inspection has been conducted.

q. Is the mailroom being maintained in an orderly condition? The files and records must be properly filed and maintained. Absolutely no personal property shall be kept in the mailroom. A constant police of the mailroom will ensure that mail does not accidentally get lost in the trash or dropped behind or in a desk.

3. HANDLING OF MAIL

a. Is the Mail Clerk familiar with instructions governing delivery of Mail? A periodic review of reference (b), Chapter 4 will ensure that the mail clerk is familiar with the delivery of mail. In addition, detailed instructions regarding the delivery of mail are provided in Chapters 3 and 5 of this Manual.

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b. Is Mail promptly delivered to addressee or authorized agent only? Mail can only be delivered to individual addressees, authorized agents, the commanding officer, the executive officer, or the postal officer. When delivery is made to individual addressees, ensure proper identification of the person by checking their Armed Forces Identification Card and have the person sign the mail orderly receipt log. In the space for the mail orderly card number, have them list their social security number, then check it against their identification card prior to delivering the mail. Mail orderlies who receive mail must write their legible signature and card number on the log. Check their mail orderly appointment card and identification card prior to delivery. Commanding officers, executive officers, and postal officers who receive mail, must sign the receipt log, and in the space for the card number, list their title; i.e., commanding officer. Section heads, officers in charge, first sergeants, sergeants major, and NCOIC's are not authorized to receipt for any mail other than their own personal mail, unless they are authorized mail orderlies.

c. Are Mail Clerks familiar with the proper handling of damaged articles? The unit mail clerk must inspect the mail prior to its delivery. Any mail discovered to have been damaged must be properly endorsed, repaired and delivered. Paragraph 3010.5 of this Manual provides detailed instruction for handling this type of mail.

d. Is Official Mail delivered only to personnel authorized in writing to receipt for official mail? All mail addressed to the "Commanding Officer" or "Commanding Officer of" or mail addressed to a billet title is considered to be and shall be delivered as official mail. This type mail shall be delivered only to those personnel designated in writing. Personnel authorized to receipt for this type of mail shall be designated using the format provided in Appendix B of this Manual.

e. Is the Mail Clerk familiar with procedures relating to delivery and forwarding of Mail Addressed to "Commanding Officer/Commanding Officer of?" Mail arriving addressed in this manner will be delivered to those personnel authorized in writing to receipt for commanding officer's mail. If personnel listed in the "subject" line of the address are transferred or, if no record exists of them being in the organization, mail is still delivered as addressed. The unit concerned will accomplish forwarding or returning to sender the contents of this type of mail. At no time, will mail of this type be forwarded or returned in the original envelopes or mail cover.

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f. Is the Mail Clerks' Personal Mail handled properly? The mail clerks' mail shall be processed in the same manner as other unit member mail. A mail clerk shall not open, destroy, or store any personal mail in the unit mailroom.

g. Does Mail on hand, retained overnight, show date of receipt? All mail held overnight in the mailroom must have the date of receipt stamped on the reverse side of it. To ensure compliance with this requirement, mail clerks will stamp the date of receipt on all mail when it is received from the military postal facility.

h. Is Mail for individuals due to arrive handled properly? Mail which is received for personnel who are due to report shall be returned to the military postal facility, unless mailroom has a source document such as a "Change of Address Card" or copy of orders. If the mailroom has such a source document, the mail may be held in the mailroom for 15 days past the Estimated Date of Arrival (EDA) or 30 days from date of receipt should EDA date not be known. Mail will be returned to the military postal facility upon termination of retention period.

i. Is the Mail Clerk familiar with the procedure for handling Casualty Mail? This type mail may not be returned to sender until proper verification that the next of kin has been notified. There are specific endorsements required for this type mail. Therefore, a periodic review, per reference (b), Chapter 6, paragraph 608, must be performed. Appendix D provides an acceptable form with which to return casualty mail to the military postal facility.

j. Is Undeliverable Mail returned promptly to the mailroom or military postal facility? Units and/or sections that cannot effect delivery of mail on date of receipt must return mail to the mailroom for safekeeping overnight. Only those units remaining in the field overnight and unable to return mail to the mailroom are exempt from this requirement. Mail retained in the field overnight will be stowed in locked safes for safekeeping. All no record, re-addressed, and outgoing mail will be returned to the military postal facility to meet the final dispatch time for that day. (Contact the military postal facility to ascertain current dispatch times.)

k. Is Mail picked up and delivered according to a definite schedule? Marines and Sailors want their mail on a regular, daily basis. To ensure mail is delivered daily, it is your responsibility as a mail clerk to report to your postal officer any section that fails to pickup its mail daily.

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1. Are Mail Sacks returned promptly to the Military Postal Facility? Normally, all mail is delivered to mail clerks in canvas or nylon sacks by the serving military postal facility. This equipment must be returned to the military postal facility as soon as practical. Storage of sacks within a mailroom is not authorized. Sacks may only be used for the transport of U.S. Mail.

m. Is Mail for personnel on leave, TAD, or other temporary absence in line of duty properly processed? Procedures for handling this type mail are listed below:

(1) Leave Mail. All mail for personnel on leave is automatically retained in the mailroom (with a copy of the leave papers attached) until the addressee returns. If an addressee desires mail to be forwarded to their leave address, they must furnish the mail orderly with written authorization to do so and list the inclusive dates. This can be transcribed onto the mail directory file card or copy of leave papers.

(2) TAD Mail. Mail for personnel on TAD for 30 days or more will be forwarded automatically, if complete forwarding address has been provided. In an instance where an individual has failed to properly check-out prior to the execution of the TAD orders, the TAD is less than 30 days, or no forwarding address is available, the mailroom may hold the addressee's mail until the individual's return or until a complete forwarding address is obtained.

(3) Hospitalized. Mail for personnel in the hospital should be forwarded immediately. Always try to obtain the ward number of the hospital. Usually, the individual's OIC or NCOIC will furnish the ward number. This will help expedite the mail so it will not have to be researched in the hospital's directory section for further re-addressing to a ward. If hospitalization will not exceed 72 hours, mail should be retained in the mailroom until the individual is released.

n. Is Mail for transferred personnel properly re-addressed to include a "due in" date? Mail for transferred personnel will be immediately forwarded to their new organization. If the transfer is intra-squadron, unit, or section, cross out that portion of the address which no longer applies and write the new address to the right of the original address. Include in the forwarding address EDA at the new organization. The mailroom inspector will spot check the directory file cards to ensure that "due-in" EDAs have been annotated on the directory file cards of transferred personnel.

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o. Is Mail for confined personnel properly handled? Mail for personnel who are confined shall be processed according to the type facility where the confinement is taking place. All mail for personnel confined at the Camp Pendleton Brig will be re-addressed as shown below. Mail matter must never have "Brig," "Correctional Facility," etc., endorsed thereon.

MS MABEL P RAGWEED 1975 LIBERATION WAY SAN FRANCISCO CA 94101	\$.33
BOX A PO BOX 555226 CAMP PENDLETON CA 92055-5226	PVT ANYHONY T MARINE HHS (S-1) PO BOX 452013 SAN DIEGO CA 92145-2013

(1) Personnel In Hands of Civilian Authorities. Prior to forwarding mail for personnel in this category, ascertain if they will be confined long enough so that delivery of mail can be effected. Deserters will normally be held only long enough to be released to military authorities, unless charged with civilian crimes. Place mail in an official Department of Navy envelope, complete a letter of transmittal and place a self-addressed business reply envelope within. The outer envelope should be addressed to the facility where the person is confined.

(2) When mail is forwarded to personnel in confinement, a letter of transmittal must be included. Recommended format is as follows:

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ORGANIZATIONAL HEADING

DATE

From: Commanding Officer
To: Name of Facility
Address of Facility

Subj: MAIL FOR PRIVATE JOHN B. GOOF OFF 111223333/XXXX USMC

1. Records of this organization reflect subject named Marine being confined in the (Name of Facility).
2. If delivery cannot be affected, please return the mail using the enclosed self-addressed business reply envelope.

IMA G. MARINE
By direction

(3) Personnel Assigned to Joint Correctional Custody. Personnel awarded correctional custody will receive letters and correspondence from the counselor assigned by the commanding officer during the weekly visit.

4. ACCOUNTABLE MAIL. Procedures for handling all types of accountable mail are explained in the following questions. It should be noted that discrepancies involving accountable mail will generally result in a grade of MISSION CAPABLE with FINDINGS being assigned.

a. Is a record kept of Accountable Mail on PS Form 3883? All accountable mail received at the serving post office must be recorded on PS Form 3883 prior to delivery. Signatures of addressees or their authorized agents must appear thereon.

b. Is this Mail properly delivered and receipts obtained? As explained in the preceding paragraph, all mail of this category must be receipted for by addressees concerned or their authorized agents named in writing by the addressee. Under no circumstances will this mail be delivered in another manner. All accountable mail receipts shall be maintained in chronological order and retained for 2 years in the mailroom's files.

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c. Is Accountable Mail, addressed to the Commander by Official Title, delivered to an authorized agent named by the Commanding Officer in writing? As explained in the preceding paragraph, agents must be named in writing by the commanding officer. Therefore, mail of this category will only be delivered to agents named in writing or to the commanding officer or executive officer. If either of the latter two receipts for this mail, their titles must be recorded on the PS Form 3883.

d. Are Mail Clerks familiar with proper handling of Accountable Mail? A periodic review of reference (b) and this Manual should be accomplished. Additionally, the following procedures must be used:

(1) Whenever an Alternate Mail Clerk assumes the duties of Mail Clerk, are receipts exchanged for Accountable Mail remaining on hand? If a mail clerk receives accountable mail from the military postal facility, returns to the mailroom and then leaves the mailroom prior to delivering the accountable mail, the alternate mail clerk must sign for this mail. This is easily accomplished by recording the articles, as if for final delivery, on PS Form 3883. The alternate mail clerk will sign his name on the PS Form 3883; then, reenter the articles in the following lines for final delivery. Accountable mail is the highest priority mail you will handle. Therefore, effect delivery immediately after receiving this mail from the military postal facility.

(2) Does Mail Clerks inform Military Postal Facility upon receipt of Accountable Mail or notice that mail is undeliverable by reason of addressee's being absent? This refers to personal accountable mail. Personnel having accountable mail at the military postal facility will be notified with PS Form 3849-A.

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This form is a thin yellow notice and will be treated as U.S. mail. If delivery of a personal accountable article of U.S. mail cannot be delivered for any reason; i.e., annual leave, TAD, transferred, no record, etc., the serving post office must be notified by annotating the required information on the reverse side of PS Form 3849-A. A few examples are shown as follows:

PS FORM 3849

 Sorry We Missed You! We X Deliver For You!		Article No. 2 7 7 1 0 2 1 1 2 1
Today's Date 991021		Sender's Name JOE MARINE
Item <input type="checkbox"/> Post Office (see reverse) Is at: <input checked="" type="checkbox"/> <u>MPO</u>		We X Deliver or you can pick up, see back
<input type="checkbox"/> IF CHECKED, YOU MUST PRESENT AT TIME OF DELIVERY TO SIGN FOR ITEM.		
<input checked="" type="checkbox"/> Letter <input type="checkbox"/> Large envelope, Magazine, catalog, etc. <input type="checkbox"/> Parcel <input type="checkbox"/> Delivery Restricted to Addressee <input type="checkbox"/> Perishable Item	<input type="checkbox"/> Express Mail (redelivery Next delivery day unless you call to hold at post office) <input checked="" type="checkbox"/> Certified <input type="checkbox"/> Insured <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Recorded Delivery (International) <input type="checkbox"/> Special Delivery	Article Requiring Payment: <input type="checkbox"/> Postage—Due <input type="checkbox"/> COD <input type="checkbox"/> Customs Amount Due: \$ _____ Addressee Name (Print) SUZIE MARINE Address MWSS 373 Received By (Print Name and Sign) X
Delivered By	Date	Customer: Describe any Visible Damage

PS Form 3849, December 1994

Delivery Notice/Reminder/Receipt

TRANSFERRED

POSTMASTER/STATION MANAGER U.S.P.S. MCAS MIRAMAR (537-4578) 45482 HERCULES RD. #3 SAN DIEGO, CA 92145-9998 8:00-3:30 (M-F) 8:30-NOON (SAT)	We X Deliver For You! (1) check all that apply (2) sign below; and (3) leave this notice where carrier can see it door: Sign Here to Authorize Redelivery or To authorize an Agent to Sign for You X	<input type="checkbox"/> Redeliver: _____ (Day of Week) Allow at least 2 delivery days for redelivery <input type="checkbox"/> Or Call Your Post Office for Redelivery *Leave at my address (Specify where to leave item; example: porch, side door): _____ *Note: This option is not available if box is checked on front of form requiring your signature at time of delivery. <input type="checkbox"/> Refused
	OR You or Your Agent Can Pick Up Item at post office after: Date _____ Time _____ (Bring this notice & ID) Let This Person Sign for My Article (Enter Name): _____	Forwarding or Return Address (USPS use only) EDA 000202 BOX A BOX 555226 CAMP PENDLETON CA 92055-5226 <input type="checkbox"/> Unclaimed <input type="checkbox"/> Refused <input type="checkbox"/> Returned <input type="checkbox"/> Unknown <input checked="" type="checkbox"/> Forwarded <input type="checkbox"/> Other (specify)

PS Form 3849, December 1994 (Reverse)

U.S. G.P.O. 1995 385-104

SOP FOR POSTAL AFFAIRS

NOTE: Cpl Dan Johnson, the Unit Mail Clerk, signs the 3849s.

NO RECORD/TRANSFERRED OVER 12 MONTHS

POSTMASTER/STATION MANAGER U.S.P.S MCAS MIRAMAR (537-4578) 45482 HERCULES RD. #3 SAN DIEGO, CA 92145-9998 8:00-3:30 (M-F) 8:30-NOON (SAT)	<p>We <i>R</i>. Deliver For You!</p> <p>(4) check all that apply -----> (5) sign below; and -----> (6) leave this notice where carrier can see it door):</p> <p>Sign Here to Authorize Redelivery or To authorize an Agent to Sign for You X</p>	<p><input type="checkbox"/> Redeliver: _____ (Day of Week) Allow at least 2 delivery days for redelivery) Or Call Your Post Office for Redelivery *Leave at my address (Specify where to leave item; example: porch, side _____)</p> <p><input type="checkbox"/> *Note: This option is not available if box is checked on front of form requiring your signature at time of delivery.</p> <p><input type="checkbox"/> Refused</p>
	<p style="text-align: center;">OR</p> <p>You or Your Agent Can Pick Up</p> <p>Item at post office after: Date _____ Time _____ (Bring this notice & ID) Let This Person Sign for My Article (Enter Name): _____</p>	<p>Forwarding or Return Address (USPS use only)</p> <p style="text-align: right; font-size: small;">98/991224/1-99/100</p> <p><input type="checkbox"/> Unclaimed <input type="checkbox"/> Refused <input checked="" type="checkbox"/> Returned <input type="checkbox"/> Unknown <input type="checkbox"/> Forwarded <input type="checkbox"/> Other (specify)</p>

PS Form 3849, December 1994 (Reverse) ★ U.S. G.P.O.: 1995 385-194

AUTHORIZING ANOTHER PERSON TO PICK UP ARTICLE

POSTMASTER/STATION MANAGER U.S.P.S MCAS MIRAMAR (537-4578) 45482 HERCULES RD. #3 SAN DIEGO, CA 92145-9998 8:00-3:30 (M-F) 8:30-NOON (SAT)	<p>We <i>R</i>. Deliver For You!</p> <p>(7) check all that apply -----> (8) sign below; and -----> (9) leave this notice where carrier can see it door):</p> <p>Sign Here to Authorize Redelivery or To authorize an Agent to Sign for You X <i>John Smith</i></p>	<p><input type="checkbox"/> Redeliver: _____ (Day of Week) Allow at least 2 delivery days for redelivery) Or Call Your Post Office for Redelivery *Leave at my address (Specify where to leave item; example: porch, side _____)</p> <p><input type="checkbox"/> *Note: This option is not available if box is checked on front of form requiring your signature at time of delivery.</p> <p><input type="checkbox"/> Refused</p>
	<p style="text-align: center;">OR</p> <p>You or Your Agent Can Pick Up</p> <p>Item at post office after: Date _____ Time _____ (Bring this notice & ID) Let This Person Sign for My Article (Enter Name): <i>Susie Q. Marine</i></p>	<p>Forwarding or Return Address (USPS use only)</p> <p><input type="checkbox"/> Unclaimed <input type="checkbox"/> Refused <input type="checkbox"/> Returned <input type="checkbox"/> Unknown <input type="checkbox"/> Forwarded <input type="checkbox"/> Other (specify)</p>

PS Form 3849, December 1994 (Reverse) ★ U.S. G.P.O.: 1995 385-194

NOTE: Cpl John Smith authorized Susie Q. Marine to receive his mail.
 Mail clerks/mail orderlies may not be designated to receipt for personal accountable mail.

SOP FOR POSTAL AFFAIRS

MEMBER HAS REQUESTED HIS MAIL TO BE HELD IN MAIL ROOM (TAD, LEAVE)

POSTMASTER/STATION MANAGER U.S.P.S MCAS MIRAMAR (537-4578) 45482 HERCULES RD. #3 SAN DIEGO, CA 92145-9998 8:00-3:30 (M-F) 8:30-NOON (SAT)	<p>We'll Deliver For You</p> <p>(10) check all that apply (11) sign below; and (12) leave this notice where carrier can see it door);</p> <p>Sign Here to Authorize Redelivery or To authorize an Agent to Sign for You X</p>	<p><input checked="" type="checkbox"/> Redeliver: <u>991230</u> (Day of Week) Allow at least 2 delivery days for redelivery) Or Call Your Post Office for Redelivery <input type="checkbox"/> *Leave at my address (Specify where to leave item; example: porch, side _____)</p> <p>*Note: This option is not available if box is checked on front of form requiring your signature at time of delivery. <input type="checkbox"/> Refused</p>
	<p style="text-align: center;">OR</p> <p>You or Your Agent Can Pick Up</p> <p>Item at post office after: Date _____ Time _____ (Bring this notice & ID) Let This Person Sign for My Article (Enter Name): _____</p>	<p>Forwarding or Return Address (USPS use only)</p> <p><input type="checkbox"/> Unclaimed <input type="checkbox"/> Refused <input type="checkbox"/> Returned <input type="checkbox"/> Unknown <input type="checkbox"/> Forwarded <input type="checkbox"/> Other (specify)</p>

PS Form 3849, December 1994 (Reverse) U.S. G.P.O. 1995 385-104

e. Are receipts obtained for all Accountable Mail? The mail clerk must be able to either produce the piece of mail or an authorized receipt for the article. Authorizations are accomplished with the Letter of Authorization to Receipt for Official Accountable Mail. Appendix B of this Manual illustrates the required format for the authorization. Personnel listed on the authorization will receipt for accountable mail by printing their name on the lower portion of the PS Form 3883 in the space labeled addressee and signing the space labeled agent.

f. Is a receipt obtained from the Military Postal Facility for Accountable Mail which is undeliverable? Occasionally, you will receive official accountable mail from the military postal facility only to discover there are no authorized personnel aboard to receipt for the mail. You will then return this mail to the military postal facility, relating that delivery cannot be effected until the following day. The Marine Corps postal clerk accepting the article(s) back from you must print their name on the lower portion of the PS Form 3883 in the space labeled addressee and sign the space labeled agent. When you receive these articles on the following day, you will re-enter them in your PS Form 3883 for final delivery.

SOP FOR POSTAL AFFAIRS

5. SECURITY

a. Is proper security provided for the Mailroom, to include:

(1) Do Doors have suitable locks and inside-mounted hinges? Ideally mailroom doors will have the hinges mounted on the inside of the mailroom. However, when this is not the case, the hinge pins must be spot welded so as to prevent their removal. Dead bolt locks are most desirable. In instances where dead bolt locks are not used, heavy-duty pad locks may be used. The standard brass key-lock is not considered acceptable. Hardened steel shank locks will be used when deadbolt locks are not available. Attention will be given to the location, attachment and sturdiness of the metal hasps used in conjunction with pad locks. Lightweight hasps attached to doors and frames leaving the screw heads in plain view are not acceptable.

(2) Windows easily accessible from the outside are barred or meshed? Mailrooms, which have windows or other access panels, will require these openings to be securely covered with bars or a heavy wire security screen. These fixtures must be attached so as to prevent their removal from the outside of the mailroom.

(3) Walls and ceilings are constructed of such material as to prevent forcible entry? Temporary partitions and dropped ceilings may not be used in constructing mailrooms. In instances where dropped ceilings are installed, measures must be taken to close access to the mailroom from the other parts of the building via the overhead. Where cages are used for mailrooms, care will be exercised to ensure that openings are not large enough to permit access to the mail from the outside.

b. Are only authorized personnel allowed in the Mailroom? The below listed personnel are the only personnel authorized to enter the mailroom:

- (1) Commanding Officer, including those of higher echelons.
- (2) Executive Officer, including those of higher echelons.
- (3) Postal Officer, including those of higher echelons.
- (4) Station Mailroom Inspectors.
- (5) Supervised Working Parties.

SOP FOR POSTAL AFFAIRS

c. Are duplicate keys to the Mailroom retained in a sealed envelope by the Commander or a properly designated officer? The assigned mail clerk will retain a key to the mailroom in their possession at all times. Whenever an alternate mail clerk assumes the duties as mail clerk, the key will be exchanged accordingly. All duplicate keys will be placed in a sealed envelope endorsed to show contents. The individual holding the original key and the individual holding the duplicate key shall sign across the flap of the sealed envelope. In addition, the endorsement "Date sealed: _____" shall be placed adjacent the signature of the key holders. The duplicate keys will be placed in a safe designated by the Commanding Officer.

d. Is the Mailroom locked when the Mail Clerk is not present? This question is self-explanatory. Even if leaving for a few seconds to enter an adjoining office, the mailroom must be locked.

e. Is the Mail Clerk aware of the privileged nature of Mail and Postal Records? The privacy of the mails cannot be violated. Mail clerks shall not break or permit to be broken, the seal of mail. In addition, records pertaining to U.S. mail may be searched only under certain circumstances. The current edition of reference (b), Chapter 3, paragraph 309.8, provides information relative to records and files.

f. Is proper protection afforded Mail in transit to and from the Mailroom? Only government vehicles shall be used to transport mail. In situations where government vehicles are not available for short periods of time, personal vehicles may be used at the discretion of the MCABWA Postal Officer. Permission will be granted on a case by case basis and only as a last resort. Mail will be carried in mail bags or other postal mail handling equipment. (Large boxes are exempt.)

6. FILES AND DIRECTORY

a. Are the Directory File Cards properly maintained? To include:

(1) Last Name, First Name, Middle Initial, Rank/Grade and Unit Joined from? Self-explanatory. This information must be listed in the appropriate spaces of the directory file card. Unit diaries do not provide first names, therefore, it is essential that newly joined personnel physically check-in at the unit mailroom. Changes in names due to marriage or other legal action must be properly indicated on the directory file cards and cross referenced. Changes in grade, i.e., promotions or reductions will

SOP FOR POSTAL AFFAIRS

be reflected on the directory file cards when such information is provided on the unit diary. The previous mailing address will be provided by the newly joined individual in the space provided on the card.

(2) Complete Forwarding Address of Transferred Members?

When a member is transferred, the new address shall be indicated in the "dropped" space provided on the directory file card. The address must include a Zip Code. Abbreviations for cities are not authorized. A complete forwarding address must be provided regardless of where the member transfers. This includes local changes of address from one unit to another. The Zip + 4 Code is required when the given forwarding address is a Marine Corps activity. When members are transferred to another military address, an EDA will be indicated on the directory file card adjacent to the new address. The sample directory file cards illustrated below provide complete information regarding the maintenance of the cards.

(a) Correct Placement of Endorsements. Mail will be readdressed using the lower left portion of the envelope or mailing cover. The portion of the original address that no longer applies will have a diagonal line drawn through it. Mail forwarded to a military address will have any missing information added, i.e., grade, correct spelling of name, etc.. If it is not feasible to readdress mail in the lower left portion of the mailing cover, any other portion of the front side may be used. If there is no room on the front, the notation "OVER" may be annotated thereon, and the article readdressed on the reverse side.

(b) Forwarding Newspapers and Magazines. White gummed labels should be used to forward this type mail. Place the label directly below the original address label and cross out the original address with a diagonal line. Do not obliterate any portion of the original mailing label. DO NOT cover the original mailing label with the new address label.

(3) Do you know the Sequence of Events from the time a Marine checks in until they transfer? Let's take the history of one Marine from the time they joined your unit to the time they transfers. The following mail directory file cards and change of address cards may serve to clarify the use of the cards under a variety of situations.

(a) Card #1 was completed when the Marine checked into the mailroom. That was probably the only time the mail clerk had the opportunity to obtain the Marine's first name and complete previous mailing address. The unit mail clerk ensured that the

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newly joined Marine filled out the card legibly, providing the required information. Since the unit diary listing on the newly joined Marine will not be published for as many as 4 days, the "UD NO" blank may be left empty until the Marine is listed as JOINED on the unit diary. The "DISCARD DATE" column will also remain empty since the Marine has just joined the unit. The DISCARD DATE will be filled in only when the Marine transfers out of the unit.

CARD #1

NAME (Last, First, Middle Initial)	SSN	GRADE	DISCARD DATE (Mo., Yr.)
DOE JOHN B	789 11 7866	E-3	
JOINED FROM	DATE	UNIT ASSIGNED	
1/1 CAMP PENDLETON	981220		
	UD NO.	MWSS 373 (S-1)	
DROPPED (New duty station, home address etc. - complete address with EDA)			
SIGNATURE (required)		DATE	UD NO. (Only if no Signature)
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF)			
SN: 0109-LF-063-9000 U/I: 250 Per PKG (Previous editions are obsolete)			

(b) In addition to the directory file card, the unit mail clerk must ensure that the newly joined Marine completes at least one change of address card. The individual must forward a change of address card to his/her previous unit mail room. To save yourself and your fellow mail clerks some work, encourage all Marines to use the change of address cards to notify their correspondents and publishers of their new address, they are FREE!! Change of address cards may be obtained from the Post Office. Cards #2 and #3 provide information regarding the proper method of completing the change of address card.

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CARD #2

NOTICE OF CHANGE OF ADDRESS			DATE:
OPNAV 51105 (Rev 3-80) SN 0107-LF-009-2880			981220
NAME (Last, first, middle) Doe John B	RANK/RATE LCpl	SOCIAL SECURITY NUMBER 789 11 7866	
<small>PRIVACY ACT STATEMENT: Authority: Title 38 USC and DOD/US Postal Service Agreement, 2 Feb 59. PRINCIPLE PURPOSES: To route or forward (directory) mail. ROUTINE USES: Used by military and civilian personnel in mail functions. Data are inspected by commanders, postal officers, and military and civilian inspectors. Disclosure is voluntary; however, failure to provide the requested information could result in inability to forward mail.</small>			
NEW ADDRESS (Consult SNOL for address) MNSS 373 BOX 452049 SAN DIEGO CA 92145-2049		OLD ADDRESS (Attach mailing label for publisher) 1/1 CAMP PENDLETON CA 92055	
ESTIMATED REPORTING DATE		DEPENDENT'S NAME (if applicable)	
SIGNATURE <i>John Doe</i>			
FORWARD SECOND CLASS WRITER FOR 30 DAYS		THIS SPACE FOR POSTAL CLERK	
	ITEM	YES	NO
	MAGAZINES	X	
	NEWSPAPERS		X

CARD #3

As soon as you know your new address, mail this card to all of the people, businesses, and publications who send you mail					
For publications, tape an old address label over name and old address sections and complete new address					
Your Name (Print or type, Last name, first name, middle initial) Doe John B					
Old Address	No. & Street 1/1	Apt./Suite No.	PO Box	RR No.	Rural Box No.
	City Camp Pendleton	State CA	Zip + 4 9 2 0 5 5 7		
New Address	No. & Street MNSS 373	Apt./Suite No.	PO Box 452049	RR No.	Rural Box No.
	City SAN DIEGO	State CA	Zip + 4 9 2 1 4 5 - 1 2 1 0 1 4 9		
Sign Here <i>John Doe</i>		Date new address in Effect 981220	Keyline No. (if any)		

PS Form 3676, November 1980

RECEIVER: Be sure to record the above new address.

(c) Having completed the change of address card and the directory file card, the mail clerk will then file the directory file card in the unit mail directory file. The change of address card(s) will be forwarded as ordinary official mail. When the unit diary is published listing the newly joined member, the unit mail clerk will annotate the unit diary number in the "UD NO" space as illustrated in Sample Card #4.

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CARD #4

NAME (Last, First, Middle Initial)	SSN	GRADE	DISCARD DATE (Mo., Yr.)
DOE JOHN B	789 11 7866	E-3	
JOINED FROM	DATE	UNIT ASSIGNED	
	981220		
1/1 CAMP PENDLETON	UD NO.	MWSS 373 (S-1)	
	0389		
DROPPED (New duty station, home address etc. - complete address with EDA)			
SIGNATURE (required)		DATE	UD NO. (Only if no Signature)
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF)			
SN: 0109-LF-063-9000 U/I: 250 Per PKG (Previous editions are obsolete)			

(1) Subsequent entries are entered on the back of the directory file card when temporary changes of duty status occur during the Marine's tour of duty with your unit. Sample Card #5 illustrates a few examples of temporary duty status changes that may occur.

CARD #5

TEMPORARY STATUS (TAD, SK, UA, Conf, Inca)	TO	FROM	TEMPORARY STATUS (TAD, SK, UA, Conf, Inca)	TO	FROM
	DATE	DATE		DATE	DATE
	UD NO.	UD NO.		UD NO.	UD NO.
Corporal's Crs Camp Pendleton CA 92055	990201	990301			
Colbra Gold (Thailand) Exercise UIC 45119 FPO AP 96611-5119	990801	990910			

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(2) Occasionally, a directory file card will become completely filled. When that occurs, simply make an additional card as illustrated in Sample Card #6. DO NOT destroy the original card.

CARD #6

NAME (Last, First, Middle Initial)	SSN	GRADE	DISCARD DATE (Mo., Yr.)
DOE JOHN B	789 11 7866	E-3	
JOINED FROM	DATE	UNIT ASSIGNED	
	UD NO.		
DROPPED (New duty station, home address etc. - complete address with EDA)			
(CONTINUED)			
SIGNATURE (required)		DATE	UD NO. (Only if no Signature)
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF)			
SN: 0109-LF-063-9000 U/I: 250 Per PKG		(Previous editions are obsolete)	

(d) John Doe has received PCS orders to MCAS, Beaufort, SC. He reported to your mailroom to check out. While checking out, he stated that he would like to have his mail forwarded to his new address. At that point, you directed John Doe to provide a forwarding address in the "DROPPED" space on the directory file card. In addition, since the Marine provided the forwarding address himself, you instruct him to sign and date the directory file card as illustrated in Sample Card #7. NOTE: When the individual Marine provides a forwarding address and signs his directory file card, it is not required that the "UD NO" space be completed.

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CARD #7

NAME (Last, First, Middle Initial)	SSN	GRADE	DISCARD DATE (Mo., Yr.)
DOE JOHN B	789 11 7866	E-3	JAN 2001
JOINED FROM	DATE	UNIT ASSIGNED	
1/1 CAMP PENDLETON	981220	MWSS 373 (S-1)	
	UD NO. 0389		
DROPPED (New duty station, home address etc. – complete address with EDA)			
CG MIRAMAR BOX 452001 SAN DIEGO CA 92145-2001			
SIGNATURE (required) <i>John Doe</i>		DATE 991220	UD NO. (Only if no Signature)
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF) SN: 0109-LF-063-9000 U/I: 250 Per PKG (Previous editions are obsolete)			

(e) Occasionally, a Marine will fail to check out at your unit mailroom, Sample Card #8 illustrates the procedures for such a situation.

CARD #8

NAME (Last, First, Middle Initial)	SSN	GRADE	DISCARD DATE (Mo., Yr.)
DOE JOHN B	789 11 7866	E-3	JAN 2001
JOINED FROM	DATE	UNIT ASSIGNED	
1/1 CAMP PENDLETON	981220	MWSS 373 (S-1)	
	UD NO. 0389		
DROPPED (New duty station, home address etc. – complete address with EDA)			
H&HS BOX 452013 SAN DIEGO CA 92145-2013			
SIGNATURE (required)		DATE 991223	UD NO. (Only if no Signature) 0004
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF) SN: 0109-LF-063-9000 U/I: 250 Per PKG (Previous editions are obsolete)			

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(f) Transferring personnel must complete at least one change of address card. The card will be forwarded to the serving post office of the transferring Marine's next command. Sample Cards #9 and #10 reflect the proper actions for completing a change of address card.

CARD #9

NOTICE OF CHANGE OF ADDRESS			DATE: 991220
OPNAV 91195 (Rev 3-85) SN 0157-LF-008-2000			
NAME (Last, first, middle) Doe John B	RANK/RATE LCpl	SOCIAL SECURITY NUMBER 789 11 7866	
<small>PRIVACY ACT STATEMENT: Authority: Title 39 USC and DOD/US Postal Service Agreement, 2 Feb 99. PRINCIPLE PURPOSES: To route or forward (directory) mail. ROUTINE USES: Used by military and civilian personnel in mail functions. Data are inspected by commanders, postal officers, and military and civilian inspectors. Disclosure is voluntary; however, failure to provide the requested information could result in inability to forward mail.</small>			
NEW ADDRESS (Consult SNCL for address) H&HS BOX 452013 SAN DIEGO CA 92145-2014		OLD ADDRESS (Attach mailing label for publisher) MMSS 373 BOX 452049 SAN DIEGO CA 92145-2049	
ESTIMATED REPORTING DATE 000122		DEPENDENT'S NAME (if applicable)	
SIGNATURE <i>John B. Doe</i>			
FORWARD SECOND CLASS MATTER FOR 60 DAYS		THIS SPACE FOR POSTAL CLERK	
	ITEM	YES	NO
	MAGAZINES	X	
	NEWSPAPERS	X	

CARD #10

COMMANDING OFFICER MMSS 373 BOX 452049 SAN DIEGO CA 92145-2049	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$0.20</div>
UNIT MAIL CLERK H&HS BOX 452013 SAN DIEGO CA 92145-2013	

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(g) When a Marine reports in to his new command, the unit mail clerk must ensure that the newly joined Marine forwards a change of address card to his former unit. Upon receipt of the change of address card, the unit mail clerk will transcribe the new address information onto the transferred member's directory file card. In situations where the individual's new address is other than that originally listed on the directory file card, the change of address card will be attached to the directory file card. The change of address card may be cut down to the size of the directory file card, so long as the name, new address, old address, signature and date remain intact. Both cards will be destroyed upon expiration of the retention period. See cards #11, #12, and #13.

CARD #11

NAME (Last, First, Middle Initial)	SSN	GRADE	DISCARD DATE (Mo., Yr.)
Doe John B	789 11 7866	E-3	JAN 2001
JOINED FROM	DATE	UNIT ASSIGNED	
1/1	981220	MWSS 373 (S-1)	
CAMP PENDLETON CA 92055	UD NO. 0389		
DROPPED (New duty station, home address etc. - complete address with EDA)			
CG MIRAMAR BOX 452001 SAN DIEGO CA 92145-2001			
SIGNATURE (required)		DATE	UD NO. (Only if no Signature)
<i>John Doe</i>		991220	
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF)			
SN: 0109-LF-063-9000 U/I: 250 Per PKG (Previous editions are obsolete)			

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CARD #12

NAME (Last, First, Middle Initial) Doe John B	SSN 789 11 7866	GRADE E-3	DISCARD DATE (Mo., Yr.) JAN 2001
JOINED FROM 1/1 CAMP PENDLETON	DATE 981220 UD NO. 0389	UNIT ASSIGNED MWSS 373 (S-1)	
DROPPED (New duty station, home address etc. – complete address with EDA)			
NEW ADDRESS (Consult OMSL for address) CG MIRAMAR BOX 452001 SAN DIEGO CA 92145-2001		OLD ADDRESS (Attach mailing label for publisher) MWSS 373 BOX 452029 SAN DIEGO CA 92145-2049	
ESTIMATED REPORTING DATE 000122		DEPENDENT'S NAME (if applicable)	
SIGNATURE <i>John Doe</i>			
SIGNATURE (required) <i>John Doe</i>		DATE 991220	UD NO. (Only if no Signature)
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF) SN: 0109-LF-063-9000 U/I: 250 Per PKG (Previous editions are obsolete)			

CARD #13

NAME (Last, First, Middle Initial) Doe John B	SSN 789 11 7866	GRADE E-3	DISCARD DATE (Mo., Yr.) JAN 2001																																								
JOINED FROM 1/1 CAMP PENDLETON	DATE 981220 UD NO. 0389	UNIT ASSIGNED MWSS 373 (S-1)																																									
DROPPED (New duty station, home address etc. – complete address with EDA)																																											
<table border="1"> <tr> <td colspan="4">7a. (Old) OLSF mailing address: House/Building Number and Street Name (include St., Ave., Rd., Ct., etc.)</td> </tr> <tr> <td>N₁</td><td>N₂</td><td>S₁</td><td>S₂</td> </tr> <tr> <td colspan="2">Apt./Suite No.</td> <td colspan="2">PO Box No.</td> </tr> <tr> <td colspan="2">City</td> <td>State</td> <td>Zip Code</td> </tr> <tr> <td colspan="4">8a. (Old) postal route only: include routing address in Postal box; plan alterations in route; if applicable</td> </tr> <tr> <td colspan="4">9a. (Old) work mailing address: house/working number and street name (include St., Ave., Rd., Ct., etc.)</td> </tr> <tr> <td colspan="2">Apt./Suite No.</td> <td colspan="2">PO Box No.</td> </tr> <tr> <td colspan="2">City</td> <td>State</td> <td>Zip Code</td> </tr> <tr> <td colspan="4">9b. (Old) P.O. W.I.A.Y.: (for relatives or relatives)</td> </tr> <tr> <td colspan="2">Sign</td> <td>Date Signed</td> <td>Verification</td> </tr> </table>				7a. (Old) OLSF mailing address: House/Building Number and Street Name (include St., Ave., Rd., Ct., etc.)				N ₁	N ₂	S ₁	S ₂	Apt./Suite No.		PO Box No.		City		State	Zip Code	8a. (Old) postal route only: include routing address in Postal box; plan alterations in route; if applicable				9a. (Old) work mailing address: house/working number and street name (include St., Ave., Rd., Ct., etc.)				Apt./Suite No.		PO Box No.		City		State	Zip Code	9b. (Old) P.O. W.I.A.Y.: (for relatives or relatives)				Sign		Date Signed	Verification
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City		State	Zip Code																																								
9b. (Old) P.O. W.I.A.Y.: (for relatives or relatives)																																											
Sign		Date Signed	Verification																																								
SIGNATURE (required) <i>John Doe</i>		DATE 991220	SIGNATURE																																								
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF) SN: 0109-LF-063-9000 U/I: 250 Per PKG (Previous editions are obsolete)																																											

(4) Temporary Change in Status together with the Date of Change? See Card #5 for examples. Enter all changes of duty status, including "leave" periods. Leave dates may be obtained from copies of the leave papers or taken from the unit diary.

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(5) Discard Dates on Transferred Members? Discard dates must be entered in the space provided. This date is 12 months from date of transfer, i.e., Jan. 1998 transfer, discard date should be Feb. 1999. If the individual was joined TAD for 6 months or less, then the discard date for the directory file card will be 3 months from date of departure, i.e., May 1987 departure, discard date should be September 1987. Directory file cards with discard dates should be screened during the first week of every month. See Card #6 for an example.

(6) Are the Directory File Cards filed alphabetically? This is self-explanatory. All cards shall be filed in one file without regard to grade or status in alphabetical order.

(7) Does the Command provide the necessary Data to maintain the Directory File? Immediately upon publication of all unit diaries or unit morning reports, a copy must be furnished to the mailroom. Normally, the day following publication is considered proper. However, if a delay exceeds 72 hours, the postal officer should act to ensure prompt corrective action. These diaries/morning reports will be screened and dated as to the date received (DR); date worked (DW); and initialed by the mail clerk in the upper right hand corner of each diary. All information must be extracted from the diary/morning report and transcribed on the mail directory file card. In addition, the mailroom shall be provided copies of leave papers. If a morning report is used in place of the unit diary, it must contain the following information at a minimum: complete forwarding addresses when transferred to a new unit, TAD and leave dates.

(8) Are Change of Address Cards properly used by incoming and outgoing personnel? The following instructions and procedures shall be followed by all members of this command relative to the submission of Change of Address Cards.

(a) Joining. Personnel joining shall prepare a Change of Address Card to be forwarded to the serving mailroom of their last command/organization.

(b) Transferred. Personnel being transferred shall prepare a Change of Address Card to be forwarded to their new duty station showing estimated date of arrival.

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(9) Additional Instructions. The preceding pages have provided information relating directly to the Mailroom Inspection Checklist. The following paragraphs provide the mail clerk with additional information regarding mail processing. Although the following items are not listed on the Mailroom Inspection Checklist, the mail clerk must be familiar with the procedures and information in order to satisfactorily accomplish their mail handling duties.

(a) Is the Mailroom clean and free of personal gear?
Only U.S. mail, mail records, and essential furniture and equipment are authorized in a mailroom. Guard mail and personal effects are not authorized. Personal mail belonging to the mail clerk will not be opened in the mailroom. Official mail WILL NOT be opened for processing while in the confines of the mailroom.

(b) Is proper protection given to Mail on hand? All mail must be safeguarded from access by unauthorized personnel. Ensure that mail is stored out of reach of doors and windows and not located on counters or desks within reach of unauthorized personnel. In addition, ensure mail is protected from damage from outside elements.

(c) Are Files and Records maintained for the required period? Mailroom records and files will be retained as shown below:

Mail Clerk Appointment Cards.....	Destroyed when revocation dates have been entered on the Mail Orderly Appointment Log and letter submitted to serving post office as required.
Mail Clerk Appointment Log.....	2 years from last revocation entry on page.
Completed Mailroom Inspection List...	6 months.
Subordinate Mail Orderly Receipt Logs.....	6 months.
CO's Authorization for Receipt of Accountable Mail.....	2 years after revocation of authorization.
PS Form 3883.....	2 years from last entry.
Mail Directory File Cards.....	12 or 3 months as applicable.

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Unit Diaries or Morning Reports..... 6 months.

Leave Papers..... Until individual returns to duty.

(d) When recording information on Postal Service Form 3883, list the following:

- Item #1: Enter bill number.
- Item #2: Enter an "X" in the appropriate box indicating the type of accountable mail that is being delivered.
- Item #3: List the unit name.
- Item #4: Enter article number.
- Item #5: Enter the exact date of delivery.
- Item #6: Signature of delivering clerk.
- Item #7: Number of pieces actually being delivered.
- Item #8: Printed name of addressee or authorized agent.
- Item #9: Signature of addressee or authorized agent.
- Item #10: Initials of the Postal Officer or Assistant Postal Officer who must Verify delivery daily.

Bill No. 1		<input type="checkbox"/> Returned CODs <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt For Merchandise <input type="checkbox"/> Insured <input type="checkbox"/> Certified <input type="checkbox"/> Int'l. Recorded Delivery Sec.		Mail for 3	
No. of article	Code	Office of Origin <small>Use ONLY for International</small>	No. of article	Code	Office of Origin <small>Use ONLY for International</small>
1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		
<small>★ CODE: R = Return Receipt Requested, OS = Officially Selected, RE = Re-enveloped, SD = Special Delivery RW = Returned to Writer, DC = Received in Damaged Condition</small>					Postmark - Delivery Office
Date of Delivery 5		Received by 7		Address 8	
Delivered by (Client or Carrier) 6		Pieces Described Above → Agent 9		10	

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(e) Applicable Directives from the Department of Defense, Navy, and Marine Corps on Mail Handling? In addition to Squadron and Air Base/Wing Orders, the current edition of the DoD Postal Manual and references (c), (e), (f), and (h) are required to be retained in the mailroom. Mail clerks must be familiar with those portions of directives issued by higher commands that pertain to mail clerk and directory services. Mail clerks will ensure that these instructions are readily available in the mailroom and filed properly.

(f) Are Orders, Directives, and other sources of Information Available to Mail Clerks? In addition to those directives listed in the preceding paragraph, all bulletins, messages, and other directives and informational publications pertaining to the mail handling operation should be made available to mail clerks.

(g) Are Mail Clerks/Orderlies familiar with the severity of punishment for tampering or depredating the U.S. Mails? The following are excerpts from Title 18, U.S. Code:

(1) Accessory After the Fact: (Chapter 1, Section 3)

"Whoever, knowing that an offense against the United States has been committed, receives, relieves, comforts, or assists the offender in order to hinder or prevent their apprehension, trial, or punishment, is an accessory after the fact."

"Except as otherwise expressly provided by any act of Congress, an accessory after the fact shall be imprisoned or receive not more than one-half the maximum fine prescribed for the punishment of the principal, or both; or, if the principal is punishable by death, the accessory shall be imprisoned not more than 10 years."

(2) Mailing Obscene or Crime-Inciting Matter (Part 1, Chapter 71, Section 1461)

"Whoever deposits in any post office or authorized mail depository, any letter or package, or other mail matter containing obscene or indecent pictures, writing, or publications, shall be fined not more than \$5,000 or imprisoned not more than 5 years, or both."

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(3) Obstruction of Correspondence (Part 1, Chapter 83, Section 1702)

"Whoever takes any letter, postal card, or package out of any post office or any authorized depository for mail matter, or from any letter or mail carrier, or which has been in any post office or authorized depository, or in the custody of any letter or mail carrier, before it has been delivered to the person to whom it was directed, with design to obstruct the correspondence, or to pry into the business or secrets of another, or opens, secretes, embezzles, or destroys the same, shall be fined not more than \$2,000 or imprisoned not more than 4 years; or both."

(4) Injury to Mail Bags (Part 1, Chapter 83, Section 1705)

"Whoever tears, cuts, or otherwise injures any mail bag, pouch, or any other equipment used or designed for use in conveyance of the mail, or draws or breaks any staple or loosens any part of any lock, chain, or strap attached thereto, with intent to rob or steal any such mail or to render the same insecure, shall be fined not more than \$1,000 or imprisoned not more than 3 years; or both."

(5) Theft or Receipt of Stolen Mail Matter Generally (Part 1, Chapter 83, Section 1703)

"Whoever steals or takes, or obtains by fraud, any letter, postal card, package, or bag from or out of any mail, post office, or other authorized mail depository, or who opens or destroys such mail, or who removes from such mail anything contained therein shall be fined not more than \$2,000 or imprisoned not more than 5 years; or both. Any persons buying, receiving, concealing, or unlawfully possessing mail matter or contents thereof, knowing same to have been stolen, shall also be fined or imprisoned."

(6) Removal of Postage Stamps from Mail (Part 1, Chapter 83, Section 1720)

"Whoever unlawfully or willfully removes from any mail matter any stamp attached thereto, shall be fined not more than \$5,000 or imprisoned not more than 1 year; or both."

(h) Although not listed on the inspection checklist, a common occurrence is mail incorrectly delivered and opened by unit personnel. Mail matter opened by mistake will be endorsed on the reverse by the person who opened the mail. It will then be

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returned to the serving post office to be officially sealed with U.S. Postal Service seals. An example of the endorsement is shown below:

OPENED BY MISTAKE 991215
MICHAEL J. SMITH (Signature)
LCPL USMC
HQHQRON SPECIAL SERVICES

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APPENDIX B

SAMPLE LETTER OF AUTHORIZATION

(ORGANIZATION/SQUADRON HEADING)

SSIC
Originator code
Date

From: Commanding Officer, Unit Title
To: Personnel authorized to receipt and open 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 4525.6-M, Volume II, Chapter 3

1. Per the provision of the reference, you are authorized to receipt for and open all official mail including official accountable mail addressed to the Commanding Officer (name of organization).

	<u>NAME</u>	<u>SIGNATURES</u>
(1)	_____	_____
(2)	_____	_____
(3)	_____	_____
(4)	_____	_____

Note: THIS AUTHORITY SUPERSEEDS ALL PREVIOUS AUTHORIZATIONS.

I. M. COMMANDING
(COMMANDING OFFICER'S SIGNATURE ONLY)

Copy to:
Individuals Concerned
Unit Mailroom
File

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APPENDIX C

FORMAT FOR PERSONAL MAILING ADDRESSES

1st Line PFC Aaron E. Mastermind
2nd Line HQHQRON (S-1)
3rd Line P O BOX 452013
4th Line SAN DIEGO CA 92145-2013

EXPLANATION

1st Line Grade, Full Name
2nd Line Squadron/unit(work section)
3rd Line Delivery Address
4th Line City, State, Zip+4 Code

Note: Personal mail address structures remain consistent regardless of unit.

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APPENDIX D

CERTIFICATE OF NOTIFICATION OF DECEASED/DESERTER

CERTIFICATE OF NOTIFICATION OF A DECEASED
OR DESERTED SERVICE MEMBER

From: Postal Officer, (Unit's name)

To: Postal Officer, MCABWA

Subj: MAIL DISPOSITION INSTRUCTIONS

1. The following service member, (RANK, NAME) was:

_____ declared a deserter on (date), reported on unit
diary/morning report _____ dated _____.

_____ dropped as deceased on (date), reported on unit
diary/morning report _____ dated _____.

SIGNATURE OF
POSTAL OFFICER/COMMANDING OFFICER



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MIRAMAR
PO BOX 452001
SAN DIEGO CA 92145-2001

ABO P5112.1D Ch 1

Postal

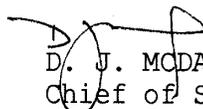
13 JUL 2001

AIR BASE ORDER P5112.1D CH 1

From: Commander
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR POSTAL AFFIARS (SHORT
TITLE: SOP FOR POSTAL AFFAIRS)

1. Purpose. To direct pen changes to the basic Order.
2. Action
 - a. Page 1-3, paragraph 1004.1, first sentence, delete "Corps" from "The Marine Corps Postal Service."
 - b. Page 1-4, paragraph 1006.1, change "Puerto Rico" to read "all U.S. Territories."
 - c. Page 3-11, paragraph 3007.2, last sentence, change "6 months" to read "2 years."
 - d. Page 3-13, paragraph 3009.5a, change the paragraph to read
 - "a. The Unit Postal Officer will determine which mail clerk will be issued the key or combination to the unit mailroom. The mail clerk authorized a mailroom key will possess only one key and safeguard it at all time."
 - e. Page 4-3, paragraph 4002, last sentence, change "MCAS/MCABWA Postal Officer" to read "Military Postal Facility."
 - f. Page 4-3, paragraph 4002, add to the end of the sentence, "Squadrons/Units are not authorized to transport mail to personnel involved in off base field exercises/training without prior approval and guidance from the MCABWA Postal Officer."
3. Filing Instructions. File this Change transmittal directly behind the signature page of the basic Order.


D. J. MCDANIEL
Chief of Staff

DISTRIBUTION: A