



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRAMAR
P O BOX 452000 SAN DIEGO CA 92145-2000

IN REPLY REFER TO:
StaO 5110.1A

Postal
26 NOV 2002

STATION ORDER 5110.1A

From: Commanding General
To: Distribution List

Subj: ADDRESS STANDARDIZATION PROGRAM

Ref: (a) MCO 5110.5D
(b) MCO P5110.6B

Encl: (1) Address Standardization Guidelines
(2) List of MCAS Miramar Unit/Tenant Organization
Mailing Addresses

1. Purpose. To publish mailing address format and guidelines for commands and activities aboard Marine Corps Air Station (MCAS) Miramar per reference (a).

2. Cancellation. StaO 5110.1.

3. Information. Per reference (a), all official mail addresses must be formatted to comply with the Address Standardization Program and the United States Postal Service's (USPS) automation standards.

4. Action. All commands, units, and tenant activities will:

a. Ensure mail is prepared using the guidelines outlined in enclosure (1).

b. Commence using the address formats listed in enclosure (2).

c. Ensure all correspondents have the correct official mail address.

d. Ensure all letterhead and stationery reflect the correct official mail address.

StaO 5110.1A
26 NOV 2002

e. Provide the Commandant of the Marine Corps (AREB and MPC) and Commanding General, Marine Corps Logistics Base (MCLB) (Code 802), Albany, Georgia 31704-5000, with the official mailing addresses, per reference (a).



G. L. GOODMAN
Chief of Staff

DISTRIBUTION: A

ADDRESS STANDARDIZATION GUIDELINES

1. Return and delivery addresses will be typewritten or machine printed in black ink using UPPER CASE LETTERS.
2. Address characters must not touch and will be equally spaced.
3. The preferred print font for address characters is 10 to 12 pitch.
4. Punctuation may be included in official addresses; however, the preferred format is without punctuation, except for the hyphen separating the four-digit add-on from the five-digit ZIP code.
5. Official mailing addresses (both delivery and return) are limited to five lines and must be formatted with a uniform left margin.
6. The standard two-letter state abbreviation will be used.
7. Only recognized common address abbreviations will be used.
8. The official mail address examples listed below are provided as a guideline.

a. The **first line** is for the title of the individual, i.e., Commanding Officer, OIC, SNCOIC, Operations Officer, Director, etc.

COMMANDING GENERAL

ATTN ACS G-1
MCAS MIRAMAR
P O BOX 452000
SAN DIEGO CA 92145-2000

LEGAL OFFICER

ATTN CAPT SMITH
HQHQRON
P O BOX 452013
SAN DIEGO CA 92145-2013

ENCLOSURE (1)

StaO 5110.1A
26 NOV 2002

b. The **second line** is the identification/attention line. This line is used to further identify an individual, division, or subsection within the command/section. Although, this line is optional, it is highly recommended that it be utilized for delivery of mail directly to an individual or section. Building numbers and platoon codes when used will be listed on this line and should include either an individuals name or a section/subsection.

COMMANDING OFFICER
ATTN CAPT JOHNSON
MALS 11
P O BOX 452040
SAN DIEGO CA 92145-2040

COMMANDING OFFICER
ATTN ADJUTANT
MAG 16
P O BOX 452025
SAN DIEGO CA 92145-2025

c. The **third line** is used to indicate the name of the command, unit, squadron or detachment and should be structured as follows:

COMMANDING OFFICER
ATTN CHAPLAIN
MWSG 37
P O BOX 452047
SAN DIEGO CA 92145-2050

COMMANDING OFFICER
ATTN TRANINING
RESERVE SUPPORT UNIT
P O BOX 452020
SAN DIEGO CA 92145-2020

d. The **fourth line** is used exclusively for the Post Office box number. **No exceptions!**

COMMANDING OFFICER
ATTN TRAINING OFFICER
HQHQRON
P O BOX 452013
SAN DIEGO CA 92145-2013

COMMANDING OFFICER
ATTN ADMIN OFFICER
NAVY CONSOLIDATED BRIG
P O BOX 452135
SAN DIEGO CA 92145-2135

e. The **fifth line** will contain the city, state (two letter abbreviation), and a nine-digit ZIP code. The last four digits of the ZIP code will correspond with the last four digits of your box number. **No exceptions!**

COMMANDING OFFICER
ATTN ADJUTANT
VMFA 323
P O BOX 452042
SAN DIEGO CA 92145-2042

COMMANDING OFFICER
ATTN SAFTEY
VMFAT 101
P O BOX 452028
SAN DIEGO CA 92145-2028

ENCLOSURE (1)

TENANT ORGANIZATION MAILING ADDRESSES

The attention line of all official mail addresses listed below is an optional line. It should be used when further identification of an individual, division or subsection is needed. When utilized, the attention line must appear as the **second line** of the official mail address.

1ST FORCE SERVICE SUPPORT GROUP (FSSG)

PERSONAL MAIL ADDRESS

OFFICIAL MAIL ADDRESS

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
INTERMEDIATE MAINTENANCE ACTIVITY DETACHMENT
P O BOX 452023
SAN DIEGO CA 92145-2023

3D MARINE AIRCRAFT WING (MAW) UNITS

NOT AUTHORIZED

COMMANDING GENERAL
ATTN (OPTIONAL)
3D MARINE AIRCRAFT WING
P O BOX 452038
SAN DIEGO CA 92145-2038

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE WING HEADQUARTERS SQUADRON 3
P O BOX 452050
SAN DIEGO CA 92145-2050

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE AIR CONTROL GROUP 38
P O BOX 452051
SAN DIEGO CA 92145-2051

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE TACTICAL AIR COMMAND SQUADRON 38
P O BOX 452052
SAN DIEGO CA 92145-2052

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE WING COMMUNICATION SQUADRON 38
P O BOX 452053
SAN DIEGO CA 92145-2053

ENCLOSURE (2)

StaO 5110.1A
26 NOV 2002

PERSONAL MAIL ADDRESS

NOT AUTHORIZED

OFFICIAL MAIL ADDRESS

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE AIRCRAFT GROUP 11
P O BOX 452039
SAN DIEGO CA 92145-2039

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE AVIATION LOGISTIC SQUADRON 11
P O BOX 452040
SAN DIEGO CA 92145-2040

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE FIGHTER ATTACK TRAINING SQUADRON 101
P O BOX 452028
SAN DIEGO CA 92145-2028

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE ALL WEATHER FIGHTER ATTACK SQDN 121
P O BOX 452044
SAN DIEGO CA 92145-2044

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE ALL WEATHER FIGHTER ATTACK SQDN 225
P O BOX 452034
SAN DIEGO CA 92145-2034

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE FIGHTER ATTACK SQUADRON 232
P O BOX 452055
SAN DIEGO CA 92145-2055

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE ALL WEATHER FIGHTER ATTACK SQDN 242
P O BOX 452045
SAN DIEGO CA 92145-2045

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE FIGHTER ATTACK SQUADRON 314
P O BOX 452041
SAN DIEGO CA 92145-2041

ENCLOSURE (2)

PERSONAL MAIL ADDRESS

OFFICIAL MAIL ADDRESS

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE FIGHTER ATTACK SQUADRON 323
P O BOX 452042
SAN DIEGO CA 92145-2042

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE AERIAL REFUELER TRANSPORT SQUADRON 352
P O BOX 452046
SAN DIEGO CA 92145-2046

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE AIR GROUP 16
P O BOX 452025
SAN DIEGO CA 92145-2025

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE AVIATION LOGISTICS SQUADRON 16
P O BOX 452026
SAN DIEGO CA 92145-2026

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE HEAVY HELICOPTER SQUADRON 361
P O BOX 452060
SAN DIEGO CA 92145-2060

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE HEAVY HELICOPTER SQUADRON 462
P O BOX 452062
SAN DIEGO CA 92145-2062

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE HEAVY HELICOPTER SQUADRON 465
P O BOX 452063
SAN DIEGO CA 92145-2063

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE HEAVY HELICOPTER SQUADRON 466
P O BOX 452064
SAN DIEGO CA 92145-2064

ENCLOSURE (2)

StaO 5110.1A
26 NOV 2002

PERSONAL MAIL ADDRESS

NOT AUTHORIZED

OFFICIAL MAIL ADDRESS

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE MEDIUM HELICOPTER SQUADRON 161
P O BOX 452116
SAN DIEGO CA 92145-2116

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE MEDIUM HELICOPTER SQUADRON 163
P O BOX 452117
SAN DIEGO CA 92145-2117

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE MEDIUM HELICOPTER SQUADRON 165
P O BOX 452118
SAN DIEGO CA 92145-2118

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE MEDIUM HELICOPTER SQUADRON 166
P O BOX 452119
SAN DIEGO CA 92145-2119

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE WING SUPPORT GROUP 37
P O BOX 452047
SAN DIEGO CA 92145-2047

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE WING SUPPORT SQUADRON 373
P O BOX 452049
SAN DIEGO CA 92145-2049

ENCLOSURE (2)

4TH MARINE AIRCRAFT WING (MAW) UNITS

PERSONAL MAIL ADDRESS

OFFICIAL MAIL ADDRESS

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE AIRCRAFT GROUP 46
P O BOX 452024
SAN DIEGO CA 92145-2024

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE AVIATION LOGISTIC SQUADRON 46
P O BOX 452024
SAN DIEGO CA 92145-2024

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE AIR SUPPORT SQUADRON 6
P O BOX 452024
SAN DIEGO CA 92145-2024

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE WING COMMUNICATION SQUADRON 48
P O BOX 452024
SAN DIEGO CA 92145-2024

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE WING SUPPORT SQUADRON 473
P O BOX 452024
SAN DIEGO CA 92145-2024

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
MARINE ATTACK SQUADRON 134
P O BOX 452024
SAN DIEGO CA 92145-2024

ENCLOSURE (2)

StaO 5110.1A
26 NOV 2002

MCAS MIRAMAR UNIT/TENANT ORGANIZATIONS

PERSONAL MAIL ADDRESS

NOT AUTHORIZED

OFFICIAL MAIL ADDRESS

COMMANDING GENERAL
ATTN (DEPT/TITLE/SECTION)
MCAS MIRAMAR
P O BOX 452000
SAN DIEGO CA 92145-2000

NOT AUTHORIZED

COMMANDER
ATTN (OPTIONAL)
MARINE CORPS AIR BASES WESTERN AREA
P O BOX 452001
SAN DIEGO CA 92145-2001

NOT AUTHORIZED

BRANCH MEDICAL CLINIC
ATTN (OPTIONAL)
P O BOX 452002
SAN DIEGO CA 92145-2002

NOT AUTHORIZED

RESIDENT OFFICER IN CHARGE OF CONSTRUCTION
ATTN (OPTIONAL)
P O BOX 452004
SAN DIEGO CA 92145-2004

NOT AUTHORIZED

DEPARTMENT OF VETERAN AFFAIRS
ATTN (OPTIONAL)
P O BOX 452005
SAN DIEGO CA 92145-2005

NOT AUTHORIZED

FIRE DEPARTMENT
ATTN (OPTIONAL)
P O BOX 452006
SAN DIEGO CA 92145-2006

NOT AUTHORIZED

SUPPLY/G-4
ATTN (OPTIONAL)
P O BOX 452007
SAN DIEGO CA 92145-2007

NOT AUTHORIZED

MARINE CORPS COMMUNITY SERVICES
ATTN (OPTIONAL)
P O BOX 452008
SAN DIEGO CA 92145-2008

NOT AUTHORIZED

FINANCE OFFICE
ATTN (OPTIONAL)
P O BOX 452009
SAN DIEGO CA 92145-2009

ENCLOSURE (2)

PERSONAL MAIL ADDRESS

OFFICIAL MAIL ADDRESS

NOT AUTHORIZED

SATO TRAVEL
ATTN (OPTIONAL)
P O BOX 452010
SAN DIEGO CA 92145-2010

NOT AUTHORIZED

WORKERS COMPENSATION OFFICE (FECA)
ATTN (OPTIONAL)
P O BOX 452011
SAN DIEGO CA 92145-2011

NOT AUTHORIZED

13TH DENTAL COMPANY
ATTN (OPTIONAL)
P O BOX 452012
SAN DIEGO CA 92145-2012

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
HEADQUARTERS & HEADQUARTERS SQUADRON
P O BOX 452013
SAN DIEGO CA 92145-2013

NOT AUTHORIZED

MILITARY POST OFFICE
ATTN (OPTIONAL)
P O BOX 452014
SAN DIEGO CA 92145-2014

NOT AUTHORIZED

DEFENSE COMMISSARY AGENCY
ATTN (OPTIONAL)
P O BOX 452015
SAN DIEGO CA 92145-2015

NOT AUTHORIZED

TACTICAL AIRCREW COMBAT TRAINING SYSTEMS
ATTN (OPTIONAL)
P O BOX 452016
SAN DIEGO CA 92145-2016

NOT AUTHORIZED

COMMANDING OFFICER
ATTN (OPTIONAL)
NOMI DET WEST
P O BOX 452018
SAN DIEGO CA 92145-2018

RANK NAME
RSU (SECTION)
P O BOX 452020
SAN DIEGO CA 92145-2020

COMMANDING OFFICER
ATTN (OPTIONAL)
RESERVE SUPPORT UNIT
P O BOX 452020
SAN DIEGO CA 92145-2020

ENCLOSURE (2)

StaO 5110.1A
26 NOV 2002

PERSONAL MAIL ADDRESS

NOT AUTHORIZED

RANK NAME
NMCRC
P O BOX 452130
SAN DIEGO CA 92145-2130

ENCLOSURE (2)

OFFICIAL MAIL ADDRESS

MARFORRES TRANSITION CENTER
ATTN (OPTIONAL)
P O BOX 452021
SAN DIEGO CA 92145-2021

JOINT LAW CENTER
ATTN (OPTIONAL)
P O BOX 452022
SAN DIEGO CA 92145-2022

HUMAN RESOURCE OFFICE
ATTN (OPTIONAL)
P O BOX 452033
SAN DIEGO CA 92145-2033

COMMANDING OFFICER
ATTN (OPTIONAL)
NATEC
P O BOX 452054
SAN DIEGO CA 92145-2054

COMMANDING OFFICER
ATTN (OPTIONAL)
AVIATION SURVIVAL TRAINING CENTER
P O BOX 452059
SAN DIEGO CA 92145-2059

COMMANDING OFFICER
ATTN (OPTIONAL)
NAMTRAGURDET
P O BOX 452112
SAN DIEGO CA 92145-2112

DIRECTOR
ATTN (OPTIONAL)
NAWCADLKE FTSD DET EASU FLD OFC
P O BOX 452125
SAN DIEGO CA 92145-2125

COMMANDING OFFICER
ATTN (OPTIONAL)
NAWCTSD
P O BOX 452126
SAN DIEGO CA 92145-2126

COMMANDING OFFICER
ATTN (OPTIONAL)
NAVY MARINE CORPS RESERVE CENTER
P O BOX 452130
SAN DIEGO CA 92145-2130

StaO 5110.1A
26 NOV 2002

PERSONAL MAIL ADDRESS

RANK NAME
4TH TANK BN (SECTION)
P O BOX 452132
SAN DIEGO CA 92145-2132

NOT AUTHORIZED

NOT AUTHORIZED

RANK NAME
NAVY CONSOLIDATED BRIG
P O BOX 452135
SAN DIEGO CA 92145-2135

RANK NAME
SUITE A
P O BOX 452136
SAN DIEGO CA 92145-2136

NOT AUTHORIZED

NOT AUTHORIZED

OFFICIAL MAIL ADDRESS

COMMANDING OFFICER
ATTN (OPTIONAL)
4TH TANK BN
P O BOX 452132
SAN DIEGO CA 92145-2132

PRIOR SERVICE RECRUITING OFFICE
ATTN (OPTIONAL)
P O BOX 452133
SAN DIEGO CA 92145-2133

MARINE CORPS EXCHANGE
ATTN (OPTIONAL)
P O BOX 452134
SAN DIEGO CA 92145-2134

COMMANDING OFFICER
ATTN (OPTIONAL)
NAVY CONSOLIDATED BRIG
P O BOX 452135
SAN DIEGO CA 92145-2135

**NOT AUTHORIZED FOR OFFICIAL MAIL
PRISONER MAIL ONLY**

NAVAL CRIMINAL INVESTIGATIVE SERVICE
ATTN (OPTIONAL)
P O BOX 452138
SAN DIEGO CA 92145-2138

COMMANDING OFFICER
ATTN (OPTIONAL)
YOUNG MARINES
P O BOX 452139
SAN DIEGO CA 92145-2139

ENCLOSURE (2)