



UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 35001
FPO AP 96373-5001

BO P5112.3C Ch 2
1F
8 AUG 2007

BASE ORDER P5112.3C Ch 2

From: Commanding General, Marine Corps Base, Camp Smedley D. Butler
To: Distribution List

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

Encl: (1) New page insert to BO P5112.3C

1. Purpose. To transmit new page inserts and direct pen changes to the basic order.

2. Action

a. On page iii, add "12 POSTAL SERVICE CENTERS" at the end.

b. Chapter 7, paragraph 7017.2, 4th line, pen change "Camp Lejeune Complex" to read "Okinawa area of operations".

c. Insert new pages 12-1 through 12-16 in the basic order.

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.

A handwritten signature in black ink, appearing to read "D. M. Smith".

D. M. SMITH
Chief of Staff

DISTRIBUTION: LISTS I/II



UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 35001
FPO AP 96373-5001

BO P5112.3C Ch 1
1F
15 MAY 2007

BASE ORDER P5112.3C Ch 1

From: Commanding General, Marine Corps Base, Camp Smedley D. Butler
To: Distribution List

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

Encl: (1) New page insert to BO P5112.3C

1. Purpose. To transmit new page insert to the basic order.
2. Action. Remove page 1-3 of the basic order and replace with corresponding page contained in the enclosure.
3. Change Notation. Paragraph denoted by an asterisk(*) symbol contain changes not previously published.
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.

D. M. SMITH
Chief of Staff

DISTRIBUTION: LISTS I/II



UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 35001
FPO AP 96373-5001

BO P5112.3C
1F
25 JUL 2008

BASE ORDER P5112.3C w/Ch 1, Ch 2

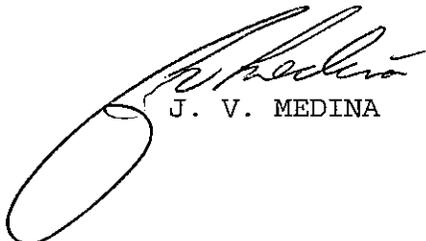
From: Commanding General, Marine Corps Base, Camp Smedley D. Butler
To: Distribution List

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

Ref: (a) DoD 4525.6M
(b) DoD 4525.8M
(c) OPNAVINST 5112.6D
(d) MCO P5110.4
(e) MCO P5110.6B
(f) MARCORBASESJAPANO P3000.1 w/Ch 1

Encl: LOCATOR SHEET

1. Purpose. To disseminate standing operating procedures for the consolidated operation of postal affairs.
2. Cancellation. BO P5112.3B.
3. Summary of Revisions. This Order has been revised and should be read in its entirety. It contains administrative changes to mandatory procedures for the conduct of postal affairs and mail handling. The references have been updated and changes to positions descriptions.
4. Recommendation. Recommendations concerning the contents of the SOP for Postal Affairs are invited. Such recommendations should be forwarded to the Base Postal Officer via the appropriate chain of command.
5. Applicability. This Order is applicable to all Marine Corps base activities, organizations, and units on Okinawa.
6. Certification. This Order has been reviewed and approved this date.


J. V. MEDINA

DISTRIBUTION: LISTS I/II

LOCATOR SHEET

Subj: SOP FOR POSTAL AFFAIRS

Location: _____
(Indicate location(s) of copy(ies) of this Manual.)

SOP FOR POSTAL AFFAIRS

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

SOP FOR POSTAL AFFAIRS

CONTENTS

CHAPTER

	INTRODUCTION
1	RESPONSIBILITIES
2	ADMINISTRATION AND OPERATION
3	ENTITLEMENT TO USE THE MILITARY POSTAL SERVICE
4	OFFICIAL MAIL PROGRAM
5	AUDITS AND INSPECTIONS
6	POSTAL LOSSES AND OFFENSES
7	MAIL ROOM OPERATIONS
8	MAIL BOMBS/SUSPICIOUS MAIL
9	POSTAL SUPPORT FOR DEPLOYING UNITS
10	EMERGENCY DISPOSITION OF MAIL AND POSTAL EFFECTS
11	POST OFFICE DESTRUCTIVE WEATHER PLAN
12	POSTAL SERVICE CENTERS

SOP FOR POSTAL AFFAIRS

INTRODUCTION

0001. GENERAL

1. U.S. Marine Corps Post Offices are an extension of the Military Postal Service Agency, and the United States Postal Service (USPS). Postal facilities must conform to the current postal agreement between the Department of Defense (DOD) and the USPS, Federal regulations, and other related instructions published by higher authority.

2. Improper handling of mail results in wasted man-hours and money expended on postal equipment and transportation. Efficiency in the handling of mail depends largely upon command supervision and the quality of service rendered by unit mail clerks/orderlies.

0002. SCOPE. In order to maintain a high standard of efficiency in the postal service while ensuring mail is protected at all times, uniformity in mail handling practices must be maintained at all levels to include those attached elements. The instructions contained herein have full force and effect at all levels of postal support, and are based on regulations promulgated by higher authority.

0003. PRECEDENCE. Should any portion of this Manual come into conflict with directives from higher authority, the latter shall take precedence. The matter will then be brought to the attention of the Consolidated Postal Officer.

0004. ORGANIZATION AND OPERATIONAL CONTROL

1. The Commanding General, Marine Corps Base, Okinawa, Japan, exercises operational control of the Consolidated Post System and all unit post offices thereof. Administration of postal affairs within this Command shall be under the cognizance of the Assistant Chief of Staff (AC/S) G-1, Manpower.

2. The Consolidated Postal System is designated as Unit 35010, Camp Smedley D. Butler, FPO AP 96373-5010 and operates a mail processing facility and eight unit post offices.

3. Administration of all postal affairs within Marine Corps Air Station (MCAS) Iwakuni is under the cognizance of the Air Station Commander. Tenant units located at MCAS Iwakuni should maintain close liaison with the Station Postal Officer.

4. The Third Marine Logistics Group (3d MLG) is tasked with postal support to the III Marine Expeditionary Force (III MEF) and all subordinate commands thereof, or as tasked by higher headquarters. All Postal Officers (0160) and Postal Clerks (0161) assigned to the 3d MLG while in garrison will be assigned under the Fleet Assistance Program to the command providing postal services.

SOP FOR POSTAL AFFAIRS

CHAPTER 1

RESPONSIBILITIES

	<u>PARAGRAPH</u>	<u>PAGE</u>
CONSOLIDATED POSTAL OFFICER	1000	1-3
COMMANDING OFFICER	1001	1-4
UNIT POSTAL OFFICER/ASSISTANT UNIT POSTAL OFFICER	1002	1-6
UNIT OFFICIAL MAIL MANAGER/ASSISTANT OFFICIAL MAIL MANAGER	1003	1-8
CUSTODIAN OF POSTAL EFFECTS	1004	1-10
MILITARY POSTAL CLERK	1005	1-10

FIGURE

1-1	SAMPLE UNIT POSTAL OFFICER APPOINTMENT LETTER .	1-12
1-2	SAMPLE ASSISTANT UNIT POSTAL OFFICER APPOINTMENT LETTER	1-13
1-3	SAMPLE UNIT OMM APPOINTMENT LETTER	1-14
1-4	SAMPLE ASSISTANT UNIT OMM APPOINTMENT LETTER .	1-15
1-5	SAMPLE LETTER OF AUTHORIZATION	1-16

SOP FOR POSTAL AFFAIRS

CHAPTER 1

RESPONSIBILITIES

1000. CONSOLIDATED POSTAL OFFICER. The senior postal officer assigned to the Consolidated Postal System shall serve as the Consolidated Postal Officer for all major commands based on Okinawa and shall be referred to as the Consolidated Postal Officer throughout the remainder of this manual. In the absence of this officer due to deployment or Temporary Additional Duty (TAD), the next senior postal officer will temporarily assume all duties and responsibilities of the Consolidated Postal Officer. The Consolidated Postal Officer's responsibilities include, but are not limited to, the following:

1. Keep the Commander, U.S. Marine Corps Forces, Pacific; Generals, Marine Corps Base Japan; III MEF; 3d MLG; 3d Marine Division, 1st Marine Aircraft Wing; Ground Task Force, Command Element, Pacific advised on all mail matters affecting their commands.
2. Serve as the installation Official Mail Manager.
3. Maintain liaison with appropriate civilian and military postal authorities concerning postal matters affecting the command.
4. Coordinate and supervise the receipt, processing, and dispatch of mail for all organizations/units located on Okinawa.
5. Investigate and take appropriate action concerning confirmed and suspected irregularities in postal and mail handling procedures within the command.
6. Conduct or designate an authorized representative to conduct unannounced audits and inspections of military unit post offices located on Okinawa and mainland Japan in accordance with the provisions established by reference (c).
- *7. Conduct or designate authorized representatives to conduct quarterly Marine Corps Base, Camp Butler unit mailroom inspections on Okinawa. The senior 3rd Marine Logistics Group (MLG) Postal Officer, who is FAP to MCBJ, will be responsible for conducting quarterly inspections of all III MEF unit mailrooms on Okinawa.
8. Creates and executes postal support plans in support of III MEF contingencies and exercises, and participates in operational planning teams.
9. Operates a Postal Claims and Inquiry section, and serves as liaison with the USPS claims personnel.
10. Prepare and submit required reports and directives pertaining to postal matters.

11. Provide for a current postal directory of all personnel assigned/attached to units located on Okinawa. Postal Directory Service will be in compliance with the instructions established in reference (c). Postal directory information will be maintained and kept current through use of world wide postal listings provided via Postal Affairs, Headquarters Marine Corps (HQMC).

1001. COMMANDING OFFICER. Commanding officers' responsibilities include, but are not limited to, the following:

1. Appoint a unit postal officer in writing, who shall be responsible for the supervision of all mail handling practices within the command, and for the daily operation and security of the unit mailroom. Personnel appointed as unit postal officers will be commissioned, warrant, or staff noncommissioned officers in the grade of E-7 or above. Letters of appointment for unit postal officers shall conform in both content and format with the sample letter shown in figure 1-1.

2. Appoint an assistant unit postal officer in writing, who will assist the unit postal officer as necessary, and carry out the duties of the unit postal officer when that individual is unavailable. Personnel appointed as assistant unit postal officers will be commissioned, warrant, or staff noncommissioned officers in the grade of E-6 or above. Letters of appointment for assistant unit postal officers shall conform in both content and format with the sample letter shown in figure 1-2.

3. Appoint a unit Official Mail Manager (OMM) in writing, who shall be responsible for the supervision of the official mail practices within the command. Personnel appointed as unit OMM's shall be commissioned, warrant, or staff noncommissioned officers in the grade of E-7 or above; or DOD civilians in the grade of 05-7 or higher. Because of manpower constraints and similarity of functions at the unit level, a single individual may serve as both the unit postal officer and the unit OMM; however, this is not a requirement. Letters of appointment for unit official mail managers shall conform in both content and format with the sample letter shown in figure 1-3.

4. Appoint a unit Assistant Official Mail Manager (AOMM) in writing, who shall assist the unit OMM as necessary, and carry out the duties of the OMM when that individual is unavailable. Personnel appointed as AOMM's shall be commissioned, warrant, or staff noncommissioned officers in the grade of E-6 or higher. Because of manpower constraints and similarity of functions at the unit level, a single individual may serve as both the assistant unit postal officer and the unit assistant OMM; however, this is not a requirement. Letters of appointment for assistant unit official mail managers shall conform in both content and format with the sample letter shown in figure 1-4.

5. Authorize specific individuals in writing to receipt for all official mail, including all forms of official accountable mail, addressed to the

unit commanding officer and make subsequent distribution or take appropriate action as necessary. All authorized individuals must be listed on a single letter, and the unit commander must sign the letter. Signing these letters of authorization "By direction" is not authorized. Letters of authorization shall conform in both content and format with the sample letter shown in figure 1-5.

6. Establish and maintain a unit mailroom if the command has unit diary capability and provide for adequate security of that mailroom in accordance with references (a), (b), and this Manual.

7. Establish and maintain a unit command mail center, per reference (e) and paragraph 4002 of this Manual.

8. Ensure that all appointed unit mail handling personnel are provided with initial training upon appointment/designation and prior to assuming mail-handling duties. Additionally, ensure they receive supplemental remedial training as necessary to maintain or improve their proficiency.

9. Ensure that all unit mail handling personnel are afforded adequate time, equipment and supplies to enable them to effectively and efficiently perform their duties.

10. If the unit is required to maintain a unit mailroom, publish a mail handling order in compliance of references (c) and (e). Unit mail handling orders shall include the following information, at a minimum:

a. The unit's correct and complete official mailing address, and relevant information regarding its use.

b. The location and hours of operation of the unit mailroom.

c. Mail call hours and method of distributing incoming mail.

d. The location and times of collection of receptacles provided for outgoing mail.

e. The location and hours of operation of the post office that serves the unit.

f. Instructions on customs regulations, where applicable.

g. Instructions for using Change of Address Cards (OPNAV Form 5110/5), this form may be obtained through local supply channels.

h. Information concerning nonmailable items.

i. Information concerning the security of mail and postal effects (transportation, access, storage, etc.)

j. Information pertaining to the unit's classified material screening point.

k. Information pertaining to the unit's official mail program.

l. Procedures for handling mail for personnel who are temporarily absent from the unit.

m. Any other information deemed appropriate or relevant by the promulgating authority, or information required by other directives.

11. Ensure that a copy of the unit mail handling order is maintained in the unit mailroom and is posted on information bulletin boards within the unit area.

12. Ensure that all personnel reporting into and detaching from the unit are required to report to the unit mailroom for the completion of postal directory records and Change of Address Cards.

13. Ensure that all members of the unit are notified of and using the correct mailing address and that only members of the command that are authorized to receive personal mail through the unit mailroom are doing so.

14. Ensure that Change of Address Cards are available to all individuals and that they are properly utilized in accordance with reference (e) and paragraph 7015 of this Manual.

15. Ensure that unit mail clerks receive daily information concerning all changes in personnel status within the unit. Unit diaries, rosters orders, leave papers, etc., may be used for this purpose.

16. Ensure the unit postal officer makes liaison with the Consolidated Postal Officer in advance of all unit/detachment deployments, to coordinate mail routing and delivery for deploying personnel per chapter 9 of this Manual.

17. Investigate, report, and take appropriate action concerning suspected or confirmed postal offenses or other irregularities in mail handling procedures occurring within the command.

1002. UNIT POSTAL OFFICER/ASSISTANT UNIT POSTAL OFFICER. Unit postal officers are responsible to the unit commanding officer for the detailed supervision of mail handling functions and practices within their unit. Responsibilities will include, but are not limited to, the following:

1. Thoroughly familiarize themselves with all applicable references pertaining to their duties and the duties of appointed mail clerks/orderlies.

2. Keep the commanding officer advised on all postal matters affecting the unit.
3. Ensure that copies of all letters of appointment for unit postal officers/ assistant unit postal officers are provided to the unit's servicing post office, with a copy of each maintained in the unit mailroom as well.
4. Maintain strict and absolute control of all keys or combinations to the unit mailroom per paragraph 7003 of this Manual, and ensure the unit mailroom meets or exceeds all established security requirements.
5. Appoint and revoke unit mail clerks and section mail orderlies using DD Form 285 and DD Form 2260, PS Form 3801, or letters of authorization per chapter 7 of this Manual.
6. Ensure that all personnel who are selected/nominated to serve as mail clerks/ orderlies, meet all eligibility criteria outlined in reference (c); and that their service records are thoroughly screened prior to designation/appointment.
7. Ensure that all appointed mail clerks/orderlies receive proper training prior to assuming their mail handling duties, as required by paragraph 7007 of this Manual; and that they receive supplemental/remedial training as necessary to maintain or improve their proficiency. Unit postal officers/assistant unit postal officers shall personally conduct thorough training briefs for all appointed mail orderlies.
8. Supervise the daily activity of all appointed unit mail clerks, to ensure the unit mailroom functions efficiently; and is operated and maintained in strict compliance with all applicable regulations.
9. Supervise the daily activity of all appointed section mail orderlies, to ensure that all mail-handling and delivery practices within the command are conducted in strict compliance with all applicable regulations.
10. Ensure that all unit mail-handling personnel are afforded adequate time, equipment, and supplies to enable them to effectively and efficiently perform their duties.
11. At the end of every workday, verify the delivery of all official accountable mail (registered, express, certified, numbered-insured, and return receipt for merchandise) on PS Form 3883. Check to ensure that personnel who receipt for official accountable mail are listed on the commanding officer's current letter of authorization giving them authority to do so. The unit postal officer/ assistant unit postal officer shall initial each accountable mail entry in the PS Form 3883, as command certification that proper delivery has been effected and verified.

12. Unit postal officers shall conduct unannounced, weekly mailroom inspections to ensure that mailroom operations are in full compliance with all regulations and instructions. Care shall be taken to ensure these inspections are strict, thorough, and accurate since the performance of thorough inspections helps to ensure compliance with all regulations governing mailroom operations and may result in the discovery of postal offenses or existing improprieties in mail handling procedures. Each of these inspections shall be done on random days of the week so as not to establish a predictable pattern and should be performed occasionally by the assistant unit postal officer.

13. Record detailed results of weekly mailroom inspections on Unit MailRoom Inspection Checklist (NAVMC 10487 PD). The completed and signed report will be maintained on file in the mailroom for six months.

14. Make liaison with the Consolidated Postal Officer (Attn: Operations) in advance of all unit/detachment deployments, to arrange for the establishment of mailing addresses and coordinate mail routing/delivery for deploying personnel per chapter 9 of this Manual.

15. Prior to and during unit/detachment deployments, ensure sufficient numbers of mail clerks/orderlies are appointed in both the forward-deployed element(s) and rear party, as appropriate, to allow for continuous, uninterrupted mail delivery to all unit personnel.

16. Maintain strict control of all blank DD Forms 285 (Mail Clerk/Orderly Appointment Card) and ensure that all completed DD Forms 285 are properly serialized for accountability.

17. Ensure that U.S. Mail bags are utilized only for the authorized transportation of U.S. Mail. Using such equipment for personal convenience, trash bags, etc. is prohibited.

18. Immediately report all known or suspected postal offenses to the unit commander, the Consolidated Postal Officer, and the appropriate investigative agency as the situation warrants.

1003. UNIT OFFICIAL MAIL MANAGER (OMM)/ASSISTANT OFFICIAL MAIL MANAGER (AOMM). Unit OMM's are responsible to the unit commanding officer for the detailed supervision of all official mail practices within the unit. Responsibilities include, but are not limited to, the following:

1. Thoroughly familiarize themselves with all applicable references ~ to their duties.

2. Supervise the official mail practices within their unit and keep the unit commanding officer and the installation OMM advised on all matters affecting the unit's official mail program.

3. Immediately contact the installation OMM upon appointment, to arrange for available training.
4. Ensure the installation OMM is provided with copies of all letters of appointment for unit OMM's and AOMM's.
5. Ensure the unit's Command Mail Center operates efficiently, and serves the functions outlined in reference (e) and chapter 4 of this Manual.
6. Ensure all authorized users of official mail within the unit know when and how to contact their unit OMM.
7. Establish controls on postal expenditures within the unit, to create a cost-effective official mail management program; to include strictly limiting all requests for special postal services (Express, Registered, Certified, Numbered Insured, Return Receipt, etc.) to those mailings, which meet the criteria, established by references (d) and (e) for the use of such special services.
8. Ensure that all unit personnel, who are involved in the preparation of outgoing official mail, are provided with adequate training.
9. Ensure that all outgoing official correspondence/matter generated by the command is sent to the unit Command Mail Center for screening, consolidation where possible, and final inspection/approval for mailing.
10. Inspect outgoing official correspondence/matter at least once per week at the Command Mail Center to:
 - a. Ensure all outgoing official mailings destined for the same address/ location are consolidated to the greatest extent possible to reduce official mailing costs.
 - b. Ensure that official mail addressing standards outlined in reference b and all unit personnel that generate official mail are complying with other applicable directives.
 - c. Ensure the official mail system is not being used for private or unofficial business. To enforce this, all appointed unit OMM's and AOMM's may open for inspection any unclassified matter or articles submitted to the Command Mail Center for acceptance as outgoing official mail if that matter or article is suspected of failing to comply with the instructions and regulations contained in references (b) and (c), and this Manual with regard to the authorized use of official mail.
 - d. Ensure all outgoing official mailings are enclosed in the smallest envelope possible to reduce mailing costs; and that they are properly, adequately, and securely packaged to prevent loss of or damage to the contents.

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

f. Determine where additional training is needed, and which policies and procedures need additional emphasis.

11. Return to the originating office for correction, any outgoing official correspondence/matter that is improperly/inadequately packaged, does not contain correct and complete mailing addresses, or does not otherwise conform to current official mail standards.

12. Ensure that all outgoing official matter which has been properly prepared for mailing, is transported from the unit Command Mail Center to the servicing post office on a daily basis; for final screening, processing, and dispatch.

13. Inspect incoming official mail at least once per week at the unit's Command Mail Center to ensure that official correspondents of the command are:

a. Using the correct and complete official mailing address of the command.

b. Otherwise complying with the official mail standards as described in paragraph 10 (a) through (e) above, and other existing regulations. Report all noted discrepancies to the originating command/activity OMM (preferably in writing), so they may be corrected in future official mailings.

14. Report suspected postal offenses or attempted misuse of official mail to the commanding officer of the alleged offender, and to the Consolidated Postal Officer.

1004. CUSTODIAN OF POSTAL EFFECTS. The Custodian of Postal Effects (COPE) is the Staff Noncommissioned Officer in charge of a unit post office. The COPE is responsible for supervising and ensuring the efficient postal operations and affairs of their camp or station post office. The COPE will also be the responsible custodian of all accountable postal equipment, funds, and all postal effects as defined in paragraph 2101 of this Manual. The COPE will carry out all duties in accordance with the instructions and regulations established by DOD 4525.6-M and other applicable United States Postal Service (USPS) publications and directives.

1005. MILITARY POSTAL CLERK. Military postal clerks are individuals who are school trained, hold the MOS of 0161, and are officially designated to perform all postal functions in the operation of a Military Post Office (MPO). They are responsible for conducting and providing postal services in accordance with the instructions and regulations established

by the references and all other applicable USPS publications and directives. Responsibilities include, but are not limited to, the following:

1. Be responsible for all postal effects (money orders, stamps, funds, equipment, etc.) assigned to them.
2. Handle only stamp and money order funds assigned to them and shall not handle any other funds.
3. Perform all postal financial transactions in the presence of the mailer/ customer. Military postal clerks shall not assist in packing, wrapping, or preparation of articles presented for mailing.
5. Expeditiously process all incoming and outgoing mail matter.
6. Report all inquiries and claims concerning loss, rifling, delay, and damage of mail to the Consolidated Postal Officer.
7. Military postal clerks in charge of unit post offices will maintain all required daily statistical data and submit monthly statistical reports to the COPE at the close of business on the last working day of each month or as directed by the COPE or Consolidated Postal Officer.
8. Military postal clerks will not perform the duties or functions of unit mail clerks or mail orderlies under any circumstances. Each unit commander is individually responsible for the assignment and training of qualified personnel to serve in these billets.

SOP FOR POSTAL AFFAIRS

COMMAND HEADING

5110
Orig Code
Date

From: Commanding Officer
To: Captain Charles J. Clark 123 45 6789/0000 USMC

Subj: APPOINTMENT AS UNIT POSTAL OFFICER

Ref: (a) DOD 4525.6-M
(b) OPNAVINST 5112.6D
(c) MCO P5110.6B
(d) BO P5112.3B

1. Effective this date and per the references, you are hereby appointed as the unit Postal Officer for this command.
2. You will be guided in the performance of your duties by the provisions outlined in the references. You are to immediately read and thoroughly familiarize yourself with these references, and contact the Consolidated Post Office (Attn: Postal Inspector) concerning any issues that remain unclear.
3. This appointment supersedes all previous appointments. Ensure a copy of this letter is provided to both the unit mailroom and the serving post office.

I. M. COMMANDING

Copy to:
Unit Mailroom
Serving Post Office
File

Figure 1-1.--Sample Unit Postal Officer Appointment Letter

SOP FOR POSTAL AFFAIRS

COMMAND HEADING

5110
Orig Code
Date

From: Commanding Officer
To: Gunnery Sergeant James L. Jones 987 65 4321/0000 USMC

Subj: APPOINTMENT AS ASSISTANT UNIT POSTAL OFFICER

Ref: (a) DOD 4525.6-M
(b) OPNAVINST 5112.6D
(c) MCO P5110.6B
(d) BO P5112.3B

1. Effective this date and per the references, you are hereby appointed as the Assistant Unit Postal Officer for this command.

2. You will be guided in the performance of your duties by the provisions outlined in the references. You are to immediately read and thoroughly familiarize yourself with these references, and contact the Unit Postal Officer and/or Consolidated Post Office (Attn: Postal Inspector) concerning any issues that remain unclear.

3. This appointment supersedes all previous appointments. Ensure a copy of this letter is provided to both the unit mailroom and the serving post office.

I. M. COMMANDING

Copy to:
Unit Mailroom
Serving Post Office
File

Figure 1-2.--Sample Assistant Unit Postal Officer Appointment Letter

SOP FOR POSTAL AFFAIRS

COMMAND HEADING

5110
Orig Code
Date

From: Commanding Officer
To: First Lieutenant Ronald J. Smith 567 89 1234 /0000 USMC

Subj: APPOINTMENT AS UNIT OFFICIAL MAIL MANAGER

Ref: (a) DOD 4525.8-M
(b) MCO P5110.4
(c) BO P5112.3B

1. Effective this date and per the references, you are hereby appointed as the Official Mail Manager for this command.

2. You will be guided in the performance of your duties by the provisions outlined in the references. You are to immediately read and thoroughly familiarize yourself with the references, and contact the Installation Official Mail Manager at the Consolidated Post Office concerning any issues that remain unclear.

3. The following information is provided:

a. Official Address: COMMANDING OFFICER
(ATTN: OFFICIAL MAIL MANAGER)
H&S BN MCB
UNIT 35002
FPO AP 96373-5002

b. Telephone Number: XXX-XXXX

4. This appointment supersedes all previous appointments. Ensure a copy of this letter is posted in the unit Command Mail Center and a copy provided to the Installation OMM.

I. M. COMMANDING

Copy to:
Command Mail Center
Installation OMM
File

Figure 1-3.--Sample Unit OMM Appointment Letter

SOP FOR POSTAL AFFAIRS

COMMAND HEADING

5110
Orig Code
Date

From: Commanding Officer
To: Gunnery Sergeant Robert L. Smith 123 45 6789/0000 USMC
Subj: APPOINTMENT AS ASSISTANT UNIT OFFICIAL MAIL MANAGER
Ref: (a) DOD 4525.8-M
(b) MCO P5110.4
(c) BO P5112.3B

1. Effective this date and per the references, you are hereby appointed as the Assistant Official Mail Manager for this command.

2. You will be guided in the performance of your duties by the provisions outlined in the references. You are to immediately read and thoroughly familiarize yourself with the references, and contact the Installation Official Mail Manager at the Consolidated Post Office concerning any issues that remain unclear.

3. The following information is provided:

a. Official Address: COMMANDING OFFICER
(ATTN: ASSISTANT OMM)
H&S BN MCB
UNIT 35002
FPO AP 96373-5002

b. Telephone Number: XXX-XXXX

4. This appointment supersedes all previous appointments. Ensure a copy of this letter is posted in the unit Command Mail Center and a copy provided to the Installation OMM.

I. M. COMMANDING

Copy to:
Command Mail Center
Installation OMM
File

Figure 1-4.--Sample Assistant Unit OMM Appointment Letter

SOP FOR POSTAL AFFAIRS

COMMAND HEADING

5110
Orig Code
Date

From: Commanding Officer
To: Unit Postal Officer

Subj: AUTHORIZATION TO RECEIPT FOR ALL OFFICIAL MAIL, INCLUDING
ALL FORMS OF OFFICIAL ACCOUNTABLE MAIL

Ref: (a) DOD 4525.6-M
(b) MCO P5110.6B
(c) BO P5112.3B

1. Effective this date and per the references, the following personnel are authorized to receipt for all official mail, including official accountable mail, addressed to the Commanding Officer, (insert unit title); as well as all other official mail which is addressed to the members of this command by their duty title:

	NAME	RANK	SSN	SAMPLE SIGNATURE
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
c.	_____	_____	_____	_____

2. Other than myself and those personnel listed above, no other personnel may receipt for any official mail addressed to this command, unless it is specifically addressed to them ~ name only; in which case, it shall be handled and delivered in the same manner as personal mail. Ensure that delivery of all official mail is accomplished and verified daily in strict compliance with the provisions of the references.

3. This letter supersedes all previous authorizations, and shall be maintained in the unit mailroom until two years after it has been superseded; at which time it will be destroyed.

I. M. COMMANDING

Copy to:
Each Authorized Individual File
Figure 1-5.--Sample Letter of Authorization

SOP FOR POSTAL AFFAIRS

CHAPTER 2

ADMINISTRATION AND OPERATION

SECTION 1: ADMINISTRATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
POSTAL PERSONNEL	2100	2-3
POSTAL EFFECTS	2101	2-3
SUPPLIES PROVIDED BY THE U.S. POSTAL SERVICE	2102	2-3
SUPPLIES PROVIDED BY THE MARINE CORPS.	2103	2-3
CUSTODIAN OF POSTAL EFFECTS (COPE) AND MILITARY POSTAL CLERK IN CHARGE	2104	2-3

SECTION 2: OPERATION

GENERAL	2200	2-5
LOCATION AND HOURS OF OPERATION OF POST OFFICES	2201	2-5
U.S. MAIL COLLECTION BOXES	2202	2-7
SECURITY OF MILITARY UNIT POST OFFICES	2203	2-7
RECEIPT AND DISPATCH OF MAIL	2204	2-7
UNAUTHORIZED TRANSACTIONS	2205	2-7
ACCEPTANCE, HANDLING, AND TREATMENT OF MAIL.	2206	2-8
NONMAILABLE MATTER	2207	2-8
INQUIRIES AND CLAIMS	2208	2-9
MAIL PRIVILEGES FOR CONFINED PERSONNEL	2209	2-10
ARTICLES RECEIVED IN AN UNSEALED OR DAMAGED CONDITION	2210	2-10

SOP FOR POSTAL AFFAIRS

	<u>PARAGRAPH</u>	<u>PAGE</u>
WRAPPER FOUND WITHOUT CONTENTS	2211	2-10
MAILING ADDRESSES	2212	2-10
POSTAL DIRECTORY SERVICE	2213	2-11
USE OF GUARD MAIL	2214	2-11
TRANSPORTATION	2215	2-11

SOP FOR POSTAL AFFAIRS

CHAPTER 2

ADMINISTRATION AND OPERATION

SECTION 1: ADMINISTRATION

2100. POSTAL PERSONNEL

1. Military Post Offices shall be operated by properly designated enlisted personnel.

2. The COPE and each Military Postal Clerk shall be issued a DD Form 285 (Military Postal Clerk Identification Card) which identifies them as a designated postal clerks on Okinawa.

2101. POSTAL EFFECTS. All items of stock and funds affecting the postal revenues and funds held in trust for the USPS are known as postal effects. These include postage stamps, stamped paper, funds derived from their sale, blank money order forms, funds received from their issuance, paid money orders, and fees for special services.

2102. SUPPLIES PROVIDED BY THE U.S. POSTAL SERVICE (USPS). At the time of the establishment of a Military Post Office, the USPS will provide postal equipment and supplies necessary for the handling and dispatch of mails and for postal finance and money order service. This includes accountable supplies and equipment such as mail keys, locks, scales, stamps, postal cards, stamped envelopes, blank money order forms, USPS technical publications, and certain expendable supplies such as forms, twine, and labels.

2103. SUPPLIES PROVIDED BY THE MARINE CORPS. The Marine Corps will provide any office equipment such as safes, rubber stamps, cabinets and drawers, furniture and machines, distribution cases and sack/pouch racks.

2104. CUSTODIAN OF POSTAL EFFECTS (COPE) AND MILITARY POSTAL CLERK IN CHARGE. Per Reference (d), the COPE will maintain custody of the stamp stock credit assigned to the Consolidated Postal System. At the direction of the Consolidated Postal Officer, the COPE will assign funds to the Military Postal Clerks in charge of unit post offices. Strict accountability and security of all postal funds will be maintained at all times. The COPE will also act as custodian of all accountable USPS stamping devices and imprinters for units which are inactive.

SOP FOR POSTAL AFFAIRS

CHAPTER 2

ADMINISTRATION AND OPERATION

SECTION 2: OPERATION

2200. GENERAL. This section covers operating procedures of the Consolidated Postal System Facilities. The operation of the Military Postal Service shall be in conformity with the postal laws of the United States, the agreement between the Department of Defense and the USPS, USPS regulations, and directives issued by other competent authority.

2201. LOCATION AND HOURS OF OPERATION OF POST OFFICES

1. Mail Processing Center. The Mail Processing Center is located in Bldg #820 near Gate 3 on Camp Kinser. It serves as the administrative headquarters for all military post offices on Okinawa and Camp Fuji. The following personnel/sections are head quartered within this facility:

- a. Consolidated Postal Officer
- b. Assistant Consolidated Postal Officer
- c. Postal Chief
- d. Quality Control/Inspection Officer/Chief
- e. Operations Officer/Chief
- f. Supply Chief
- g. Postal Directory Section
- h. Deployed Mail Section
- i. Official Mail Section
- j. Mail Receipt/Dispatch Section
- k. Accountable Mail/Claims Processing Section

2. Hours of operation of this facility are as follows:

Monday through Friday	Saturday	Sunday / Holidays
0600-1730	0600-1600	Closed

3. Military Unit Post Offices. The Consolidated Postal System operates seven unit post offices on Okinawa and one on mainland Japan. Their locations and hours of operation are as follows:

<u>Location</u>	<u>Bldg #</u>	<u>Hours of Operation</u>	
Camp Schwab	3655	Finance Services:	1000-1700 (Mon-Fri) 1000-1500 (Sat)
		Mail Pick Up:	0800-1730 (Mon-Fri) 0800-1530 (Sat)
Camp Hansen	2385	Finance Services:	1000-1700 (Mon-Fri) 1000-1500 (Sat)
		Mail Pick Up:	0800-1730 (Mon-Fri) 0800-1530 (Sat)
Camp Courtney	4135	Finance Services:	1000-1700 (Mon-Fri) 1000-1530 (Sat)
		Mail Pick Up:	0800-1730 (Mon-Fri) 0800-1530 (Sat)
Camp Foster	1006	Finance Services:	1000-1700 (Mon-Fri) 1000-1500 (Sat)
		Mail Pick Up:	0800-1730 (Mon-Fri) 0800-1530 (Sat)
MCAS Futenma	404	Finance Services:	1000-1700 (Mon-Fri) 1000-1500 (Sat)
		Mail Pick Up:	0800-1730 (Mon-Fri) 0800-1530 (Sat)
Camp Kinser	1315	Finance Services:	1000-1700 (Mon-Fri) 1000-1500 (Sat)
		Mail Pick Up:	0800-1730 (Mon-Fri) 0800-1530 (Sat)
Torii Station	226	Finance Services:	1000-1500 (Mon-Fri) Closed (Sat)
Camp Fuji (Japan)	T-110	Services:	0900-1700 (M-F) Retail window closed (Sat)
		PSC:	0900-1700 (M-F)

2202. U.S. MAIL COLLECTION BOXES

1. U.S. Mail collection boxes are located throughout the Camps on Okinawa to adequately and conveniently serve the Camps population. Hours of collection are posted on each box. Control of installation, removal, changes in location, and hours of collection are the responsibility of the Consolidated Postal Officer. Requests for an increase or decrease in the number of boxes, changes in their location or hours of collection must be submitted to the Consolidated Postal Officer along with justification for each desired change.

2. Installation of mail collection boxes aboard the Camps by any command or activity is prohibited. The Consolidated Post Office will not accept responsibility for mail deposited in unauthorized mail collection boxes.

2203. SECURITY OF MILITARY UNIT POST OFFICES. The area/station Camp Commander in coordination with the Consolidated Postal Officer is responsible for providing adequate security against unauthorized entry of the unit post office in their jurisdiction. Precautions will be taken to prevent access through lowered ceilings. A heavy wire mesh or bars will protect windows of the post office. Field safes provided for safeguarding of registered mail, stamp stock, money order forms, and currency will be anchored securely to the floor or wall of the building that houses the post office. At no time will area commanders or their representatives maintain or have access to keys to post offices in their areas. If an emergency arises that requires the area commanders or their representatives to gain access to a post offices they need to contact the COPE for that post office or the Consolidated Postal Officer.

2204. RECEIPT AND DISPATCH OF MAIL

1. Receipt. U.S. Mail addressed to personnel and units on Okinawa is received at varying times throughout the day, Monday through Saturday, at the Consolidated Post Office (Bldg #820). After processing, U.S. Mail is delivered by military vehicles to unit post offices for further processing and delivery to unit mail clerks.

2. Dispatch. All outgoing mail is delivered to the Consolidated Post Office (Bldg #820) for further processing and dispatch to appropriate destinations.

2205. UNAUTHORIZED TRANSACTIONS

1. Military unit post offices will accept cash and credit and debit cards as payment for postage stamps. The purchase of money orders must be paid with either cash or debit cards. Credit cards cannot be accepted as payment for money order purchases. A payment for services by check is not authorized.

2. Postal clerks will not conduct or solicit any business, act as an agent for any individual or commercial business, or receive any money for such services, in the performance of their postal duties.
3. Deposits of money or other articles will not be accepted by postal clerks for safekeeping.
4. Removal of postage stamps from mail for any purpose is prohibited
5. Postal clerks will not accept funds for payment of postage with the intention of affixing the stamps to the article after acceptance for mailing.
6. Postal clerks will not affix stamps to articles for the mailer. It is the responsibility of the mailer to affix postage to articles prior to mailing. In the case where a large number of postage stamps are used, the postal clerk may assist the customer in applying the postage stamps only after the amount has been verified by the customer. This must be done with the customer still present. Postage Validation Imprinter (PVI) tapes will be placed on the article by the postal clerk after the amount printed on the postage tape is verified by the customer.

2206. ACCEPTANCE, HANDLING, AND TREATMENT OF MAIL

1. All mail items considered by the accepting postal clerk to be improperly prepared to withstand handling in transit through the Postal System, will not be accepted for mailing.
2. The sanctity of the mail is considered inviolable while in postal channels. Mail is considered to be in USPS or military postal channels from the time it is deposited in an authorized mail collection box or is accepted by an authorized military or USPS postal clerk until it is delivered to the addressee or a designated representative authorized by the addressee in writing.

2207. 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 illegible, incorrect, or insufficient address. Matter is also nonmailable when it fails to comply with postal regulations regarding preparation for mailing, size, weight, or rates or postage.
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, possession of which has been declared to be illegal by law.

c. Any articles, compositions, or materials which may kill or injure another or damage the mail or other property.

d. Ammunition and explosives of all types

e. Obscene and indecent matter.

f. Contraband items prohibited from import and export by law.

g. Lotteries, frauds, and libelous matter.

h. Any letters, publications, or other items containing any matter advocating or urging treason, insurrection, or forcible resistance to any law of the United States, or any letter or other matter containing any threat to take the life of or inflict bodily harm upon the president of the United States.

i. Publications which violate copyrights granted by the United States.

j. Perishable matter, plant quarantines, switch blade knives, and cancelable firearms except under special rules, conditions, and restrictions.

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. The mailer is responsible for compliance with applicable postal laws and regulations governing mail ability and preparation for mailing, as well as non-postal laws and regulations pertaining to the possession, treatment, transmission, or transfer of particular matter. When mailers are in doubt as to whether any matter is mailable, they should inquire at their serving post office. All post offices are furnished with listings of nonmailable items, matter mailable under special rules or conditions, and articles which are prohibited in the mails to military post offices overseas. The mailer will be held liable for introducing nonmailable matter into the U.S. mails.

2208. INQUIRIES AND CLAIMS

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

2. When articles are mailed within CONUS and addressed to an address within CONUS, inquiries and claims for lost certified, insured, or express mail may be filed by the sender or addressee.
3. Inquiries and claims for lost registered, certified, or insured mail may be filed by the sender 15 days after the date of mailing. Exception: 75 days for APO and FPO surface mail.
4. Inquiries concerning official registered mail may be accepted without regard to the time limits specified if there has been sufficient time for the article to have been delivered and it was addressed to another military installation.
5. Inquires concerning Express mail will be processed immediately.

2209. MAIL PRIVILEGES FOR CONFINED PERSONNEL. Mail privileges extended to prisoners shall be in accordance with the instructions and regulations established in reference (e). Mail for personnel confined in the Joint Services Brig will be re-addressed and forwarded in accordance with paragraph 7017 of this Manual.

2210. ARTICLES RECEIVED IN AN UNSEALED OR DAMAGED CONDITION. First Class mail received in an unsealed condition by a Military Postal Clerk will be endorsed "Received Unsealed." When any article of U.S. Mail is received in a damaged condition, it will be endorsed "Damaged in Handling in the Postal Service." Such articles will be securely sealed or re-wrapped to prevent loss of contents. After proper endorsing and repair, articles will be initialed and dated by the postal clerk and forwarded to the addressee. Every effort will be made to match loose articles in the mail with the outer wrapper.

2211. WRAPPER FOUND WITHOUT CONTENTS. Wrappers found without contents will not be destroyed. When the contents cannot be located within postal channels, the Consolidated Postal Officer will notify and advise the sender to initiate an appropriate postal claim.

2212. MAILING ADDRESSES. Military mailing addresses will be formatted as shown below. Specific unit addresses and detailed information regarding there use are published in reference (d) and (g):

OFFICIAL MAIL:
 COMMANDING OFFICER
 (ATTN)
 UNIT TITLE
 UNIT #
 FPO AP XXXXX-XXXX

PERSONAL MAIL:
 GRADE AND FULL NAME
 UNIT TITLE (CO/PLT/SEC)
 UNIT #
 FPO AP XXXXX-XXXX

2213. POSTAL DIRECTORY SERVICE. In accordance with reference (c), postal directory service is maintained in order to properly process and deliver mail received at unit mailrooms which is undeliverable as addressed.

1. The Postal Directory Section is located at the Consolidated Post System, Building #820. The Postal Directory is a consolidated operation which provides postal directory service for all major commands located on Okinawa.

2. Postal directory records are based on personnel location information maintained by the Marine Corps Total Forces System (MCTFS). Information on personnel locations is based on the latest unit diary information and is updated by the MCTFS on a daily basis. This information is accessed directly from the MCTFS via computer terminals. Information concerning personnel locations will be used solely for the purpose of forwarding mail.

2214. USE OF GUARD MAIL. All activities will use the Guard Mail service when sending unclassified correspondence to addressees located on Okinawa. Mailing articles between commands on Okinawa using appropriated fund postage is prohibited.

2215. TRANSPORTATION

1. The Marine Corps Bases Japan Motor Transport Officer will provide the Consolidated Postal Officer with adequate transportation assets to meet requirements for the collection and delivery of mail.

2. Reliable and lockable, closed bodied vehicles shall be provided for the transportation of U.S. Mail.

3. Postal clerks shall not leave mail vehicles except while loading, unloading, or collecting mail at which time the vehicle shall be kept locked and in plain sight. In case of an accident or mechanical breakdown, the postal clerk shall immediately notify EMS, PMO, and the Consolidated Postal Officer, as appropriate using their Cellular phone to request assistance.

SOP FOR POSTAL AFFAIRS

CHAPTER 3

ENTITLEMENT TO USE THE MILITARY POSTAL SERVICE

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL ENTITLEMENT	3000	3-3
INTER SERVICE SUPPORT AGREEMENTS (ISA).	3001	3-4

SOP FOR POSTAL AFFAIRS

CHAPTER 3

ENTITLEMENT TO USE THE MILITARY POSTAL SERVICE

3000. GENERAL ENTITLEMENT. Detailed information concerning the policy governing the entitlement of agencies and personnel to use the Military Postal Service is contained in reference (c). In general, the following personnel and organizations are entitled to use the facilities of the Marine Corps Postal Service:

1. Personnel on active duty in, and units of, the Armed Forces of the United States and the U.S. Coast Guard, and their dependents.
2. Accredited technicians on active duty with, and accompanying the Armed Forces of the United States.
3. Representatives of the American Red Cross who are citizens of the United States attached to, and accompanying, the Armed Forces of the United States.
4. Such other individuals and organizations, including third country military assistance teams, as may be specifically authorized by competent authority and in conformance with international agreements. Requests for such authorizations will be submitted to this Headquarters (Consolidated Postal Officer)
5. Civilian personnel with Status of Forces Agreement (SOFA) status employed aboard MCBJ are not authorized to receive personal mail at their place of employment. Civilian personnel shall advise their correspondents to use their PSC # and Box # and FPO AP zip.
6. The receipt of personal mail through unit mailrooms is restricted to personnel residing in military barracks. Personnel residing in military housing or in off-base quarters are not authorized to receive personal mail through their unit mailroom or command mail center, and may not use their military address to receive bank statements, credit card invoices, magazine subscriptions, or similar matter. Personnel who have recently joined a unit and their dependents may use their military address until they establish permanent quarters; however, they must notify all correspondents of a permanent address within 90 days after joining the command. Commanding officers are responsible for ensuring that all members of their commands are using the correct mailing address, and that only those personnel who are entitled to use the Military Postal System are receiving personal mail through the unit mailroom. Additionally, commanding officers are responsible for ensuring that those personnel who are not entitled to use the Military Postal System for the receipt of personal mail are identified, notified of this fact (preferably in writing), and instructed to immediately notify their correspondents to use their residence address for the receipt of all personal mail. After

identified personnel have been notified by the commanding officer and been given a reasonable period of time to notify their correspondents of their residence address (no more than 60 days from the date of notification), any residual personal mail received at the unit mailroom for those notified personnel shall be handled in the following manner:

a. The mail clerk will draw a single, diagonal line through the incorrect address on each piece of mail, taking care not to obliterate or cover the addressee's name or original address.

b. On the reverse (non-address) side of each piece of mail, the mail clerk will place the endorsement "DUPLICATE MAIL SERVICE" along with the date, unit, and the mail clerk's DD Form 285 card number.

c. After each piece has been properly reworked and endorsed, all pieces addressed to the same individual shall be neatly bundled along with written certification that the individual is not entitled to use of the Military Postal Service, has been notified as such, and was given a reasonable period of time to notify correspondents. The only personnel authorized to sign this written certification are the commanding officer, executive officer, adjutant, or unit postal officer.

d. Mail will then be returned to the serving post office no later than the next working day.

e. The serving post office will then forward such mail, with the unit's written certification attached, to the Consolidated Post Office where it will be returned to the sender. All written certifications of non-entitlement to use of the Military Post Service (MPS) shall be maintained on file at the Consolidated Post Office for six months from the date of receipt.

f. Extreme care shall be taken by the unit postal officer in determining the official or personal nature of each piece of mail being considered for return. If sufficient doubt exists, or if the unit postal officer cannot reasonably determine that a piece of mail is personal in nature, it shall be delivered to the addressee, and the addressee shall be instructed to notify that correspondent of their residence mailing address.

3001. INTER SERVICE SUPPORT AGREEMENTS (ISA). No command or activity on Okinawa shall negotiate or enter into an ISA involving postal matters or support without prior coordination with the Consolidated Postal Officer and the AC/S, G-1.

SOP FOR POSTAL AFFAIRS

CHAPTER 4

OFFICIAL MAIL PROGRAM

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	4000	4-3
DEFINITION OF OFFICIAL MAIL	4001	4-3
THE COMMAND OFFICIAL MAIL CENTER	4002	4-3
POSTAGE METERING OF OFFICIAL MAIL	4003	4-5
OFFICIAL MAIL ADDRESSING STANDARDS	4004	4-5
USE OF SPECIAL POSTAL SERVICES	4005	4-6
BUSINESS REPLY MAIL (BRM)	4006	4-7
PREPARATION AND ENDORSEMENT	4007	4-7
OFFICIAL MAIL COST CONTROL MEASURES	4008	4-8
ACCOUNTING FOR POSTAGE EXPENDITURES	4009	4-9

SOP FOR POSTAL AFFAIRS

CHAPTER 4

OFFICIAL MAIL PROGRAM

4000. GENERAL. Department of the Navy official mail may be used when mailing official matter which relates exclusively to the business of the U.S. Government. Official mail is not authorized for personal use or for transmitting matter for the promotion of private groups, individuals or for Non-appropriated Fund Instrumentality activities. The responsibility to determine eligibility of matter for official mail is that of the originating command. Commanders should refer to reference (b) and (d) for detailed information regarding the use of official mail.

4001. DEFINITION OF OFFICIAL MAIL

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

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

3. Official mail ceases to be categorized as "mail" at the point when it is properly delivered to the addressee or an agent which the addressee has authorized in writing to receipt for and open such mail. Once properly delivered, it has exited the Military Postal System and again becomes correspondence or matter; thus, it is no longer subject to postal laws or other regulations which govern the security, handling, and delivery of official mail, or search and seizure procedures. Rather, it may be handled and distributed in accordance with the individual unit commander's established correspondence distribution practices. Refer to paragraph 7014 of this Manual for detailed information and procedural instructions relating to delivery of official mail.

4002. THE COMMAND OFFICIAL MAIL CENTER

1. Commanding officers are required to establish and maintain a command official mail center, to serve as the central point at which all outgoing

official matter/correspondence generated by the command is collected, screened for mail ability, consolidated whenever possible, and approved/prepared for mailing, if appropriate. The command official mail center should also serve as the central distribution point for all incoming official guard mail/correspondence, and the unit's incoming official mail that has already been properly delivered to and opened by an individual authorized by the unit commander in writing to do so. The requirement to establish a command official mail center extends only to those battalion-level commanders and higher, and all company-level commanders who operate a functional mailroom.

2. It is at the unit's command official mail center, that the appointed unit OMM (Official Mail Manager) will monitor/oversee the administration of the command's official mail program and carry out the responsibilities of the unit OMM as listed in references (b) and (d), and paragraph 1003 of this Manual.

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

4. Security of the command official mail center is the responsibility of the individual unit commander. Command official mail centers should provide for some measure of security for official matter/correspondence during non-working hours; therefore, it is recommended that rooms/facilities serving as command official mail centers be lockable; however, this is not a requirement. Keys to the command official mail center, and after-hours access, may be maintained and controlled by the unit OMM, the assistant OMM, and the unit Officer of the Day at the discretion of the unit commander. U.S. Mail and classified matter may not be stored in the unit command official mail center under any circumstances.

5. The unit mailroom may not serve a dual purpose as the unit command official mail center, as only undelivered U.S. Mail may be stored/processed in the unit mailroom. Unit mail clerks may, however, be assigned collateral duties within the command official mail center, so long as efficiency of operations in the unit mailroom is not compromised.

6. Command official mail centers should maintain the publications, and stock sufficient supplies and equipment necessary for efficient operation. Items which might typically be found in a command official mail center are listed below:

- a. A copy of DOD 4525.8-M (DOD Official Mail Manual).
- b. A copy of MCO P5110.4 (The Marine Corps Official Mail Program)
- c. A copy of this Manual.
- d. An assortment of official envelopes in appropriate sizes and sufficient quantities to meet the unit's official mailing requirements. Mid-sized and larger envelopes should be on hand for use in consolidated mailings. Padded and/or reinforced envelopes should be maintained for mailing awards and other odd-shaped or fragile items.
- e. An assortment of U.S. Postal Service approved packaging tapes, brown wrapping paper, boxes, and mailing tubes, as considered appropriate to the individual needs of the command.
- f. A supply of empty guard mail envelopes.
- g. A supply of adhesive address labels which have been pre-addressed with the command's official return address, as well as a supply of labels which have been pre-addressed to those activities, agencies, and other official correspondents to whom official mailings are commonly sent.
- h. Any other administrative, packaging, postal-related supplies considered appropriate by the unit commander and his appointed unit OMM.

4003. POSTAGE METERING OF OFFICIAL MAIL. The Consolidated Postal System processes all outgoing official mail through an official postage meter machine, to affix the proper amount of postage before entry into the U.S. Postal System. Therefore, all outgoing official matter that has been submitted to and processed at the unit command mail center, will be either delivered to the serving military post office or to the Official Mail Section at the rear entrance of the Consolidated Postal System (Bldg 820) for acceptance, processing, and dispatch. Official mail will not be deposited into mail collection boxes. Official mail found deposited in mail collection boxes, will be returned to the Official Mail Manager of the originating command/activity without action.

4004. OFFICIAL MAIL ADDRESSING STANDARDS

1. To ensure compatibility with USPS automation requirements and per MCO 5110.5D, all addresses on official mail will be typed or printed by other mechanical means (computer generated address labels are acceptable) in upper case letters and will contain no punctuation except for the hyphen in the zip + 4 code. Rubber stamped impressions are not readable by USPS automated equipment and will not be used by commands while in garrison. This applies to both the delivery and the return addresses. Handwritten or rubber stamped addresses are only authorized for commands actively involved in hostilities or field exercises when there is no other means

available to mechanically print the addresses. Official mail addresses (both delivery and return) will be limited to five lines, formatted with a uniform left margin, and limited to a maximum of 47 characters per line, including spaces; except for the "Name of Activity Line" (third from the bottom) which is limited to 40. Delivery addresses will conform to the requirements outlined above and be in the following format:

XXXXXXXXXXXXXXXXXXXX	TITLE OF OFFICIAL IN CHARGE
ATTN	OPTIONAL LINE
XXXXXXXXXXXXXXXXXXXX	NAME OF ACTIVITY LINE
STREET ADDRESS OR BOX	DELIVERY ADDRESS LINE
CITY STATE ZIP+4 CODE	LAST LINE

a. The official mailing addresses depicted in reference b consist of up to five lines of information formatted in accordance with USPS requirements. Many of the official mailing addresses contain an optional "Attention" line which will be used and modified as necessary by different staff sections, offices, or activities within a particular command (except those issued a separate address) to assist in mail sorting/distribution within that command's mailroom and command mail center. When using the "Attention" line, conform with the requirements described above (i.e.. 47 characters per line, etc.). The information contained in lines three, four, and five have been programmed into the USPS's automated equipment for sorting purposes and must not be modified whatsoever from that which is shown in the references.

2. All personnel responsible for addressing official mail will refer to the Standard Navy Distribution List (Part 1), the catalog of Navy Shore Activity Address Directory of Post Offices, the Department of Defense Activity Address Directory, reference (g), MCO 5110.5D and for the correct addressing of official mail matter. All addresses must include a correct zip code. Four digit add-ons will be used when sending official mail to Marine Corps addresses or when otherwise known.

4005. USE OF SPECIAL POSTAL SERVICES. The use of special postal services shall be strictly limited to those instances when their use is required by law, Department of Defense (DOD) instructions, Marine Corps directives, and this Manual, or when specifically authorized in writing by the Commandant of the Marine Corps (MHP-50). Extra fees are charged for the use of these special postal services; therefore, they shall not be used as a matter of convenience or for those mailings which do not qualify for their use. The Installation Official Mail Manager shall determine final eligibility for use. Special postal services authorized for use with official mail are registered, certified, and numbered insured mail; return receipts; restricted delivery; and certificates of mailing. Authorized users of official mail should consult references (b) and (c), and their unit Official Mail Manager, for detailed information regarding the authorized uses of these special postal services. When presenting official mail matter requiring a special postal service, a

copy of the order or directive stating that the item is required to have this service must accompany the article to the Post Office.

4006. BUSINESS REPLY MAIL (BRM)

1. When an official return response is required by a command corresponding with a non-DOD organization/activity, use of a business reply envelope or card may be appropriate. Use of BRM is only authorized for official replies/responses to a command and only for matters relating exclusively to command or U.S. Government business. BRM is not authorized for personal use or to obtain replies/responses from other DOD organizations/activities. DOD activities can return such replies at their own expense through official mail channels, saving the U.S. Government any BRM surcharges and accounting fees. Further, the use of pre-metered or self-addressed stamped envelopes for reply purposes is not authorized on official mail, since the postage placed on the reply envelope or card would be spent, whether or not the reply was returned.

2. The following general guidance on business reply formats is provided:

a. The "Business Reply Mail" format is for use on letter-size envelopes, self-mailers, and cards that exceed the maximum postcard size.

b. The "Business Reply Card" format is used for all cards that are postcard size.

3. Commands using BRM shall order their stocks through the Defense Printing Service using DD Form 844. The BRM permit number of the serving military postal activity shall be preprinted on all official BRM envelopes and cards. Further, the official mailing address of the user command shall be preprinted on each envelope/card, per the official mail addressing standards outlined in references (b) and (c). Coordination shall be made with the Consolidated Postal Officer (Operations) to ensure all content, format, and addressing requirements are strictly adhered to prior to ordering BRM envelopes/cards.

4007. PREPARATION AND ENDORSEMENT

1. All personnel responsible for the preparation and handling of official mail will ensure that official mail matter is prepared in accordance with the instructions and regulations established by references (d), (g), and this Manual.

2. It is the responsibility of the originator/sender to specify the class of mail desired/required and request necessary special postal service(s), so that the official mailing may be appropriately endorsed at the post office.

4008. OFFICIAL MAIL COST CONTROL MEASURES

1. DOD and HQMC policy requires that official mailing costs be kept to the minimum necessary to conduct essential government business. Prior to 1 October 1992, all official mail expenditures were funded by HQMC without limit, or any tangible incentive to limit postage expenditures at the installation level. With decentralization of the postal budget in FY-93, however, HQMC has provided each installation commander with a "fixed" annual postal budget which must be effectively managed and efficiently utilized. There is no longer "unlimited" funding available for use in the administration of this installation's official mail program. It is incumbent, therefore, upon all authorized users of official mail, to become active participants in the installation's Official Mail Cost Control Program (OMCCP) by limiting the use of official mail to those mailings which are necessary to conduct essential government business, and actively seeking ways in which to reduce overall postage expenditures.

2. DOD 4525.8-M and MCO P5110.4 list numerous official mail cost saving measures and "helpful hints" for reducing postage costs. Official mail cost control measures include:

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

b. Ensure that alternate forms of official correspondence distribution (Fax, guard mail, courier service, E-mail, etc.) are being utilized to the greatest extent possible to reduce official mailing costs.

c. Ensure all outgoing official mailings are enclosed in the smallest envelope possible to reduce mailing costs; and that they are properly, adequately, and securely packaged to prevent loss of or damage to the contents.

d. Ensure all outgoing official mailings destined for the same address/ location are consolidated to the greatest extent possible at the unit command mail center to reduce official mailing costs.

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

3. Official mail cost saving measures outlined in references (b) and (c), and this Manual will be fully enforced by the CPSOMM. To enforce

compliance, the CPSOMM and appointed unit OMM's may open for inspection, any unclassified article or matter submitted for acceptance as official mail, if that matter or article is suspected of failing to comply with the regulations established for the use of official mail.

4009. ACCOUNTING FOR POSTAGE EXPENDITURES. The DOD Official mail program is based on a positive accountability system for postage costs.

1. Positive accountability for all official mail may be determined by official postage meters, express mail account numbers, permit imprints on official mail postage stamps.
2. As required by paragraph B.12, chapter 2 of reference (d) the Consolidated Postal System shall provide official mail support on a non reimbursable basis for all DOD tenant agencies who use less than \$10,000.00 in postage and fees annually.
3. The Consolidated Postal Officer will conduct quarterly surveys of mailing to determine the current level of support being provided to tenant agencies. When a tenant organization's official mailings have exceeded the \$10,000.00 limit, such notification will be made to the tenants and procedures for that agency to assume responsibility for its own postage expenditures will be coordinated.
4. Reports of official postage expenditures shall be made in accordance with references (b) and (d).
5. Acceptance and treatment of matter presented as official mail shall be in compliance with current USPS packing, wrapping and labeling requirements and in compliance with the applicable portions of references (b) and (d).

SOP FOR POSTAL AFFAIRS

CHAPTER 5

AUDITS AND INSPECTIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	5000	5-3
AUDITS AND INSPECTIONS OF MILITARY POST OFFICES	5001	5-3
GENERAL AUDIT RULES	5002	5-4
INSPECTIONS	5003	5-6
MAILROOM INSPECTIONS	5004	5-7

SOP FOR POSTAL AFFAIRS

CHAPTER 5

AUDITS AND INSPECTIONS

5000. PURPOSE. Postal audits and inspections are conducted to protect government interests and to ensure that all government property and monies are present or accounted for, and that such property and monies are being protected, utilized, and disposed of in accordance with current regulations. They are also conducted to ensure that the organization providing the service operates efficiently and without delay, that personnel are familiar with and adhere to regulations, and that any irregularities which may exist are corrected.

5001. AUDITS AND INSPECTIONS OF MILITARY POST OFFICES

1. Per the provisions outlined in reference (a), the Consolidated Postal Officer or a properly designated inspector will conduct an unannounced inspection and audit of accountable postal effects and monies, including stamp fixed credit, money order funds and money orders, and verify the accuracy of all administrative records. The audit shall cover all business transacted since submission of the last report of Inspection of Postal Clerk's Accounts.

2. Audits and inspections of the COPE and Military Post Offices shall be conducted at no set time and without prior notice to Military Postal Clerks or other personnel having custody of postal funds. Officers conducting audits and inspections shall be familiar with the sources of information and instructions contained in DOD 4525.6-M and this Manual.

3. Care shall be taken that inspections are strict, thorough, and accurate since the performance of the inspection may result in the discovery of irregularities and embezzlement by postal personnel.

4. Additional audits and inspections of Military Post Offices may be ordered when it is considered necessary or desirable.

5. Military postal clerks in charge of unit post offices will conduct unannounced audits of postal clerks' accounts. Audits will be recorded on PS Form 3368 (Fixed Credit Inventory Record). Audit work sheets shall be retained for review by the Consolidated Postal Officer or his assistant until the next regular audit and inspection and then destroyed. Overages and shortages that are not within the established tolerance standards will be immediately reported to the Consolidated Postal Officer (Attn: PFO).

6. Military postal clerks in charge will immediately notify the PFO of any overages or shortages in funds derived from the daily sale of money orders.

5002. GENERAL AUDIT RULES

1. Personnel Authorized to Conduct Audits.
 - a. Postal Officer
 - b. Assistant Postal Officer
 - c. Postal Officer(s)
 - d. Postal Finance Officer (PFO)
 - e. Custodian of Postal Effects (COPE)
 - f. Inspector General (IG) Teams
 - g. Commanding General Inspection Teams
 - h. Persons whose duties are of an investigative nature, when authorized by the Commanding General or the USPS for specific purposes.
 - i. When unusual situations arise and the above personnel cannot perform an audit, refer to paragraph 1202.2 of reference (c) for additional guidance.
2. The person audited shall be present during the audit, unless prevented by sickness, absent without leave or other approved absences. In case of absence, another person shall act as a witness in that person's behalf.
3. Exchange of funds or stocks between accounts during the audit will not be allowed.
4. All change funds will be audited and a PS Form 1096 with valid signature must be present to show the amount of the change fund.
5. During the audit, account holders may not use the account to transact business of any sort. If necessary, service windows shall be closed temporarily until the audit has been completed.
6. Personnel conducting the audit shall not have had previous operating access to the account being audited.
7. Persons responsible for postal effects must show full accountability at the time of the audit.
8. Persons conducting audits of postal effects shall utilize PS Form 3294 "Report of Audit of Postal Accounts" in reporting the results of the audit.

9. Audit Schedules Under Normal Operating Conditions. The PFO and each MPO within the Consolidated Postal System will be audited at least quarterly by the Postal Officer or other designated personnel.

10. Special Audits. Special audits may be conducted:

- a. When changing COPE's or Unit NCOICs.
- b. When the accountable person is not there due to reassignment, UA, deceased, etc.
- c. When deemed appropriate by the postal officer as a result of natural catastrophes, following combat, duplicate envelope is found opened or as part of an investigation.

11. Tolerance Limits. This only applies to flexible credit accounts of window clerks conducting financial transactions with customers. The COPE's account and the filler or "main stamp stock" in possession of unit NCOICs are not allowed any tolerance. All window clerk fixed credits are limited to \$1000.00 and the tolerance for these accounts is one percent of the clerks closing balance.

12. Record of Audits

a. All audits shall be conducted using PS 3294. The auditor will retain the original, and the account holder shall retain the duplicate for monthly audits. For weekly audits, no duplicate copy shall be required but the original shall be retained with the PS Form 3368.

b. A record of audits shall be maintained on PS Form 3368 "Stamped Credit Examination Record". The person conducting the audit shall complete the PS Form 3368 at the conclusion of the audit.

13. Audit Results

a. Overages and shortages within tolerance limit listed in paragraph 5002.12 shall be carried forward to the next audit.

b. When a postal clerk has been relieved of the custody of a fixed credit, the account shall be brought into balance. Any overages and shortages shall be processed as follows:

(1) OVERAGES. At any time an audit is conducted and the working stock is over, do the following:

(a) A clerk stock overage must be done on the clerk's disk. Press Miscellaneous AIC and input 057, follow the onscreen instructions. The IRT will automatically print a PS 3544 (this is an accountable receipt). The clerk must maintain original and submit copy to the COPE. The COPE must the complete a TASS worksheet.

Note: No funds will be taken out of the stock. The stock will increase by the amount of the overage. If the overage is in cash, once AIC 057 is completed, press postage stamps and enter the amount of the overage. This will bring the clerk's cash back down to \$100.00 and the overage will be submitted with that day's business.

(b) When the main stock is over, audit all stamp stocks and change funds. If the main stock is still over, conduct AIC 057. If the overage is found in the cash portion of the account, then place the overage in AIC 068 (Cash Retain Overage).

(2) SHORTAGES. When shortages in excess of the tolerance have been detected, the accountable person shall replace the shortage, including the tolerance by doing the following:

(a) Clerk shortages shall be entered on the clerk disk by pressing the Miscellaneous AIC key and enter 767. The screen will prompt for the amount. Enter the amount and press the Total key two times. The COPE must complete a TASS worksheet. Once the shortage has been paid (same day/next business day) use AIC 367 to clear the AIC 767 entry previously made.

(b) When a Main Stock shortage occurs, audit all stamp stocks and change funds. If the shortage still exists, the responsible COPE will reimburse the main stock at this time. If the stock is short in stamps, the COPE will enter into the Control Menu and select option 7 (Maintain Stamp Stock). Next, select option 4 (Enter Form 3958). Next, select option 7 (Stock Shortage) and follow the on screen instructions.

(c) If the accountable person refuses to replace the shortage, or if criminal intent is suspected, follow the procedures as outlined in Chapter 14, paragraph 1403 of reference (c).

5003. INSPECTIONS

1. MPO Inspections. Inspect military post offices on a monthly basis to determine if they are performing their mission in an effective and efficient manner per established USPS, DoD and United States Marine Corps regulations. Inspections shall also measure the unit's responsiveness to problem areas and corrective action taken on previously noted irregularities and deficiencies.

2. Focus. Focus inspections equally on three primary functional areas: finance, operations, and service. The scope of the inspection shall cover all aspects of the inspection checklist including audits.

3. Functional Area Inspections. Inspect postal functional areas on a quarterly basis. These inspections are official evaluations used to identify and help correct deficiencies.

4. Minimum Inspection Requirements. MPOs will be inspected, at a minimum, on a monthly basis. The inspector will audit the main stamp stock and vending stamp stock, the registry section, and the accountable mail section. A change of custody of COPEs may reflect a monthly inspection with the complete inspection checklist being conducted.

5. Documentation.

a. The inspector and the SNCOIC of the MPO/Functional Area being inspected shall sign, date and keep a copy of the inspection report on file.

b. Corrective action reports will be submitted when applicable.

c. All inspection reports will be submitted for the postal officer's review.

d. The senior inspector will submit a copy of all quarterly inspections to the CG MCB Inspectors Office.

5004. MAILROOM INSPECTIONS

1. The Consolidated Postal Officer or his designated representative will inspect all established mailrooms on Okinawa at least quarterly. The inspection results shall be reported to the unit commanding officer via that officer's major command headquarters (Inspector).

2. Unit mailrooms will be rated as either mission capable or non-mission capable. Each mailroom will be evaluated on its own merits and marked accordingly. All reports of mailroom inspections shall be reviewed and the evaluation approved by the Consolidated Postal Officer or his designated representative.

3. If available, the unit commanding officer will be briefed by the Postal Inspector immediately upon completion of all inspections. The executive officer, adjutant, or unit postal officer will be briefed if the commanding officer is not available. The commanding officer or executive officer will be briefed on all inspections resulting in a rating of Non-Mission capable, unless both are unavailable due to TAD, leave, etc.. If necessary, the Postal Inspector will make an appointment to conduct this brief at the earliest time after the inspection.

4. Commanding officers shall submit a report of corrective action taken on all discrepancies noted when the inspection results in a rating of Non-Mission Capable. Commanding officers will submit the report of corrective action to their respective major command headquarters (Inspector) with a copy to the Consolidated Postal System Officer, not later than 30 working days after the date of receipt of the inspection report.

5. Non-graded, courtesy inspections may be scheduled for those units returning from extended deployments by contacting the Consolidated Postal System Officer (Postal Inspector). These courtesy inspections will not normally be offered to non-deploying units.

SOP FOR POSTAL AFFAIRS

CHAPTER 6

POSTAL LOSSES AND OFFENSES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	6000	6-3
DEFINITION	6001	6-3
NOTIFICATION UPON DISCOVERY	6002	6-4
INVESTIGATIVE ACTION	6003	6-4
SUBMISSION OF DOCUMENTS	6004	6-4
PUNITIVE ACTION	6005	6-5

SOP FOR POSTAL AFFAIRS

CHAPTER 6

POSTAL LOSSES AND OFFENSES

6000. GENERAL. The proper use of postal effects and supplies, and the protection and timely transmission of mail are essential elements of an effective and efficient postal system. The administration of the Consolidated Military Post Office must focus on maintaining these elements in accordance with the USPS/DOD Postal Agreement and with service standards established by the DOD. Any incident of known or suspected postal offenses or losses shall be investigated in the most vigorous and expeditious manner.

6001. DEFINITION

1. Postal offenses are occurrences which violate laws, agreements, or USPS and DOD regulations, and that jeopardize the security of mail, postal effects and other USPS/DOD property. These offenses include, but are not limited to the following:

a. Theft, destruction, manipulation, misappropriation, or embezzlement of postal funds, blank money orders, money order imprinters, mail keys, stamps, and stamped paper, including meter postage or postmarking devices.

b. Altering, counterfeiting, forging, or fraudulently passing money aiders and other postal paper.

c. Mailing of illegal drugs, pornographic, or other prohibited matter.

d. Loss, theft, rifling, delay, damage or destruction, wrongful delivery, or interception of mail while under the jurisdiction or custody of the Military Postal Service at all levels.

e. Alteration, destruction, or other unauthorized disposition of postal records.

f. Use of mails to defraud.

g. Robbery, burglary, or forceful entry of military postal activities or USPS facilities located on military installations operated by military personnel.

h. Abuse or unauthorized use of MPO privileges.

i. Misuses of DOD official indicia, stamps, and postage meters.

2. Postal losses, such as shortages in stamp stock accounts when immediate restitution is made, missing money order vouchers, etc., discovered during the course of normal events or routine audits are not required to be reported as a postal offense unless criminal intent is suspected.

6002. NOTIFICATION UPON DISCOVERY. Upon discovery of a confirmed or suspected postal offense, or of any irregularity pertaining to the mail, mail equipment, mail keys, money order forms or postal funds which are in military custody for transmission, delivery, or use; the following action shall be taken:

1. Any person making such discovery shall immediately inform the commanding officer, who shall telephonically notify the Consolidated Postal Officer. Personnel discovering such offenses should be instructed not to report suspected violations to mail clerks/orderlies or postal clerks as this procedure may forewarn the individual responsible for the violation and hinder any subsequent investigative efforts.
2. Certain incidents as outlined in reference (c), chapter 14 require an immediate message be sent to the Executive Director, Military Postal Service Agency (MPSA). It is of utmost importance that all known and suspected irregularities be reported to this Headquarters (Consolidated Postal System) without delay.
3. In the event that a post office or mailroom is discovered unsecured, the person making the discovery shall immediately isolate the area, permitting no one to compromise the area by entering therein until the arrival of the Consolidated Postal Officer/Unit Postal Officer or their representative, as appropriate.

6003. INVESTIGATIVE ACTION

1. Upon being notified, the Postal Officer of Consolidated Postal System, or a direct representative, will make a determination whether investigative assistance is required or if investigative action should be initiated by the activity concerned.
2. In the event investigative assistance is required, the Consolidated Postal Officer will initiate action to obtain such assistance from the appropriate investigative agency.

6004. SUBMISSION OF DOCUMENTS. Commanding Officers will ensure that two copies of all pertinent documents concerning postal violations and investigations are immediately forwarded to the Postal Officer, Consolidated Postal System. Such documents will include, but are not limited to, correspondence pertaining to the incident, reports of investigation, final disposition of the case and, when applicable, a report of disciplinary action taken against the offender(s).

6005. PUNITIVE ACTION

1. The following information has been extracted from the table of Maximum Punishments, Manual for Courts Martial, U.S. 1984, for the purpose of impressing upon all members of this command the severity of punishments that may be imposed for offenses against the mails:

a. Article 134 UCMJ

b. Offenses: wrongly taking, opening, abstracting, 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 mails.

c. Punishments: Dishonorable discharge, forfeiture of all pay and allowances and confinement at hard labor not to exceed five years.

2. In addition, personnel committing offenses against the U.S. Mails are subject to prosecution for violation of Title 18 U.S. Code and may be prosecuted by Federal courts.

SOP FOR POSTAL AFFAIRS

CHAPTER 7

MAILROOM OPERATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	7000	7-3
MAILROOMS	7001	7-3
SECURITY/ACCESS TO THE MAILROOM	7002	7-5
MAILROOM KEYS/COMBINATIONS	7003	7-5
DEFINITION OF A MAIL CLERK	7004	7-8
DEFINITION OF A MAIL ORDERLY	7005	7-8
APPOINTMENT OF MAIL CLERKS/ORDERLIES	7006	7-8
TRAINING OF UNIT MAIL CLERKS/ORDERLIES	7007	7-9
RELIEF/REVOCAION OF UNIT MAIL CLERKS ORDERLIES	7008	7-10
RESPONSIBILITIES OF UNIT MAIL CLERKS	7009	7-10
RESPONSIBILITIES OF UNIT MAIL ORDERLIES	7010	7-13
SECURITY AND TRANSPORTATION OF MAIL, AND PROTECTION OF POSTAL RECORDS	7011	7-13
DELIVERY OF ORDINARY PERSONAL MAIL	7012	7-14
DELIVERY OF PERSONAL ACCOUNTABLE MAIL	7013	7-15
HANDLING AND DELIVERY OF OFFICIAL MAIL	7014	7-15
INSTRUCTIONS FOR THE USE OF CHANGE OF ADDRESS CARDS	7015	7-18
DIRECTORY FILE SYSTEM	7016	7-18
PROCESSING OF MAIL BY CATEGORY OF ADDRESSEE	7017	7-20

SOP FOR POSTAL AFFAIRS

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISCELLANEOUS INSTRUCTIONS	7018	7-23
PREPARATION OF MAIL TO BE RETURNED TO THE SERVICING POST OFFICE	7019	7-24

FIGURE

7-1 MAIL ORDERLY STATEMENT OF UNDERSTANDING . . .		7-25
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SOP FOR POSTAL AFFAIRS

CHAPTER 7

UNIT MAILROOM OPERATIONS

7000. GENERAL

1. The purpose of mailroom service is to provide for the prompt and efficient delivery of official, official accountable and personal mail within a unit and provide mail directory service for personnel assigned to the unit.
2. Unit mailroom service is considered an integral part of the Military Postal System in accomplishing the handling and delivery of U.S. Mail aboard this installation.

7001. UNIT MAILROOMS

1. A unit mailroom is a room, enclosure, or any other secure area which serves as a place for unit mail clerks to handle, process, and deliver mail properly and efficiently, and for the temporary storage of undeliverable mail. Unit mailrooms shall not be referred to as post offices. Unit mailrooms will be maintained by mail clerks in a neat, clean, and orderly condition at all times. Only mail, mail records, and essential supplies, equipment, and furniture will be maintained in the unit mailroom. Unit mailrooms will not be used to store personal belongings or serve as living quarters.
2. In the absence of a room or screened enclosure, anchored and lockable receptacles may be utilized for the security of mail. U.S. Mail will be retained under lock at all times during the absence of responsible mail clerks/orderlies.
3. While in garrison, establishment of unit mailrooms is restricted to those organizations/activities possessing unit diary capability. Likewise, all organizations/activities possessing unit diary capability are required to formally establish and maintain a functional unit mailroom. Any requests for exceptions to this policy must be submitted to this Headquarters (Consolidated Postal System Officer) in writing with justification for the request.
4. Under no circumstances will the unit mailroom be used for any purpose other than the processing of U.S. Mail. Guard mail, LES's, W-2's, and similar administrative correspondence will not be processed or stored in the unit mailroom or intermingled with U.S. Mail. Likewise, articles shipped through Federal Express, United Parcel Service, and other independent shipping companies are not considered U.S. Mail and will not be processed or stored in the unit mailroom.

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

a. Current copies of DOD 4525.6M, OPNAVINST 5112.6D, MCO P5110.6B, BO P5112.3B, FMFPACO P5112.1C (Not required for UDP's) and FMFPACO P3120.10C (UDP's).

b. A copy of this Manual.

c. A copy of the unit mail handling order.

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

e. A copy of all current DD Forms 285 appointing mail clerks/orderlies.

f. The signed original Mail Orderly Statement of Understanding for each appointed section mail orderly within the unit. These signed originals shall be maintained on file in the unit mailroom for two years from the date of relief/revocation of the mail orderly.

g. A copy of all weekly unannounced unit mailroom inspections conducted after the last quarterly inspection. All weekly unannounced unit mailroom inspections will be destroyed after annitated on the quarterly inspection conducted by Postal Inspectors.

h. Quarterly unit mailroom summary inspection reports conducted by the Consolidated Postal Officer or his designated Postal Inspectors during the previous six months.

i. The signed original of the Commanding Officer's current letter of authorization to receipt for and open all official to include accountable mail addressed to the commanding officer. All previous letters of authorization will be considered voided or superseded by the current letter and will be maintained on file in the unit mailroom for two years. A battalion-sized unit mailroom shall maintain on file a letter of authorization published by the battalion commander and separate letters of authorization for each of the company commanders whose units do not operate a separate unit mailroom.

j. Yellow copy of the PS Form 3883 received from the serving post office. The white copy of the units PS Form 3883 that is used to record delivery of official accountable mail to an authorized agent only. PS Forms 3883 will be held in the unit mailroom for two years and then destroyed. The unit mailroom may utilize a PS Form 3883 book to record delivery of official accountable mail instead of the PS Form 3883 form.

k. Mail Directory File Card will be maintained for each individual currently assigned to the unit as required by MCO P5110.6B CH 6 and DOD 4525.6-M.

l. Copies of unit diaries and other source documents (i.e.. morning reports) used during the previous six months to maintain the Directory File Cards. Units utilizing MOL must have six months of MOL unit morning reports that reflect the status on personnel that are TAD, leave, personnel checking in and personnel checking out.

m. Leave papers for personnel currently in a leave status. Leave papers will be attached to each individuals mail until their return from leave status.

n. The mailroom key control log.

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

7002. SECURITY/ACCESS TO THE UNIT MAILROOM

1. The space identified for use as the unit mailroom must provide for adequate security of U.S. Mail and associated postal records. All unit mailrooms shall be constructed in accordance with the criteria established in DOD 4525.6-M Ch 13.6 and MCO P5110.6B CH 3.

2. The only personnel authorized to enter the unit mailroom are the commanding officer, executive officer, unit postal officer, unit assistant postal officer, unit mail clerks, postal inspector and supervised working parties in the presence of a unit mail clerk. Working parties shall be closely supervised while in the unit mailroom. Section mail orderlies are not allowed access to the unit mailroom. Spouses, children or other family members of authorized mailroom personnel are also not allowed in the Unit Mailroom.

7003. MAILROOM KEYS/COMBINATIONS. In order to preserve the security of U.S. Mail and postal records contained in the unit mailroom, it is vital that control of, and access to, mailroom keys or combinations be strictly and absolutely controlled. Unit postal officers shall be responsible for controlling all keys or combinations to the unit mailroom, as outlined in the following:

1. Use of combination style locks on unit mailrooms, while authorized, is not recommended as it is impossible to know with any certainty, whether the combination to such a lock has been compromised. If a combination lock is used, only one individual (The primary mail clerk) may have knowledge of the combination. This is considered critical to proper security of the unit mailroom. A written record of this combination must be carefully sealed in an envelope and maintained by the unit postal officer in the same manner as described below for duplicate

mailroom keys. No other written record of this combination may be made. Unit mailroom combinations must be changed upon the following occasions:

- a. Assignment of a new primary mail clerk, even on a temporary basis,
- b. Whenever the combination is known or suspected to have been compromised,
- c. Whenever the "duplicate" combination is used to open the unit mailroom,
- d. At least every six months,
- e. Whenever the unit commander or unit postal officer may so direct.

2. If keyed locking devices are used, no more than two keys for each lock on the unit mailroom door shall be made/maintained, and no other "master key" may open the unit mailroom. Unit mailroom keys shall be strictly controlled in accordance with references MCO P5110.6M 3002 and DOD 4525.6M C15.10.6.

a. The original key shall be issued to the primary mail clerk, who shall maintain strict control of this key and allow no one to have access to it at any time. Only the commanding officer, executive officer, unit postal officer, assistant unit postal officer, and the unit's appointed mail clerks shall be authorized to sign for, or have access to, the key to the unit mailroom. Other personnel, including section mail orderlies, are not authorized to sign for, or have access to, the unit mailroom key for any reason. A key log shall be maintained to keep track of initial unit mailroom key assignment, and all changes of custody of the unit mailroom key between authorized personnel. An entry shall be made in this key log each time custody of the key changes for any purpose or any length of time. Unit mailroom key logs will be maintained in the unit mailroom and will contain the following information at a minimum:

- (1) Date and time of assignment or change of key custody,
- (2) Printed name and legible payroll signature of the individual accepting custody of the key,
- (3) Billet title of the individual accepting custody of the key,
- (4) DD Form 285 Card Number (if applicable),
- (5) Initials of the individual who is relinquishing custody of the key,
- (6) Initials of the supervisor authorizing the change of custody. The only personnel who may authorize changes of unit mailroom

key custody between mail clerks are the unit postal officer, unit assistant postal officer, executive officer, and commanding officer.

b. The duplicate key (or combination, as appropriate) shall be sealed inside a separate envelope or PS Form 3977 (Duplicate Key Envelope) and kept secured in a safe controlled by the unit postal officer and unit assistant postal officer. Supplies of PS Form 3977 are available through the serving military post office at no cost to the unit. If PS Form 3977 is unavailable, a standard envelope may be used.

(1) Window envelopes shall not be used.

(2) Envelopes must be of a design quality that will prevent undetected tampering along any seam without noticeable damage, and cellophane tape must be placed along each seam of the envelope to include the back flap, once the combination or key is sealed inside.

(3) Envelopes must be of a thickness that will prevent combinations from being read through the envelopes themselves.

c. When sealing duplicate keys or combinations inside PS Form 3977 or other envelope, two party integrity must be maintained at all times. The two personnel who actually seal the key or combination inside the envelope shall sign across the back flap once the envelope is sealed, making sure the edge of the sealed flap bisects the entire length of their signatures. Cellophane tape will then be placed on top of the two signatures, the entire length of the sealed flap seam, and along all other seams of the envelope to prevent tampering. Only the unit commander, executive officer, unit postal officer, unit assistant postal officer, and unit mail clerks are authorized to seal unit mailroom keys and combinations inside envelopes; and at least one of these must be either the commanding officer, executive officer, unit postal officer, or unit assistant postal officer.

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

e. Whenever any unit mailroom key or combination is lost or otherwise compromised, the lock/combination must be changed immediately to prevent possible unauthorized access to the unit mailroom.

7004. DEFINITION OF A MAIL CLERK

1. A mail clerk is an individual appointed by the unit Postal Officer or Assistant Postal Officer to receive, process, and deliver incoming and outgoing mail and to perform directory service at the unit mailroom.

2. Unit mail clerks are not considered as military postal clerks and will not be referred to as such, or classified with MOS 0161.
3. Unit mail clerks are not authorized to transact official postal financial business.

7005. DEFINITION OF A MAIL ORDERLY. A mail orderly is an individual assigned by a section and appointed by the unit Postal Officer or Assistant Postal Officer to handle and deliver incoming mail for his/her section.

7006. APPOINTMENT OF MAIL CLERKS/ORDERLIES

1. Unit postal officers or unit assistant postal officers will appoint no less than two mail clerks to operate their unit mailroom. At least two unit mail orderlies will be appointed for each section within the unit for the purpose of delivering mail to section personnel. All personnel appointed as unit mail clerks/orderlies must be of trustworthy and reliable character and meet all other qualifications established by DOD 4525.6M C15.3.
2. Unit Postal Officers and unit Assistant Postal Officers will use DD Form 285 and DD Form 2260 to designate all unit mail clerks/orderlies prior to their assuming mail handling duties. For the purpose of legibility and clarity of information, all DD Forms 285 and DD Forms 2260 shall be typewritten, and shall be otherwise prepared, processed, and maintained. Block 9 of all DD Forms 285 issued to unit mail clerks shall be marked and initialed by the unit Postal/Assistant Postal Officer to indicate authorization to receipt for "Personal, Except Accountable" and "Official, All Block 9 of all DD Forms 285 issued to unit mail orderlies shall be marked and initialed by the unit Postal/Assistant Postal Officer to indicate authorization to receipt for "Personal, Except Accountable" and "Official, Except Accountable." No other variations to this are authorized.
3. Personnel appointed as unit mail clerks shall not be of a transient nature. Unit Postal/Assistant Postal Officers shall make every effort to appoint personnel to these critical billets for at least 6 months to allow for maximum continuity of unit mailroom procedural experience.

7007. TRAINING OF UNIT MAIL CLERKS/ORDERLIES

1. Commanding Officers and their appointed unit Postal/Assistant Postal Officers are responsible for ensuring that all personnel appointed to serve as unit mail clerks and unit mail orderlies receive adequate training prior to assuming mail handling duties. Additionally, commanders must ensure that supplemental or remedial training is provided, as necessary, to ensure they maintain or improve their proficiency.

2. Immediately upon appointment, but prior to assuming mail handling duties, all personnel appointed to serve as unit mail clerks shall be required to attend the Unit Mail Clerk Indoctrination Course taught each month by a postal inspector holding the MOS 0161. This course of instruction is designed to teach the basic duties and responsibilities of unit mail clerks, the requirements/procedures of operating a unit mailroom and providing efficient unit mailroom service. Newly appointed unit postal officers and unit assistant postal officers are strongly encouraged to attend this class immediately upon appointment to gain a basic knowledge of unit mailroom operations and the duties of their appointed unit mail clerks. Attendance of this class by unit mail clerks, although mandatory, does not relieve commanding officers of the responsibility for ensuring that all appointed unit mail clerks are thoroughly familiar with their assigned duties. To schedule unit mail clerks for attendance in the Unit Mail Clerk Indoctrination Course, unit Postal/Assistant Postal Officers must contact the Consolidated Postal Officer (Postal Inspector Section).

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

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

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

c. The signed original Mail Orderly Statement of Understanding for all appointed unit mail orderlies shall be maintained on file in the unit mailroom for two years from the individual's date of relief/revocation as a unit mail orderly, and then destroyed.

d. Each newly appointed unit mail orderly shall be provided with a second copy of the Mail Orderly Statement of Understanding at the completion of the unit postal officer's brief. Unit mail orderlies should be strongly encouraged to retain this second copy for use as a guide in the daily performance of their duties.

7008. RELIEF/REVOCAION OF UNIT MAIL CLERKS/ORDERLIES

1. Upon revocation or relief of an appointed unit mail clerk, the effective date of relief/revocation shall be entered onto the DD Form 2260 (Unit Mail Clerk/Orderly Appointment Log) and all copies of the DD Form 285, except the serving post office copy, shall be recovered and destroyed by the unit Postal/Assistant Postal Officer. The unit Postal/Assistant Postal Officer shall then immediately notify the units servicing post office by submitting a revocation sheet. All DD Forms 2260 shall be retained for 2 years after the last entry on the log has been revoked.
2. Upon revocation or relief of an appointed unit mail orderly, the effective date of relief/revocation shall be entered onto the DD Form 2260 and all copies of the DD Form 285 shall be recovered and destroyed by the unit Postal/Assistant Postal Officer. There is no requirement to notify the Consolidated Postal Officer of the relief/revocation of unit mail orderlies.
3. In all cases where unit mail clerks/orderlies are relieved/revoked for cause or due to an incident or offense which would constitute a breach of integrity or would otherwise cast doubt upon their trustworthiness, commanders must document such revocation on the administrative remarks page of the individual's service record. Such information will prove useful to future commanders and ensure that the individual is not assigned to duties involving mail handling/processing in the future. An example of such an entry is shown in the following:

"Date: Relieved from all duties as a Unit Mail Clerk for cause this date. This action is taken as a result of NJP on 950113 for violation of Article 121, UCMJ. DOD 4525.6-M, which prohibits the assignment of personnel of questionable integrity to duties involving mail handling/processing."

7009. RESPONSIBILITIES OF UNIT MAIL CLERKS. Unit mail clerks shall be responsible for the daily operation of the unit mailroom. They shall ensure that the unit mailroom functions efficiently and is operated and maintained in strict compliance with all applicable directives. Specific duties and responsibilities of unit mail clerks are contained in references (a) and (e). Responsibilities of unit mail clerks will include, but are not limited to, the following:

1. Thoroughly familiarize themselves with all applicable references pertaining to their duties and those of the unit's appointed unit mail orderlies.
2. Keep the unit Postal/Assistant Postal Officer advised and informed on all matters affecting the efficient and proper operation of the unit mailroom.

3. Attend the Unit Mail Clerk Indoctrination Course immediately upon appointment and prior to assuming or participating in any mail handling duties.
4. Ensure that access to the unit mailroom is strictly limited to those personnel listed in paragraph 7002 of this Manual, and that all personnel who enter the unit mailroom are properly identified and closely supervised.
5. Maintain strict and absolute control/accountability of the original key (or combination, if applicable) to the unit mailroom, and allow no one to have access to the key/combination for any purpose, unless authorized by paragraph 7003 of this Manual.
6. Ensure that all changes of custody of the original unit mailroom key are properly logged into the unit mailroom key control log as required by paragraph 7003 of this Manual
7. Unit mail clerks must ensure that they have their DD Form 285 (Mail Clerk Appointment Card) and military ID card in their possession at all times when performing mail handling duties. If the unit mail clerk's DD Form 285 becomes lost, stolen, or unserviceable, this fact shall be reported to the unit Postal/Assistant Postal Officer immediately. Unit mail clerks must never allow other individuals to have access to their DD Form 285 for any purpose.
8. Report to the unit's serving military post office every workday to receipt for mail for the unit. Hours for mail call at military post offices shall be established by the Consolidated Postal Officer and posted at each postal facility.
9. Handle all official and official accountable mail in a safe and secure manner at all times, and ensure prompt, efficient, and proper processing and delivery in strict compliance with applicable directives and paragraph 7014 of this Manual.
10. Handle all personal mail in a safe and secure manner at all times, and ensure prompt, efficient, and proper processing and delivery is in strict compliance with applicable directives, MCO P5110.6B, and this Manual.
11. Maintain a Mail Orderly Receipt Log to include the following information:
 - a. Date and time section unit mail orderlies received mail for the section.
 - b. DD Form 285 card numbers and signatures of each unit mail orderly who receives mail for the section each day.

- c. The section for which the unit mail orderly is receiving mail.
 - d. If mail is not delivered to a section within the unit (except on weekends, holidays, and other non-work days) due to the unit mail orderly's failure to pick up mail, the unit mail clerk shall indicate this by writing no pick up on the Unit Mail Orderly Receipt Log and immediately notify the unit Postal/Assistant Postal Officer by the end of the work day.
12. Immediately date stamp all mail prior to section sortation. Ensure only the reverse (non-address) side is date stamped.
 13. Check the date stamped on the back of all mail being returned to the unit mailroom to determine if orderlies for the sections are retaining mail outside the mailroom overnight. When it is determined that mail is being wrongfully retained overnight by the unit mail orderlies, the unit mail clerk will immediately back stamp each piece with the current date and notify the unit Postal/Assistant Postal Officer so that appropriate action can be taken.
 14. Ensure that all personnel checking into the unit properly fill out two (2) change of address cards (OPNAV 5110/5). One change of address card is forwarded to the Consolidated Post System (Bldg #820) located on Camp Kinser and the other change of address card is addressed to the unit the individual came from. When personnel are checking out of the command, one change of address card is filled out and addressed to the individuals next command.
 15. Maintain an accountable mail log using PS Form 3883 (Accountable Mail Delivery Book) recording all accountable mail received from the post office and to whom the accountable mail was delivered. Instructions and regulations established by Chapter 4 for maintaining the Accountable Mail Log will be followed.
 16. Return undeliverable official accountable mail to the servicing post office before the close of business on the same day as received. Official accountable mail will not be retained overnight in the unit mailroom.
 17. Deliver PS Form 3849 (Delivery Notice or Receipt of Accountable Mail) to mail orderlies and return undeliverable PS Forms 3849 to the servicing post office with the reason for nondelivery (e.g., leave TAD, transferred, UA, etc.)
 18. Ensure that DD Form 1115 (Mailroom No Admittance) is completed to show the hours of operation and an example of a correct mailing address for the command. The DD Form 1115 is attached to the outside of the unit mailroom door.

19. Keep the Mail Directory File Cards current by promptly recording all changes in personnel status affecting mail delivery. Unit diaries, morning reports, or MOL unit morning reports are to be screened on a daily basis for information affecting mail delivery. Orders, rosters, change of address cards, check in/out sheets, leave papers, and other legitimate sources of information may be used as source documents for keeping the Mail Directory File Cards current.

20. Immediately report any known or suspected postal offenses and irregularities to the unit Postal Officer, Assistant Postal Officer or the Commanding Officer.

7010. RESPONSIBILITIES OF UNIT MAIL ORDERLIES Mail orderlies serve as the final echelon of the Military Postal Service and shall be responsible for the prompt, efficient, and proper delivery of all mail addressed to the members of their specific work section. Specific duties and responsibilities of unit mail orderlies are listed in the Unit Mail Orderly Statement of Understanding. (paragraph 7007.3).

7011. SECURITY AND TRANSPORTATION OF MAIL, AND PROTECTION OF POSTAL RECORDS

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

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

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

c. Never transport mail in a privately-owned vehicle (POV) except in emergency situations with specific, prior approval of the Postal Officer at the Consolidated Postal System on Camp Kinser and then they are required to travel, in the most direct route possible, between the servicing post office and the unit mailroom.

2. Mail shall be transported in a lockable, closed bodied or covered vehicle if at all possible. If such a vehicle is unavailable and mail must be transported in an open vehicle, the unit mail clerk/orderly shall ride in the open back of the vehicle with the mail to ensure that none is removed by unauthorized persons or lost in transit. Unit mail clerks/orderlies shall never leave mail unattended in a vehicle or intermingle mail with personal effects or other cargo.

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

4. Mail clerks/orderlies must never violate the sanctity or private nature of U.S. Mail and postal records. Specifically, they must never:

- a. Break or allow to be broken the seal of any mail matter.
- b. Read or allow others to read magazines newspapers, or other mail matter addressed to the members of their unit/section.
- c. Remove stamps or other forms of postage from the mail entrusted to them for delivery.
- d. Make any record, written or otherwise, of any information contained on any piece of mail (originators name, return address, etc.) for any purpose.
- e. Release any information regarding mail or postal records (including personal or home addresses, names and/or addresses of correspondents, etc.) to any individual for any purpose. Unit mail clerks/orderlies shall refer all inquiries and requests for such information to their unit postal/unit assistant postal officer.

7012. DELIVERY OF ORDINARY PERSONAL MAIL

1. Unit mail clerks/orderlies will handle and deliver personal mail in compliance with MCO P5110.6B CH 4 and this Manual. Unit mail clerks/orderlies shall deliver, or attempt to deliver, all personal mail directly to the individual it is addressed to on the date of receipt. Personal mail must never be left on racks, placed under doors, in or on desks, sent through guard mail, etc. in order to effect delivery. Likewise, personal mail may not be given to the addressee's NCOIC, roommate, squad leader, or any other individual for subsequent delivery to the addressee unless that individual has been authorized by the addressee in writing to receipt for mail on his/her behalf. Proper delivery occurs when custody of a piece of personal U.S. Mail is directly passed from the hand of the appointed Unit mail Clerk/Orderly to the hand of the addressee, or to the hand of an agent which the addressee has authorized in writing to receipt for mail, and then only after the identity of the addressee/agent has been properly verified.

7013. DELIVERY OF PERSONAL ACCOUNTABLE MAIL

1. Accountable mail is express, registered, certified, and numbered-insured. Unnumbered insured articles are not considered to be "accountable" and will be handled/delivered in the same manner as ordinary mail. Unit mail clerks/orderlies are not authorized to receipt for handle, or deliver personal accountable mail; therefore, any such mail that they may inadvertently receive from the serving post office/mailroom (as appropriate) shall be immediately returned to the serving post office for proper processing and delivery to the addressee.
2. All personnel must receipt for their personal accountable mail, directly from their serving post office. Personnel in receipt of personal accountable mail will be notified by the serving post office through the use of PS Form 3849 (Notification of Personal Accountable Mail)
3. PS Forms 3849 shall be prepared by the serving post office and delivered to the unit mail clerk along with the unit's mail. PS Forms 3849 must be handled and delivered, through the addressee's section mail orderly, in the same manner as personal mail with regard to security and delivery procedures.
4. Whenever PS Forms 3849 are undeliverable by reason of the addressee being on leave, or otherwise permanently or temporarily absent from the unit, suitable notation shall be made on the reverse side of the PS Form 3849 to indicate the reason for nondelivery (e.g., "Addressee on leave until and date). The unit mail clerk will then place his legible payroll signature, DD Form 285 card number, and the current date adjacent to the reason for nondelivery and return it to the serving post office. PS Forms 3849 shall not be forwarded to transferred personnel under any circumstances.

7014. HANDLING AND DELIVERY OF OFFICIAL MAIL

1. Official mail, as defined in paragraph 4001 of this Manual, shall be handled, processed, and delivered in strict compliance with this paragraph.
2. Official mail, like personal mail, can be divided into two types; accountable and ordinary. All official mail sent or received as Express, Registered, Certified, Numbered-Insured, or Return Receipt for Merchandise is considered "accountable," and must be covered by a continuous chain of receipts until proper delivery has been effected. All other official mail is considered "ordinary."
3. For the purposes of handling/delivery, unit mail clerks/orderlies must understand that each of these two types of official mail (accountable and ordinary), is subdivided into two categories as described in the following:

a. Category 1: Official mail which, because it is addressed to an individual by their name (or rank and name) only and whose delivery address does not contain a billet/duty title, was intended for delivery to a specific individual only and must be handled and delivered in the same manner as personal mail. An example of this is a Master Brief Sheet mailed by HQMC to a specific individual. Although technically considered official mail by strict definition, it relates to the private, personal business of the addressee only and it may, therefore, be delivered directly to the addressee, or forwarded if the addressee has transferred.

b. Category 2: Official mail which, because it is addressed to a Commanding Officer or to any member of his staff/organization by their billet/duty title (or a combination of their name and billet/duty title), must be delivered directly to the unit commander or to an individual which the commanding officer has authorized in writing to receipt for such mail. Important Note: Although a piece of official mail is addressed to an individual by their billet/duty title (such as Adjutant or Supply Chief), the unit commanding officer is considered to be the true addressee, and not the individual whose billet/duty title (or name and billet/duty title) is included in the delivery address. For that reason, official mail which may be addressed to the "Facilities Chief" (for example) may not be delivered to that individual, unless he is specifically named on the commanding officer's most current letter of authorization. It must first be properly delivered to an authorized individual, at which time it will have exited the Military Postal System, lost its character as mail, and become "matter" or "correspondence." It may then be routed to the Facilities Chief.

4. Delivery of official mail shall be accomplished in strict compliance with the following:

a. For "Ordinary" Official Mail in Category 1 Above: Unit mail clerks/orderlies will ensure prompt handling and delivery, directly to the addressee or to an individual whom the addressee has authorized in writing to receipt for mail. In all cases, this official mail will be handled, delivered, and/or forwarded in exactly the same manner as personal mail.

b. For "Accountable" Official Mail in category 1 Above: Mail clerks/orderlies will ensure prompt delivery of PS Form 3849 (Notification of Personal Accountable Mail) directly to the addressee or return it to the servicing post office, as described in paragraph 7013 of this Manual, if it is undeliverable.

c. For "Ordinary" Official Mail in Category 2 Above: Unit mail clerks must ensure prompt handling and delivery of this official mail directly to the appropriate Commanding Officer or to an individual whose name is included on that Commanding Officer's most current Letter Of Authorization to receipt for such mail. Mail clerks shall require all

personnel who receipt for this type of official mail to present their valid military I.D. card to establish positive identification, and ensure the individual is listed on the Commanding Officer's most current letter of authorization, prior to delivery of the mail. Personnel who receipt for this type of official mail, shall be required to sign and date the Mail Orderly Receipt Log, as evidence of receipt. Mail orderlies are not authorized to handle or deliver this type of official mail unless they have been specifically named in the Commanding Officer's most current letter of authorization to receipt for such mail. Important Note: Once this type of official mail has been properly delivered to the commanding officer or his authorized agent (as described above) it is no longer considered "mail" and may be handled and "distributed" accordingly. Therefore, at the discretion of the unit commanding officer, it is recommended that this type of official mail be delivered in bulk to a single authorized individual each day (such as the unit official mail manager) who may open and/or make distribution as appropriate, through the unit's command mail center.

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

(1) At the servicing post office, mail clerks will sign for their unit's official accountable mail on PS Form 3883 (Accountable Mail Delivery Book), after presenting their valid military I.D. card and DD Form 285 card indicating authorization to receipt for "Official (All)".

(2) In the unit mailroom, mail clerks shall prepare this mail for delivery, by carefully and legibly listing all official accountable mail in the PS Form 3883. Instructions, regulations, and procedures established by MCO P5110.6B for completing and maintaining the PS Form 3883 shall be strictly adhered to.

(3) Unit mail clerks must ensure secure handling and prompt delivery of all official accountable mail directly to the appropriate Commanding Officer or to an individual whose name is included on that Commanding Officer's most current letter of authorization to receipt for such mail. Unit mail clerks shall require all personnel who receipt for this type of official mail to present their valid military I.D. card to establish positive identification, and ensure the individual is listed on the Commanding Officer's most current letter of authorization, prior to delivery of official accountable mail. Personnel who receipt for official accountable mail shall be required to legibly sign and date the PS Form 3883, to officially document proper delivery of each item listed therein. Unit mail orderlies are not authorized to receipt for official accountable mail, unless they have been specifically named in the

Commanding Officer's most current letter of authorization to receipt for such mail. Important Note: Once this type of official mail has been properly delivered to the Commanding Officer or his authorized agent (as described above), it is no longer considered "mail" and may be handled and "distributed" accordingly. Therefore, at the discretion of the unit Commanding Officer, it is recommended that this type of official mail be delivered in bulk to a single authorized agent each day (such as the unit official mail manager or classified material screening point) who may open and/or make distribution as appropriate through the unit's command mail center.

(4) Official accountable mail may not be retained in the unit mailroom overnight; therefore, all undeliverable official accountable mail will be returned to the servicing post office before close of business hours the same day of receipt. Whenever it becomes necessary to return undeliverable official accountable mail to the servicing post office, a continuous chain of receipts shall be maintained using PS Form 3883.

7015. INSTRUCTIONS FOR THE USE OF CHANGE OF ADDRESS CARDS

1. Commanding Officers shall require all personnel reporting in and detaching from the unit to report to the unit mailroom for the completion of postal directory records and change of address cards.
2. Unit mail clerks will ensure that all personnel reporting into and departing from the unit are advised to notify their correspondents and publishers of their new mailing address. Notifications to publishers should be made four to six weeks prior to the date of transfer.
3. Unit mail clerks will require all individuals reporting into the unit to complete two change of address cards indicating their new mailing address and date of reporting. The unit mail clerk will send one card to the individual's former command and one to the Consolidated Postal System (Directory). The unit mail clerk will also complete the initial portion of the Directory File Card.
4. Unit mail clerks will require all individuals being reassigned or transferred, to complete one change of address card indicating their new duty station and Estimated Date of Arrival (EDA). The unit mail clerk will send the change of address card to the individual's new command. The unit mail clerk will also complete the remaining sections of the individual's Directory File Card.

7016. DIRECTORY FILE SYSTEM

1. Units operating mailrooms are required to maintain a single mail directory file system in accordance with reference (e). The purpose of the Mail Directory File System is to provide information for the proper

and timely forwarding of mail for personnel attached to the unit and personnel who have transferred from the unit.

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

3. Unit mail clerks will fill out a Directory File Card on each individual checking into the activity. Each Directory File Card will record the individual's last name, first name, middle initial, grade, last four digits of their social security number, section or department, and previous mailing address. The unit diary and other sources of information will be used only as secondary sources of information.

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

5. Temporary changes in status (e.g., hospital, temporary duty away from the activity, unauthorized absence, etc.), together with the date of the change will be entered on all Directory File Cards. Upon the return of the individual to the activity, appropriate notation will be made, initialed, and dated. Leave entries are not required to be recorded. If mail is to be forwarded, a complete forwarding address will be recorded on the Directory File Card.

6. Discard dates will be recorded on all Directory File Cards of transferred personnel. Mail is to be forwarded for one year after the date of detachment date will be recorded in the space provided on the Directory File Card. The discard date will be 13 months from the date of departure with the discarding of the Directory File Card occurring during the first week of the 13th month. For example, if an individual departs the activity during October 1997, the discard date for that Directory File Card would be November 1998. TAD and student personnel attached to the activity for six months or less, will receive mail forwarding service for three months. The discard date recorded on the Directory File Card will be the fourth month from the date of departure with discarding of the Directory File Card occurring during the first week of the fourth month.

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

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

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

7017. PROCESSING OF MAIL BY CATEGORY OF ADDRESSEE

1. Transferred Personnel. Unit mail clerks will readdress mail addressed to transferred personnel by drawing a single diagonal line through the incorrect portion of the address, taking care not to obliterate the addressee's name or the original address. The unit mail clerk will write the new forwarding address on the front (address side) of the article and circle it. The forwarding address will be written in a neat and legible manner and always include the city, state, and zip code. City names will never be abbreviated. The addressee's EDA will be included on all mail being forwarded to a military address. Failure to include an EDA may cause the mail to be "Returned to Sender, Addressee Unknown." If addressee information is incomplete on the mail (e.g. first name, middle initial, last name, rank), the unit mail clerk will add the missing portions to assist in the future delivery.
2. Temporary Additional Duty (TAD). Mail for personnel who are TAD for 30 days or less will be held in the unit mailroom for safekeeping until the addressee's return, unless forwarding has been specifically requested in writing by the individual or when TAD locations are within the Okinawa area of operations. Mail for personnel who are deployed shall be processed per Chapter 9 of this Manual. The unit mailroom shall maintain official documentation showing TAD dates for all mail being held. Mail for personnel TAD in excess of 30 days will be forwarded until 2 weeks prior to the designated return date, unless the addressee has provided the unit mailroom with written instructions to hold the mail until his return.
3. Leave. Mail addressed to personnel who are on leave will be held in the unit mailroom for safekeeping until the addressees return, unless the addressee has provided the unit mailroom written instructions to forward mail. To facilitate the monitoring of leave mail, the unit mailroom will be supplied copies of all leave papers. Copies of leave papers will be held until the addressee has returned from leave and the mail properly delivered. Mail clerks must be kept informed of all authorized leave extensions.
4. Unauthorized Absence (UA)/Deserter. Mail for personnel in a UA status will be held in the unit mailroom until the addressee has returned or has been declared a deserter. If mail addressed to UA

personnel has not been claimed after 30 days, the unit mail clerk will endorse each piece "Moved, Left No Forwarding Address" along with the date, unit, and the unit mail clerk's DD Form 285 card number. All mail for that individual will then be neatly bundled and returned to the serving post office with a disposition form certifying the addressee's deserter status. This disposition form shall include a unit diary number and date. The only personnel authorized to certify the status of personnel declared as deserters are the commanding officer, executive officer, adjutant, and unit postal officer. Endorsements such as "Deserter" "AWOL," and "UA" will not be placed on the mail.

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

6. Missent. Mail inadvertently received by an organization/activity that is addressed to another organization/activity is missent mail. Missent mail shall be returned to the serving post office no later than the next working day. Missent mail will be endorsed on the reverse (non-address) side by the unit mail clerk as "MISSENT" or "M/S" along with the date, unit, and the unit mail clerk's DD Form 285 card number.

7. Deceased/Casualty Mail

a. Mail addressed to personnel who are deceased will be held in the unit mailroom pending notification of the primary next of kin (PNOK). This mail may be held as long as necessary to preclude inadvertent disclosure of casualty status prior to official notification of the PNOK. Once the commanding officer has obtained absolute verification that the PNOK has been notified, all mail being held will either returned to the sender or forwarded to the PNOK per the PNOK's wishes. This verification may be obtained by contacting the U.S. Marine Corps Casualty Section at the following telephone numbers:

Commercial: (703) 696-2069/2070
DSN: 226-2069/2070

b. After obtaining verification that the PNOK has been notified, mail addressed to deceased personnel will be neatly bundled and returned to the servicing post office along with a disposition form certifying the addressee's status, that the PNOK has been notified, and the PNOK's instructions for disposition of mail. The only personnel authorized to

sign the disposition form are the Commanding Officer, Executive Officer, Adjutant, or unit Postal Officer. If the PNOK desires that the mail be forwarded, the unit mail clerk will readdress each piece to the PNOK by drawing a single diagonal line through the incorrect portion of the address, taking care not to obliterate the addressee's name or the original address, and writing the PNOK's complete forwarding address on the front (address side) of the article and circle it. The PNOK's forwarding address will be written in a neat and legible manner and always include the city, state, and zip code.

c. The servicing post office will then forward this mail to the Consolidated Post Office where it will be processed for forwarding to the PNOK or returned to the sender, per the instructions on the attached disposition form.

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

8. Base Brig

a. Mail for personnel confined to the Joint Services Brig on Okinawa will be forwarded using the following address:

UNIT 35025
FPO AP 96373-5025

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

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

10. Hospital

a. Mail addressed to personnel who are hospitalized at Camp Lester will be forwarded using the following address:

Naval Hospital
Ward # _____ (if known)
PSC 482
FPO AP 96362

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

7018. MISCELLANEOUS INSTRUCTIONS

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

2. Letters received by unit mail clerks/orderlies that are unsealed shall be handled as follows:

a. Endorse "Received Unsealed"

b. Before delivering or forwarding, affix Label 21 "Officially Sealed, ' and initial. Label 21 can be obtained from your servicing post office.

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

4. Collect on Delivery (COD) mail inadvertently received at unit mailrooms will be returned to the servicing post office for forwarding to the Consolidated Postal System, Bldg # 820, Camp Kinser.

5. Units/sections will ensure that individuals or offices receiving misrouted mail immediately return such mail to the unit mailroom or servicing post office for proper delivery to the addressee.

6. Mail opened by mistake shall be resealed, endorsed "Opened by Mistake," signed and dated by the person opening the mail, and returned to the unit mailroom or servicing post office for forwarding to the correct addressee.

7019. PREPARATION OF MAIL TO BE RETURNED TO THE SERVICING POST OFFICE

1. Unit mail clerks will separate and bundle mail being returned to the serving post office according to the following categories:
 - a. On Base/Missent (letters and flats bundled separately)
 - b. Off Base (letters and flats bundled separately)
 - c. No Record/Moved Left No Forwarding Address (letters and flats bundled separately)
2. All mail being returned to the servicing post office will be neatly bundled with each piece facing the same direction, address side to the front.
3. Each bundle of returned mail will be bound with rubber bands and labeled or tagged to indicate the appropriate category (i.e., On Base, Off Base, and No Record).

SOP FOR POSTAL AFFAIRS

MAIL ORDERLY
STATEMENT OF UNDERSTANDING (5119)

1. GENERAL INFORMATION

a. With my appointment as a Unit Mail Orderly, I understand that I am a direct representative of the Military Postal Service and, as such, have been entrusted with the responsibilities associated with the daily handling and delivery of U.S. Mail to the members of my Section. Personnel appointed as Unit Mail Orderlies must meet strict eligibility criteria and clearly demonstrate the highest levels of trustworthiness and integrity at all times.

b. As a Unit Mail Orderly, I understand that I am legally bound to perform my duties in strict accordance with my commanding officer's unit mail handling order and this Statement of Understanding. Further, I understand that I am morally obligated to my fellow command members, to perform my duties in a highly proficient and professional manner at all times. I have been advised, therefore, and fully understand that any failure to strictly adhere to the regulations which govern the handling and delivery of U.S. Mail will not be tolerated and is punishable under Articles 92 and/or 134 or the Uniform Code of Military Justice. In addition, I understand that if I commit offenses against the U.S. Mails, I am subject to Federal prosecution under Title 18, U.S. Code.

2. SECURITY /PROTECTION OF MAIL

a. My DD Form 285 (Mail Orderly Appointment Card) is a carefully controlled item, and must at all times, be in my possession along with my military ID card when performing mail handling duties. If my DD Form 285 becomes lost, stolen, or unserviceable, I must report this fact to my Unit Postal/Assistant Postal Officer immediately. I must never allow another individual to have access to my DD Form 285 for any purpose. If I am transferred or reassigned to another section within my unit, I must report to my Unit Postal/Assistant Postal Officer to relinquish my DD Form 285 prior to the effective date of my transfer or reassignment.

b. I must handle all U.S. Mail entrusted to me in a safe and secure manner at all times. I will be held responsible for any loss or damage caused by my failure to properly handle and deliver the mail entrusted to my care. Specifically, I must:

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

Figure 7-1.--Mail Orderly SOU--

SOP FOR POSTAL AFFAIRS

(2) Carefully guard all mail in my custody against loss, theft, or damage and prevent access to the mail in my custody by unauthorized individuals. I must never leave US. mail unattended.

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

(4) I must never transport mail in a privately owned vehicle, except emergency situations with prior approval of the unit Postal Officer, and then I am required to return, in the most direct route, to my work section to effect proper delivery of all mail in my possession.

c. I must never violate the sanctity or private nature of US. Mail and postal records. Specifically, I must never:

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

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

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

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

(5) Release any information regarding mail or postal records (including personal or home addresses, names and/or addresses of correspondents, etc.) to any individual for any purpose. I will refer all inquiries and requests for such information to my unit Postal Officer.

d. I must report any known or suspected postal-related offenses to my Unit Postal Officer, Assistant Postal Officer, or Commanding Officer immediately.

3. RECEIPT OF MAIL

a. I understand that I must report to my unit mailroom every workday in accordance with the schedule published in my Commanding Officer's unit mail handling order, to receipt for incoming mail for the members of my section. If for any reason I am unable to fulfill this daily requirement, I must ensure that another appointed Unit Mail Orderly from my section does so.

Figure 7-1.--Mail Orderly SOU--Continued.

SOP FOR POSTAL AFFAIRS

b. When receipting for the mail for my section, I must carefully screen all mail received, immediately remove all missent mail, accountable mail, and any official mail whose delivery address includes a billet title, and return it to the Unit Mail Clerk prior to leaving the vicinity of the unit mailroom.

c. At the time that I accept custody of the mail each day, I must place my DD Form 285 card #, the current date, and my payroll signature on the Mail Orderly Receipt Log in a neat and legible manner, to officially certify that I have received the mail for my section and am responsible for its safe, secure, efficient, and proper handling and delivery.

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

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

4. HANDLING AND DELIVERY OF PERSONAL MAIL

a. Block 9 of my DD Form 285 has been marked and initialed to indicate "Personal, Except Accountable." This authorizes me to receipt for, handle, and deliver all forms of non-accountable personal mail addressed to the members of my section. I understand that I am not authorized to handle or deliver personal accountable mail (registered, numbered insured, certified, and express). Any personal accountable mail that I may inadvertently receive from the unit mailroom, must be returned to the unit mail clerk for subsequent return to the servicing post office.

b. I must personally deliver all non-accountable personal mail that I receive from the unit mailroom, directly to the individual it is addressed to on the same day I receive it. Personal mail must never be left on racks, under doors, in or on desks. Sent through the guard mail, etc., in order to effect delivery. Likewise, personal mail may not be given to the addressee's OIC/NCOIC, roommate, squad leader, or any individual for subsequent delivery to the addressee, unless that individual has been authorized by the addressee in writing to receipt for mail on his/her behalf. Proper delivery occurs when custody of a piece of U.S. Mail is directly passed from the hand of the appointed Unit Mail Orderly to the hand of the addressee or to the hand of an agent which the addressee has authorized in writing to receipt for mail, and then only after the identity of the addressee/agent has been properly verified.

Figure 7-1.--Mail Orderly SOU--Continued.

SOP FOR POSTAL AFFAIRS

c. I must personally deliver all PS Forms 3849 (Notification of Personal Accountable Mail) directly to the addressee as early as possible on the date I receive them. PS Forms 3849 shall be treated/handled in the same manner as personal mail with regard to security and delivery procedures.

d. Any personal mail or PS Forms 3849 which cannot be properly delivered as described above, are considered "undeliverable." As a Unit Mail Orderly, I am not authorized to retain undeliverable personal mail outside the unit mailroom overnight, therefore, all personal mail and PS Forms 3849 which cannot be personally delivered to the addressee/authorized agent, must be returned to the unit mailroom for overnight storage or forwarding as appropriate, on the same day I receive them. When returning undeliverable personal mail and PS Forms 3849 to the unit mailroom. I must provide the Unit Mail Clerk with written documentation (i.e.. post-it note or other documentation) indicating the reason for nondelivery. I must never deface any piece of mail by writing directly onto it for any reason.

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

5. HANDLING AND DELIVERY OF OFFICIAL MAIL

a. As a Unit Mail Orderly, I am only authorized to handle and deliver official mail in a limited capacity. Block 9 of my DD Form 285 has been marked and initialed to indicate "Official Except Accountable); therefore, I am authorized to receipt for, handle, and deliver ONLY those ordinary (non-accountable) forms of official mail which are addressed to the members of my section by their name (or rank and name) only. I understand that this mail, although considered to be official, must be handled and delivered in exactly the same manner as personal mail, as described in paragraph 4a through 4e above. I further understand that I am NOT AUTHORIZED to receipt for, handle, or deliver any form of official accountable mail (registered, numbered insured. or certified); or any ordinary official mail which is addressed to an individual by billet/duty title (i.e. Commanding Officer, Adjutant, Supply Chief, "Commanding Officer of," Training NCO, etc.) or by a combination of name and billet/duty title (i.e.. Admin Chief (Attn: SSGT Jones)). Any official accountable mail or official mail whose address includes a duty title that I may inadvertently receive from the unit mailroom, must be immediately returned to the Unit Mail Clerk for proper processing and delivery.

6. CERTIFICATION

a. By my signature hereon, I certify that I have read this Statement of Understanding and fully understand my duties and responsibilities as outlined herein. Further, I have been personally briefed by my Unit Postal

Figure 7-1.--Mail Orderly SOU--Continued.

SOP FOR POSTAL AFFAIRS

Officer and/or my Unit Assistant Postal Officer with regard to my duties and responsibilities, and fully understand the consequences of my failure to perform them precisely as described above. I have received a copy of this Statement of Understanding to guide me in the daily performance of my duties as a Unit Mail Orderly.

UNIT POSTAL OFFICER
PRINTED RANK/NAME

MAIL ORDERLY
PRINTED RANK/NAME

UNIT POSTAL OFFICER'S
SIGNATURE/DATE

MAIL ORDERLY'S
SIGNATURE/DATE

Figure 7-1.--Mail Orderly SOU--Continued.

SOP FOR POSTAL AFFAIRS

CHAPTER 8

MAIL BOMBS/ SUSPICIOUS MAIL

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	8000	8-3
MAIL BOMB	8001	8-3
SUSPICIOUS MAIL	8002	8-4
PRECAUTIONARY MEASURES	8003	8-5
PERSONAL DECONTAMINATION PROCEDURES	8004	8-7

SOP FOR POSTAL AFFAIRS

CHAPTER 8

MAIL BOMBS/SUSPICIOUS MAIL

8000. GENERAL. The likelihood of ever receiving a bomb in the mail is very remote. Unfortunately, a small number of explosive devices have been mailed over the years resulting in death, injury, and destruction of property. Motives for sending mail bombs are wide ranging. They are often sent for revenge, extortion, terrorism, business disputes, or other reasons. All personnel involved in mail handling duties should be trained to recognize their typical characteristics and the immediate action to take should they discover a suspected mail bomb.

8001. MAIL BOMBS

1. TYPICAL CHARACTERISTICS. A bomb can be easily enclosed in either a letter or a parcel, and its outward appearance is limited only by the imagination of the sender. They may appear to be either official or personal mail and will typically target high ranking officials; however, this is not always the case. Mail bombs may or may not exhibit one or more of the following characteristics. They may:

- a. Bare restricted endorsements such as "personal" or "private."
- b. Bare an inaccurate addressee's name and/or title.
- c. Have distorted handwriting, or the name and address may be prepared with homemade labels or cut-and-paste lettering.
- d. Have protruding wires, aluminum foil, or visible oil/grease stains.
- e. Give off an unusual smell (almonds or marzipan)
- f. Bare an excessive number of postage stamps.
- g. Have a small pin hole in the wrapping for removal of a safety wire.
- h. Exhibit springiness on one or more sides if it contains a pressure release detonating device.
- i. Feel heavier than it looks.
- j. Feel rigid or appear uneven or lopsided.
- k. Be unprofessionally wrapped with several combinations of tape.

l. Be endorsed with "Fragile," "Handle with Care," "Rush," "Do Not Delay," or similar markings.

m. Make a buzzing or ticking noise, or a sloshing sound.

2. IMMEDIATE ACTION. Remember that the likelihood of ever receiving a bomb in the mail is very remote; however, if you have sufficient reason to believe that a letter or parcel may contain an explosive device, follow the steps listed below. DO NOT take a chance or worry about possible embarrassment if the item turns out to be innocent. Upon discovery of a suspected mail bomb:

a. Do not attempt to open the suspected item.

b. Do not attempt to move or further examine the suspected item.

c. Immediately evacuate the area and allow no one to come within the immediate vicinity of the suspected item for any reason, until the "all clear" has been given by the appropriate authorities (i.e, PMO/EOD). DO NOT unnecessarily expose personnel to danger in an attempt to secure valuables, classified material, or recover personal belongings during or after the evacuation process.

d. Immediately notify PMO.

e. Do not completely seal off rooms/buildings. Leave doors and windows open to allow for the rapid expansion of exploding gases. DO NOT unnecessarily expose personnel to danger in an attempt to open additional doors and windows.

f. Post a guard in the vicinity of each entrance to the building to ensure no one inadvertently enters and becomes exposed to possible injury hazard. Ensure these guards are placed a safe distance from the building.

g. Notify the appropriate Commanding Officer.

h. Notify the installation Postal Officer.

8002. SUSPICIOUS MAIL

1. BIOLOGICAL/ CHEMICAL THREATS. As with mail bombs, the likelihood of ever receiving a biological or chemical threat is very remote but the threat of biological/chemical warfare is out there and it has occurred with confirmed cases of anthrax in Florida and New York. There are several bio-terrorism agents which include the microorganisms that produce anthrax, plaque, botulism, and small pox along with other highly infectious agents. All personnel involved in mail handling duties should be trained to recognize the typical characteristics and the immediate

action to take should they discover a suspected biological/chemical agent in the postal system.

2. TYPICAL CHARACTERISTICS. All personnel should be aware of potentially suspicious letters and parcels that may contain biological and chemical agents, these agents can be easily enclosed in letters and parcels of any type such as a mail bombs. This can be official mail or personal mail; it will typically target high-ranking officials and senior politicians. These are the following are characteristics of a biological or chemical agent found in mail.

- a. May bare restricted endorsements such as "personal" or "private"
- b. May also have inaccurate addressee's name and or title.
- c. The address may have distorted handwriting, or be prepared with homemade labels or cut and paste letters.
- d. Give off unusual smell
- e. It may have excessive postage stamps (Not PVI labels)
- f. May be endorsed with fragile, handle with care, rush, don't delay, or similar text.
- g. May also contain liquids, or powders.

3. IMMEDIATE ACTION. In the event that you feel you have sufficient reason that a letter or parcel may contain a biological or chemical agent, follow the steps below. DO NOT take a chance and worry about possible embarrassment if the items turn out to be innocent. Upon discovery of a suspected parcel or letter:

- a. Isolate suspicious letter or parcel
- b. Evacuate the room and perform personal decontamination procedures
- c. Inform you workplace supervisor; call 911 and notify the Postal Officer

8003. PRECAUTIONARY MEASURES

1. LOW TO MINIMAL THREAT MEASURES

a. Normal operations will proceed as usual with a slightly heightened sense for postal personal to be alert for any unusual situations of items/packages.

b. No increased protective measures necessary other than normal hygienic precautions. Wash hands before eating, drinking or applying cosmetics and after restroom use.

c. No special clothes or laundering procedures are necessary.

2. MODERATE THREAT MEASURE

a. All procedures and requirements from LOW TO MINIMAL THREAT MEASURES will still apply and be in addition to these new measures.

b. Personal protective clothing that will be worn is as follows:

(1) Coveralls, laboratory overcoat, or disposable gown.

(2) Single use disposable gloves.

(3) No special clothes, laundering procedures are necessary.

c. Modification of work practices

(1) Hand washing immediately after removal of gloves.

(2) Dispose of all single use protective items, such as, latex gloves and disposable gowns in plastic trash bags in the regular trash.

(3) No eating, drinking, smoking or applying make-up within Postal working spaces.

3. HIGH THREAT MEASURES

a. All procedures and requirements from LOW TO MINIMAL as well as MODERATE THREAT MEASURES will still apply and be in addition to these new measures.

b. Personal Protective Clothing to be worn is as follows:

(1) Coveralls, laboratory overcoat, or disposable gowns.

(2) Single use disposable latex glove.

(3) Disposable respiratory masks.

c. Modification of work practices:

(1) Use change area separate from mail receiving and sorting area for donning and disrobing of personal protective gear, gloves and masks.

(2) Hand washing use soap and water immediately after removal of gloves.

(3) Decontamination of workbenches and mopping of floors using dilute 5% Bleach solution on a daily basis.

(4) Laundering of all non-disposable protective items (lab overcoat and coveralls) should be performed by commercial facilities. Do not take home personal protective gear for laundering.

(5) Normal laundering procedures for all clothing not used as personal protective gear.

(6) Disposal of all single-use protective items (such as masks, latex gloves, disposable gowns) using plastic lined trash bags in regular trash for now.

(7) No eating, drinking, smoking or applying make-up within Postal working space.

(8) Be careful not to touch facial areas with gloves or hands before hand washing is performed.

(9) Avoid mail handling with open wounds.

d. Preventive medicine and health officials, working with law enforcement (PMO), and first response personnel should determine the need for further decontamination and post exposure prophylaxis. Once a biologic agent or threat has been confirmed, further modification of handling mail can be made.

8004. PERSONAL DECONTAMINATION PROCEDURES

1. Evacuate to safe area.
2. Remove personal protective clothing, mask, gowns and dispose into plastic lined waste receptacle.
3. Remove and decontaminate shoes with 5% bleach solution and water while still wearing latex gloves.
4. Remove gloves and dispose in waste receptacle.
5. Wash hands and any contaminated skin areas with soap and copious amounts of water. Avoid getting water in mouth or eyes.
6. Remove all clothing showers and change clothing as soon as possible without further contamination. A second set of clothing is recommended to be on hand

Health officials may provide additional guidance

SOP FOR POSTAL AFFAIRS

CHAPTER 9

POSTAL SUPPORT FOR DEPLOYING UNITS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION	9000	9-3
MAILING ADDRESSES	9001	9-3
DEPLOYMENTS OFF OKINAWA	9002	9-3
SPECIAL INSTRUCTIONS FOR MEU'S	9003	9-6
PRE DEPLOYMENT BRIEFS	9004	9-8
CUSTOMS INFORMATION	9005	9-9

FIGURE

9-1 SAMPLE OF DEPLOYED MAIL COVER SHEET		9-10
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SOP FOR POSTAL AFFAIRS

CHAPTER 9

POSTAL SUPPORT FOR DEPLOYING UNITS

9000. GENERAL INFORMATION. Efficient mail service has long been recognized as one of the most significant factors affecting the morale of our deployed Marines and Sailors, and their families; therefore, the importance of strict adherence to the policies and procedures outlined in this chapter cannot be overemphasized. All unit postal officers, assistant unit postal officers, and mail clerks/ orderlies of deployable units should thoroughly review this chapter upon appointment to ensure a full understanding of the instructions and concepts outlined herein.

9001. MAILING ADDRESSES. All deployable units will utilize their current mailing address while deployed unless otherwise instructed by the Consolidated Postal System. Mail addressed using the assigned FPO addresses will flow via the U.S. Postal Service's mail transportation network, directly to the Joint Military Postal activity (JMPA) in New York City and San Francisco where it will be processed and dispatched to the deployed unit in accordance with existing mail routing instructions. Whenever a unit deploys, the Consolidated Postal System can route the units mail worldwide in accordance with the unit commander's written instructions. Upon the unit's redeployment to its home base, the FPO address will be re-routed to that location.

9002. DEPLOYMENTS OFF OKINAWA

1. Commanding Officers of units scheduled for a deployment off Okinawa for which postal support is desired, are responsible for ensuring that prior coordination is made with the Consolidated Postal System (Operations Officer). The Postal Operations Officer is responsible for worldwide mail routing for all deploying Marine forces based on Okinawa. Unit commanders are also responsible for ensuring that written notification of an upcoming deployment is submitted to the Postal Operations Officer at least 45 days in advance of the departure of the advance party. The Postal Operations Officer cannot route any mail without prior written authorization from the unit commander. This written authorization, or Mail Routing Request, should be in standard Naval letter format, must be signed by the unit commander or designated Postal Officer, and should contain all pertinent information relative to the particular deployment/operation. For unscheduled deployments/operations which do not allow for this 45 day advance notification, commanders must ensure that as much advance notice as possible is given. Mail routing requests may also be sent to DSN FAX 637-1372. All mail routing requests must include the following information at a minimum:

- a. Date of departure (advance party)

- b. Date of departure (main body)
- c. Projected date of return (be as accurate as possible)
- d. Destination(s) (be as specific as possible)
- e. Types of mail to be forwarded (i.e., letter class mail only). If all mail is to be forwarded, so state.
- f. Specific units involved (entire Bn/Sqdn) (A Co only) (HQ and K batteries)
- g. List of attached dets (Eng. Det, Maint Det)
- h. Whether or not a rear party (including a designated mail clerk) will remain behind during the deployment.
- i. Unit point(s) of contact and telephone number(s)
- j. Any other information considered relevant to postal matters.

2. Upon receipt of the mail routing request, the Postal Operations Officer will publish a Mail Routing Instruction (MRI) or Floor Change (FC) causing the unit's mail to be routed as instructed. In addition, appropriate postal instructions and authorized mailing addresses will be disseminated to the unit and other appropriate commands/agencies via electronic message. To ensure the most efficient mail service possible, all deploying personnel and their correspondents must strictly adhere to the postal instructions issued and resist the temptation to modify the content or format of the assigned mailing addresses or adopt the addresses of other units in the deployed area as a means of circumventing the proper mail routing channels. Of equal importance, all deploying personnel who are attached to other units for the deployment, must ensure they check out with their parent command's mailroom and check in with their temporary command's mailroom (this process must be reversed when they return to their parent command). This will help to ensure all mail will be forwarded as efficiently as possible.

3. Deploying unit commanders must also ensure that properly appointed and adequately trained unit mail clerks and section mail orderlies are assigned to both the forward deployed element(s) and rear parties to receipt for mail. Mail will only be delivered to properly appointed mail clerks who possess a military ID card and a valid DD Form 285 (Mail Clerk/Orderly Appointment Card) issued by the unit postal officer. These mail clerks must be properly trained and equipped with the supplies necessary to effectively execute their mail handling duties; and as always, unit mailrooms must maintain file directory cards on all personnel in the unit (including attachments). Rear party mail clerks of deployed units need only to maintain accurate rosters of personnel in the rear party. If training is desired for mail clerks/orderlies prior to

deployment, unit postal officers should contact their installation postal officer for assistance.

4. All mail for deployed units containing FPO AP addresses will be first delivered to the designated rear party mail clerks (if applicable), who will remove and deliver any mail for rear party personnel. All mail for deployed personnel must be properly reworked date stamped, neatly bundled, and immediately returned to the serving Military Post Office with a properly completed Deployed Mail Cover sheet (MCBCL Form 5119/8) attached to each bundle. Mail for units that are split between deployed locations must be bundled separately by location. All mail reworked in this manner by rear party mail clerks will be processed and dispatched to the deployed unit Monday through Friday.

5. The Deployed Mail Cover sheet (figure 9-1) is available through your serving Military Post Office. Local reproduction of this form through the Defense Printing Service is authorized.

6. Upon arrival in the deployed area, unit postal officers must make immediate liaison with the serving post office in that area to arrange for the receipt, processing, and delivery of incoming mail; and the acceptance and dispatch of outgoing mail. Failure to make immediate liaison with the serving post office can lead to delays in the delivery of the unit's mail.

7. If problems are experienced with the timely receipt of mail while deployed, unit postal officers should immediately contact the serving military post office in the deployed area for assistance. They should be prepared to provide the serving post office with detailed information regarding the specific nature and extent of the problem.

8. Upon redeployment to Okinawa, unit postal officers should immediately contact the Consolidated Postal System (Operations Officer) and announce their return and to provide postal officials with any information that may be helpful in improving mail service during future unit deployments.

9. It may not be considered practical to route mail to locations off Okinawa for units deploying 30 days or less. For deployments of this nature all unit mail will be delivered to rear party mail clerks who will remove all mail for rear party personnel and effect proper delivery. Mail for deployed personnel shall be held in the mailroom until the unit's return at which time proper delivery will be made. If no rear party remains behind, the commanding officer may submit a written request to the Postal Operations Officer to have all mail held at the serving post office throughout the duration of the deployment. This letter must be signed by the commanding officer or designated postal officer and include the following information:

- a. First date mail is to be held.

- b. Last date mail is to be held.
- c. Deployment location(s)
- d. Certification that no rear party will remain behind.
- e. Unit point(s) of contact and telephone number(s)
- f. Any other information considered relevant.

9003. SPECIAL INSTRUCTIONS FOR MEU'S

1. Commanding Officers of deploying MEU's are responsible for ensuring that written notification of an upcoming deployment/operation is submitted to the Consolidated Postal System (Operations Officer) at least 45 days in advance. This written notification, or Mail Routing Request, must be signed by the MEU commander or designated postal officer and will serve as written authorization to route mail for all elements of the MEU. All mail routing requests for deploying MEU's must include the following information at a minimum:

- a. Date of departure
- b. Estimated date of return
- c. Location(s) of deployment/operation
- d. Instructions for disposition of mail during the deployment/operation
- e. Units involved (including all attached det's)
- f. Ships
- g. Breakdown of which units/dets will be on which ships. Indicate locations of commanding officers down to company level for routing of official mail.

2. Upon receipt of the mail routing request, the Postal Operations Officer will publish a Letter of Instruction (LOI) to promulgate all authorized mailing addresses and pertinent postal instructions to all participating commands. Additionally, he will publish a Mail Routing Instruction to the JMPA in San Francisco (if needed) causing the MEU's FPO addresses to be activated and issue specific mail routing instructions. Once deployed, the MEU Commander will be responsible for the release of all mail routing messages pertaining to the MEU.

3. The MEU Postal Chief will be issued a stamp stock and all necessary supplies/equipment by the Consolidated Military Post Office. The postal supplies, equipment and stamp stock are only to be used to support the

MEU during land operations. Under no circumstances will this stamp stock, supplies, or equipment be used while aboard ship. While aboard ship, MEU postal personnel (MOS 0161) will be attached to the ship's post office to assist in all mail handling duties and to perform mail handling functions for the MEU. In no case will military postal clerks be required to perform

the duties or functions of unit mail clerks or mail orderlies. Each unit commander is individually responsible for the assignment and training of qualified personnel to serve in these billets.

4. Metering of official mail will be provided by the host ship's post office while aboard ship. The official mail stamps contained in the MEU postal chief's stamp stock will only be used during land operations when no other official mail metering services are available. These official mail stamps are not to be used while aboard ship, as early depletion of the official mail stamp stock will jeopardize the MEU's ability to send official mail when deployed ashore.

5. Commanding Officers of deploying MEU's are responsible for ensuring that an appropriate work space is provided aboard each ship upon which MEU postal clerks are embarked, for the secure and efficient processing of mail and storage of undeliverable mail and postal effects. This work space must meet the following general criteria:

a. Be securable and accessible only to the MEU postal clerks. If anyone requires access to the space, a MEU postal clerk must escort them.

b. Be constructed to provide adequate space and security for mail and postal effects. Doors or cages shall be equipped with suitable locks and all hinges shall be mounted inside to prevent removal.

c. Be located as near to the uppermost deck of the ship and as near to the air mail terminal/flight deck as possible (shelter area or debark station is recommended) to allow for the most efficient processing of incoming and outgoing mail.

d. Meet all other structural/security requirements outlined in other existing regulations.

6. During deployment, the MEU Postal Officer or Disbursing Officer is required to conduct an audit of the stamp stock issued to the MEU Postal Chief on a quarterly basis (during the third month of the deployment) so long as postal finance operations have not been established ashore. In the event the MEU commander orders establishment of postal finance operations ashore, the stamp stock will be audited on a monthly basis until such time as finance operations are formally disestablished. Upon formal disestablishment of postal finance operations ashore the stock will be audited and the safe resealed. All audits performed thereafter will be conducted on a quarterly basis (during third month after last monthly

audit). The results of all audits will be mailed to the Consolidated Post Office (Attn: COPE 306)

9004. PRE DEPLOYMENT BRIEFS

1. Past experience has shown that members of deployed commands that have not been properly briefed and do not understand the importance of using their correct mailing address and adhering to all applicable postal instructions while deployed experience some manner of problems with their mail service. While there is no way to completely eliminate all mail problems, they can be greatly reduced or virtually eliminated by ensuring all members of a deploying command and their families are thoroughly briefed as to their correct mailing address and all other applicable postal instructions/regulations pertaining to the deployment. Pre-deployment briefs will be conducted by the unit Postal Officer/Assistant Unit Postal Officer and should be scheduled as far in advance of the deployment as practical. The list of topics that should be discussed during these briefs should include, but is not limited to, the following:

- a. Correct mailing address to be used during the deployment.
- b. Effective dates the deployed address is to be used.
- c. Anticipated mail transit times for letters and packages.
- d. Postal services available to the deploying unit.
- e. The importance of all personnel checking in and out with the unit mail clerk.
- f. Responsibilities of rear party mail clerks (if applicable)
- g. Customs information.
- h. Whom to contact if mail problems occur.
- i. Support/assistance available to the command in the publication and distribution of KVN Family grams.

2. For assistance in the preparation of pre-deployment briefs, unit Postal Officers should arrange for a conference with their installation Postal Operations Officer to discuss the topics listed above. This conference is also designed to provide key unit personnel involved in mail handling/family readiness duties with information concerning the various aspects of mail service they can expect while deployed, and to answer any questions involving postal matters as they pertain to the unit's deployment. To ensure all key personnel within the unit are involved, the following personnel are encouraged to attend the conference:

- a. Unit Postal Officer.
- b. Assistant Postal Officer.
- c. Senior mail clerk.
- d. KVN Family gram Coordinator.
- e. Any other personnel deemed appropriate.

9005. CUSTOMS INFORMATION. Members of commands deployed off Okinawa will be subject to U.S. Customs regulations when sending mail back to CONUS. Families who send mail to a deployed service member are subject to the customs regulations established by the nation to which the member is deployed. All deploying personnel should be briefed on customs regulations and mailing restrictions pertaining to their deployed location. Personnel should also be advised to contact the local customs office or their serving military post office regarding questions about customs regulations. Customs forms required for mailing merchandise to and from CONUS are available at all post offices. Merchandise purchased or obtained in foreign countries is subject to U.S. Customs regulations, restrictions, and inspection. Duties/taxes may be assessed on some merchandise. Merchandise violating U.S. counterfeit and trademark regulations may be subject to confiscation.

SOP FOR POSTAL AFFAIRS

DEPLOYED MAIL COVER SHEET (5119)
FOR UNIT MAILROOM USE

DATE: _____

UNIT TITLE: _____

MAIL CLERK'S NAME: _____

MAIL CLERK'S SIGNATURE: _____

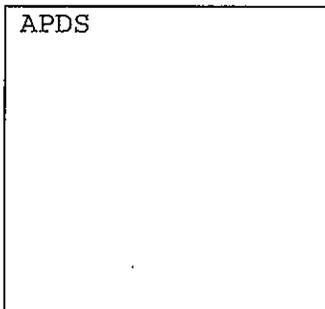
PIECE COUNT: LTRS: _____

FLATS: _____

TITLE OF OPERATION/EXERCISE:

(POST OFFICE USE)

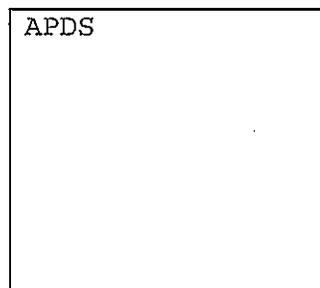
APDS



POSTAL CLERK'S SIGNATURE

(DEPLOYED MAIL SECTION USE)

APDS



POSTAL CLERK'S SIGNATURE

MCBJ 5119/8

Figure 9-1.---Sample of Deployed Mail Cover sheet MCBJ 5119/8--

SOP FOR POSTAL AFFAIRS

CHAPTER 10

EMERGENCY DISPOSITION OF MAIL AND POSTAL EFFECTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL DISPOSITION INSTRUCTIONS	10000	10-3

SOP FOR POSTAL AFFAIRS

CHAPTER 10

EMERGENCY DISPOSITION OF MAIL AND POSTAL EFFECTS

10000. GENERAL DISPOSITION INSTRUCTIONS

1. Marine Corps commands operating post offices, unit post offices, and mailrooms are required to provide for the emergency destruction of U.S. Mail and postal effects. Such destruction, when necessitated by enemy action or danger of capture will be in strict compliance with reference (c), and the following:

a. When sufficient advance warning is received:

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

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

b. When insufficient advance warning is received to permit completely carrying out these provisions and, upon order of the commanding officer or senior officer present, remove or destroy mail and postal effects in post offices and unit post offices per the prioritized list in reference (a), Chapter 2.

c. For commands operating mailrooms, priority of emergency disposition is as follows:

(1) Official registered mail;

(2) File Directory Cards;

(3) Other accountable mail;

(4) All remaining mail; and

(5) All other records, equipment, mail sacks, furniture, etc.

2. When destruction of postal effects is necessary, the following methods, as applicable, should be utilized in post offices and mailrooms:

a. Currency, postage stamps, stamped paper, money orders, checks, mail, and other burnable articles will be burned to unidentifiable ashes and scattered. Oils or chemicals may be used to facilitate burning.

b. Classified equipment contained in Registered mail and all other non burnable items and postal effects shall be mutilated beyond recognition and scattered, jettisoned, or buried, as practicable.

3. The destruction of postal effects per this Manual will be witnessed by two officers when possible, otherwise by one officer and one senior enlisted person. Two enlisted personnel or two available personnel should be used as witnesses if the foregoing personnel are not available.

4. When possible and prior to destruction, an audit of postal clerk's accounts shall be performed and PS Form 3294 or DD Form 2259 completed. A listing of at least the items in paragraphs 10000.1c (1) through (4) of this Manual or the items contained in DOD reference (c), as applicable, shall be attached. If the list is short, it may be included in the remarks section of the PS Form 3294 or DD Form 2259. Distribution of PS Form 3294 or DD Form 2259 shall be to the cognizant Fleet Commanders in Chief, Commanding Generals, and Fleet Marine Forces with a copy provided to the Military Postal Service Agency (MPSA-OP) and the Commandant of the Marine Corps (MHP-50). In the event an audit of the postal clerk's accounts cannot be conducted and PS Form 3294 or DD Form 2259 cannot be completed, the destruction report should still be completed and sent to the applicable FLTCINC who will advise the senders of accountable mail of its destruction. A copy of the report of destruction shall be forwarded to the Treasurer of the United States and the Comptroller of the Navy when items listed in subparagraph d, below are destroyed. The following information shall be reflected on the destruction report:

a. Other than personal letter mail; registered, insured and certified mail should be recorded by number, office of origin, originator, addressee and description of contents.

b. Destroyed blank money order forms should be recorded by inclusive serial numbers.

c. Serial number(s) of money order imprinter(s)

d. Stamps, checks, paid money orders, currency and coins shall be listed in destruction schedules similar to those illustrated in NAVCOMPT Manual, paragraph 042553.

e. Other postal equipment shall be identified by description and quantity destroyed.

5. Unit commanders conducting emergency destruction will submit a complete listing of items destroyed to the CMC (MRP-3) within 48 hours.

SOP FOR POSTAL AFFAIRS

CHAPTER 11

POST OFFICE DESTRUCTIVE WEATHER PLAN

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	11000	11-3
CAMP BUTLER DAMAGE CONTROL CENTER (BDCC)	11001	11-3

SOP FOR POSTAL AFFAIRS

CHAPTER 11

POST OFFICE DESTRUCTIVE WEATHER PLAN

11000. GENERAL. Supplemental instructions to those procedures established in reference (g) to deal primarily with natural disasters and more specifically typhoons/cyclones.

11001. CAMP BUTLER DAMAGE CONTROL CENTER (BDCC). The BDCC sets the typhoon conditions which each post office within the Camp Butler Consolidated Postal System will be governed by. Assistant Chief of Staff Manpower, will advise the Base Postal Officer of current typhoon conditions which will be passed from the main office to each unit post office as information is received.

1. Nine typhoon conditions are established. Since weather conditions can be expected to deteriorate progressively during a typhoon, each Marine Corps Postal Clerk in charge must plan and supervise curtailment of activities.

2. The following typhoon conditions are established and the listed specific actions to be taken by each postal clerk in charge.

a. Tropical Cyclone Condition IV (TCC IV) Destructive winds of 50 knots or greater are possible within 72 hours. TCC IV will remain in effect as a minimum condition of readiness during the period of 1 July to 30 November annually. Responsibilities: Normal operations will continue during TCC IV.

b. Tropical Cyclone Condition III (TCC III) Destructive winds 50 knots or greater are possible within 48 hours. Responsibilities: Continue normal operations. Commence polices of outside areas. Ensure that all collection boxes contain wooden blocks (for securing boxes), and that the appropriate number of vinyl chute covers are on hand.

c. Tropical Cyclone Condition II (TCC II) Destructive winds of 50 knots or greater are anticipated within 24 hours. Responsibilities: Stage two (2) filled five gallon water containers in each post office. Ensure that all parked vehicles are provide maximum protection and that each one has a full gas tank.

d. Tropical Cyclone Condition I (TCC I) Destructive winds of 50 knots or greater are anticipated within 12 hours. Responsibilities: Post offices will continue normal operations; however, the following steps will be initiated:

(1) Mail will be removed from all collection boxes and the boxes will be secured. Post offices will accomplish this utilizing camp transportation assets (i.e. Camp Services, Camp Guard, PMO) to the

maximum extent possible. The Postal operations section, will control and coordinate any additional transportation requirements. POV's will not be utilized for mail collection unless authorized by a Postal Officer.

Steps for securing collection boxes are as follows:

- (a) Open collection box.
- (b) Remove mail from plastic container located in each box.
- (c) Place mail in a plastic-lined 1st class pouch, tub or other container on hand.
- (d) Invert and replace plastic container.
- (e) Position wooden block or other locking mechanism so as to prevent mail from being deposited in the receptacle.
- (f) Secure collection box.
- (g) Cover drive-up collection boxes with vinyl chute covers.

(2) Mail will be removed from the deck and away from windows and doors in each Post office. This will be accomplished by placing mail on throwing tables, mail carts, BMC's, etc. If necessary, cover mail with plastic bags or mail bags.

(3) Notify the Postal operations officer/chief when steps 1-2 are accomplished.

(4) If condition I is set during non-working hours (to include weekends and holidays) the following steps will be taken:

(a) All unit NCO IC's and designated clerks will proceed to their post office.

(b) NCO IC's will inform the Postal operations officer/chief when this has been accomplished and all personnel are accounted for.

(c) NCO IC's will ensure that steps 1-3 above are accomplished.

e. Tropical Cyclone Condition I (Caution). Destructive winds of 50 knots or greater are anticipated within 12 hours; actual winds, including gusts, are now 34 to 59 knots. Responsibilities: All postal activities will remain closed and personnel will remain in their quarters or designated areas.

f. Condition I (Emergency). Destructive winds of 50 knots or greater are occurring. All outside activities are prohibited.

g. Condition I (Recovery). Destructive winds of 50 knots or greater are no longer being experienced; however, winds of 34 to 49 knots, including gusts are occurring. Responsibilities: All postal activities will remain closed and personnel will remain in their quarters or designated areas.

h. Storm Watch. The Typhoon continues to move away and winds are gradually diminishing. There is still a possibility of danger to personnel due to storm unpredictability and area damage. Responsibilities: Resume normal operations. All personnel will report for work when storm watch is sounded. Mail collection boxes will be uncovered and unblocked. NCO IC's will immediately report any injuries or damage to the building to the Operations Officer/Chief. In the event that Storm Watch is sounded during non-working hours or when less than 2 hours remain during a normal workday, only Postal NCO IC's and designated clerks will be required to report to work. NCOIC's will ensure that collection boxes are unsecured, doors to PSC sections are unlocked and damage reports are phoned in prior to securing the Post office.

i. All Clear. All tropical cyclone danger has passed; however, be alert to possible damage and hazardous conditions. TCC IV will stay in effect between 1 July and 30 November. Responsibilities: Resume/Continue normal operations.

SOP FOR POSTAL AFFAIRS

CHAPTER 12

POSTAL SERVICE CENTERS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE.....	12000	12-3
LOCATION AND HOURS OF OPERATION.....	12001	12-3
RECEPTACLES POLICY.....	12002	12-3
RECEPTACLE ASSIGNMENT PROCEDURES.....	12003	12-4
MAINTENANCE OF RECEPTACLES AND RECEPTACLE RECORD CARDS.....	12004	12-5
CHECKING THE USE OF ASSIGNED RECEPTACLES.....	12005	12-6
KEYS AND COMBINATIONS.....	12006	12-7
DELIVERY OF MAIL THROUGH MAIL RECEPTACLES.....	12007	12-7
THE POSTAL SERVICE CENTER DIRECTORY.....	12008	12-9
CLOSING MAIL DELIVERY RECEPTACLES.....	12009	12-10
PSC OPERATING PROCEDURES.....	12010	12-10

FIGURE

12-1	APPLICATION FOR POST OFFICE RECEPTACLE	12-13
12-2	RECEPTACLE RECORD CARD	12-15
12-3	NOTICE OF FAILURE TO PICK UP MAIL	12-16

SOP FOR POSTAL AFFAIRS

CHAPTER 12

POSTAL SERVICE CENTERS

12000. PURPOSE. To provide information regarding the issuance, maintenance and withdrawal of mail delivery receptacles and the operating procedures of the Postal Service Centers.

12001. LOCATION AND HOURS OF OPERATION

	<u>WINDOW SERVICE</u>		
	Mon-Fri	SAT	Sun
Camp Schwab - Bldg. 1355	0800-1730	0800-1530	Closed
Camp Hansen - Bldg. 2385	0800-1730	0800-1530	Closed
Camp Courtney - Bldg. 4135	0800-1730	0800-1530	Closed
Camp Foster - Bldg. 1006	0800-1730	0800-1530	Closed
MCAS Futenma - Bldg. 404	0800-1730	0800-1530	Closed
Camp Kinser - Bldg. 1315	0800-1730	0800-1530	Closed
Torii Station - Bldg. 226	0800-1700	Closed	Closed
Camp Fuji - Bldg. 412	0900-1700	Closed	Closed

12002. RECEPTACLES POLICY

1. Mail delivery receptacles are assigned for the patron's exclusive use.
2. Mail delivery receptacles shall not be issued to more than one person. (A sponsor and authorized dependents are considered to be one person.)
3. Rental fees shall not be charged for the use of receptacles.
4. Receptacles are assigned to service members in the following priority:
 - a. Service members serving an accompanied tour and authorized DOD employees.
 - b. Service members accompanied by dependents on a restricted tour during periods of the sponsors deployment off island.

c. Service members whose unit has coordinated, with the base Postal Officer, for the delivery of personal mail to individually assigned mail receptacles.

5. When making application for a receptacle, applicants shall provide a copy of the area clearance reflecting the accompanied status and a copy of their orders. DoD contactors will provide a copy of their contract authorizing them postal privileges.

6. Those personnel who are not assigned to Okinawa by orders shall be required to provide evidence of their eligibility for MPS privileges. This may be accomplished by letters/orders indicating employment by the U.S. Government. Upon termination of employment MPS privileges terminate immediately, unless authorized under some other regulation.

12003. RECEPTACLE ASSIGNMENT PROCEDURES

1. Assign the receptacle that has been unused the longest.
2. Record the member's name, rank, last 4 digits of the social security number, date the receptacle was assigned and the receptacle number on the Directory File Card (DFC), and the name of each dependent who will receive mail through the receptacle NAVMC Form 10572. When completed, file the DFC, alphabetically in the directory file.
3. Record the member's name, date the receptacle was assigned, the receptacle combination/ key number and the date the combination was changed/ or lock cylinder changed on DD Form 2262 "Receptacle Record" which will then be filed numerically in the "Active File."
4. Label the rear of the assigned receptacle to indicate the member's name and receptacle number. If a sponsor's dependent has a different name, list the dependent's name and the sponsor's name on the rear of the receptacle. Fill out a separate DFC for each dependant with a different last name and file it alphabetically in the directory file.
5. When combination receptacles are used, issue the member the combination on the DD Form 2263 "Mailing Address/ Combination Notice" or new PSC Box Combination Number Form.
6. When service members or authorized DOD employees request advance receptacle assignment prior to their arrival, such assignment may be made if:
 - a. There are sufficient receptacles to make the assignment.

- b. The request is accompanied by a copy of the requester's orders and/or area clearance.
- c. The requester's orders reflect assignment to an accompanied tour status. When receptacles are assigned in advance of the member's arrival the following apply:
 - d. Assignment may not be sooner than 90 days prior to the member's arrival date.
 - e. Tag the assigned receptacle with DD Form 2258.
 - f. Indicate on the DD Form 2258 the member's estimated date of arrival, draw a red diagonal line across the form and indicate the sponsor's name and contact information.
 - g. If the member's assignment is canceled, the receptacle may be reissued.

12004. MAINTENANCE OF RECEPTACLE AND RECEPTACLE RECORD CARDS

1. Receptacles shall be numbered vertically, in rows of nine (i.e. 1-9, 11-19, etc). Figure C3.F7 of reference (b) applies.
2. Receptacle numbers shall be coordinated with the Consolidated Postal Officer to ensure that duplication of numbers does not occur.
3. When combination or lock cylinder becomes difficult to turn, lubricate them with a small amount of powdered graphite or other lubricating material.
4. Spot check receptacle windows and doors daily for damage.
5. Separate DD Form 2262 Receptacle Record cards will be maintained for each receptacle.
6. Receptacle Record cards shall be filed numerically in an active file.
7. Receptacle Records cards for inactive receptacles shall be filed chronologically by closure date in an inactive file.
8. Receptacle Records cards for unassigned receptacles being permanently closed will be filed numerically in a file marked "DO NOT ISSUE."

12005. CHECKING THE USE OF ASSIGNED RECEPTACLES

1. Check each receptacle, at least monthly for excessive mail, old mail (held 15 days) or nonuse. Any mail identified to be old or excessive will be back stamped with an all purpose date stamp. If excessive mail accumulates and there is no DD Form 2258 on file, contact the patron or the Unit Commander to determine the patron's status/location.
2. Patrons who will be temporarily absent are required to complete a DD Form 2258. If the information is obtained from other than the patron (i.e. Unit Commander), indicate the date, phone number and name of the individual contacted in the "SPECIAL INSTRUCTIONS" block of DD Form 2258. Hold the patron's mail up to 45 days or until receipt of instructions from the patron (i.e. patron's military e-mail to the SNCOIC of the Post Office.) This does not apply to Torii Station military PSC receptacles due to classified military deployments.
3. If the patron has departed permanently (i.e. PCS) or is gone longer than 90 days, annotate it on the patrons directory file card with the new information and process the mail accordingly. If the patron and family members are absent longer than 90 days, prior to closing the receptacle notify the Postal Officer, Assistant Postal Officer or PFO.
4. Patrons requesting their mail to be held or individuals who left due to deployment, TAD excess of 30 Days, etc. may have their mail held for a maximum of 45 days.
5. Patrons can authorize agent(s) to pick up mail up to 90 days. The authorizing mailbox holder will have to appear in person at the servicing post office to renew the DD Form 2258. At no time will postal clerks allow patrons to fill out multiple forms or allow the authorizing agent(s) to drop off the renewed form. It is the responsibility of the patron to provide the authorizing agent with their mailbox combination or key.
6. If the patron fails to pick up mail for 15 days, Postal Clerks will notify the receptacle patron using Figure 12-3. If a receptacle has been assigned to a patron who has no Commanding Officer (i.e. school teacher) and/or mail is unclaimed in excess of 30 days, close the receptacle and return the mail to sender endorsed, "UNCLAIMED." "MOVED - LEFT NO FORWARDING ADDRESS" will be annotated on the directory file card. Mailboxes will only be reissued to the patron twice for failure to pick up. After the second closure their names will be published on the monthly PFO Failure to Pick Up List and no Marine Corps Post Office will issue them a PSC box. Personnel on the monthly PFO Failure to Pick Up List will only be authorized "GENERAL DELIVERY".

7. The PFO will publish a monthly PFO Failure to Pick Up List and distribute the list to all Marine Corps Post Offices. The list will be comprised of patrons who are not eligible to have a PSC box due to failing to pick up mail or complying with postal regulations.

8. General Delivery Service. Patrons on the monthly PFO Failure to Pick Up List will be granted General Delivery Service. If General Delivery service is provided, advise the patron that mail will be returned to sender endorsed "UNCLAIMED" if not picked up within 15 days of receipt at the servicing Postal Service Center.

12006. KEYS AND COMBINATIONS

1. Combination/keylock cylinder shall be changed any time it is believed that a combination/key has been compromised.

2. Patrons who have been assigned mail receptacle keys may be held responsible for the duplication and/or replacement of keys, keylock cylinders and mailboxes if keys are lost or due to the patron's malicious intent.

3. Patrons who have been assigned mail receptacle keys may duplicate the keys issued to them by the Postal Service Center.

4. In order to comply with Paragraph 505.1 of reference (b) keylock cylinders may be rotated with other separate nests of receptacles. When a keylock cylinder is removed from a receptacle, that cylinder may not be used in the same nest for at least three months.

12007. DELIVERY OF MAIL THROUGH MAIL RECEPTACLES

1. Only matter bearing postage, or endorsements in lieu of postage such as "MPS" or "IDS", official Postal notices (i.e. PS Form 3849) and other matter authorized by MPSA shall be placed in mail delivery receptacles.

2. Delivery Clerks shall compare the name on the mail with the name on the receptacle before placing the mail in the receptacle. When names do not match, the mail will be routed to the PSC Directory outlined in Chapter 13 of this manual. Improperly addressed mail delays the delivery of mail.

3. Mail addressed to "OCCUPANT" or "RESIDENT" of a receptacle will not be delivered to the member. When received, this type of mail will be endorsed "Insufficient Address" and processed in accordance with the instructions contained in reference (b) for that particular class of mail.

4. Personnel who are not authorized MPO Privileges may not receive mail through the receptacle of an authorized user. If unauthorized

users are detected, the authorized user shall be notified of the infraction and the mail will be returned to sender, endorsed "ADDRESSEE NOT AUTHORIZED MPO PRIVILEGES". Appendix A subsection B.12 of reference (b).

5. PS Form 3801 "Standing Delivery Order" shall only be used by Agency or Organizational issued receptacles. This form will be renewed once a year. Postal Clerks will place an All Purpose Date Stamp above the date after verifying the customer's signatures on the form.

6. PS Form 3907 "Notice to Call at Window" shall be deposited in the addressee's receptacle when the articles received are too large to fit into receptacle or when the volume of mail received for the addressee will not fit.

7. DD Form 2258 shall be used to mark the receptacle of personnel who are temporarily absent for any reason. Patrons will be required to sign the card, when possible, to show a forwarding address (maximum 45 days) or other disposition instructions for the mail.

8. If a change of status is received from anyone other than the addressee, (i.e. Battalion Admin indicating confinement orders), the source of information will be listed on DD Form 2258.

9. Mail addressed to a patron who has been ordered into confinement shall be forwarded in accordance with the instructions contained in a paragraph 6006.3 and 4 and Appendix A of this manual.

10. All mail received at the Postal Service Center shall be date stamped to indicate the date of receipt when so directed by the Consolidated Postal Officer/Assistant Postal Officer.

11. Postal clerks are not authorized to retrieve mail from mail receptacles for patrons who have forgotten their combination/key.

12. Patrons who are divorcing or legally separating from their spouse will be handled as follows:

- a. Service members will receive their mail through the unit mailroom.
- b. The military spouses will keep use of the receptacle until resolution or departure from the island.
- c. Non-Service members (i.e. DoDs employees) will get their mail through General Delivery.
- d. The Non-Service member's spouse will continue to use the receptacle until resolution or departure from the island.

e. If patrons are divorcing or legally separating at no time will either party have jurisdiction over the other patron's mail.

13. Per reference (b), receptacles cannot be used to conduct private business under any circumstances. A private business is defined as acting as the "Company Host" or the buying, selling, reselling of any items for monetary or personal gain. Any receptacle identified as running a private business will be closed. The SNCOIC of the Post Office will first place a notification letter in the receptacle and send an e-mail to the patron notifying them that their receptacle box has been identified as being used to run a private business and that this activity needs to cease immediately. If the patron continues to receive packages for their private business, the Postal Officer or PFO will send a letter to the patron informing them that their mailbox will be closed in 30 days. If a patron does not comply with regulations and loses their receptacle, the patron will only be authorized to receive mail through general delivery service and all private business related mail will be returned to sender endorsed "UNCLAIMED". The patron's name will be published on the PFO Monthly Failure to pick up list. A receptacle used for private business will be identified by, but not limited to the following:

a. Receiving multiple parcels from the same location/business.

b. Receiving multiple items and sending multiple items to various locations. Known violators of this policy include but are not limited to pampered Chef, Princess House, Party Lite, Home Interior, Tupperware, etc. Final determination of the receptacle being used for private business is the Consolidated Postal System Postal Officer/Assistant Postal Officer.

12008. THE POSTAL SERVICE CENTER DIRECTORY

1. Each Postal Service Center shall maintain an up-to-date directory file. This file shall list the last name, first name, middle initial, last 4 of the social security number, list of dependents who will receive mail through the receptacle, current receptacle number, telephone number and date the receptacle was assigned. A separate directory file card will be filled out for all dependants with a different last name from the sponsor. Use of a secondary electronic directory system such as Automated Postal Locator System (APLS) II is authorized.

2. The directory file system maintained by the PSC shall be filed alphabetically regardless of rank or status.

3. Processing procedures for the various categories and classes of undeliverable as addressed mail are outlined in detail in Appendix A of this manual.

12009. CLOSING MAIL DELIVERY RECEPTACLES

1. Rows of receptacles may be closed if sortation of mail will be simplified. However, when rows are closed out, it will normally be through attrition and not by assigning new receptacles to members.

2. When a patron checks out due to PCS or other permanent status change (i.e. loss of sofa status), the following procedures will be accomplished immediately.

a. The patron shall provide a forwarding address, sign and date their Directory File Card (DFC) either the patron or the patron's spouse can sign the DFC.

b. The PSC clerk shall annotate the "Discard Date" in the appropriate space on the DFC.

c. Refile the completed DFC alphabetically in the directory file.

d. Remove all mail from the receptacle and deliver it to the addressee or process it through the PSC Directory section.

e. Remove the member's name label and block the receptacle with PS Item 0-53A, 0-53B, or 0-53C as appropriate.

f. Remove the receptacle record DD Form 2262 from the active file and record the date of receptacle closure.

g. Change the keylock cylinder/combination and record the new keylock serial number/combination on the DD Form 2262 along with the date of the change. THIS CHANGE MUST BE MADE WITHIN 5 WORKING DAYS OF THE BOX CLOSURE.

h. The member shall complete at least one change of address card to be mailed to their next command. Further, encourage the member to send a change of address card to the publisher of each publication received by the member.

12010. PSC OPERATING PROCEDURES

1. Administration. Figures 12-1, 12-2, and 12-3 are the basic forms utilized in the day to day operation of all PSCs under the cognizance of the Consolidated Postal System Postal Officer/Assistant Postal Officer.

a. File folders will be maintained for each mail receptacle within the PSC. Figures 12-1 and 12-3, along with a copy of the patrons area clearance and orders will be retained in the file

folder for the assigned mail receptacle. These file folders will be marked and filed in numerical sequence. The left side of the folder will be used to staple the inactive paperwork of the previous box holder, if any. The right side will be used to staple the current/active paperwork. When a patron checks out and the box is closed, all associated forms will be retained for 12 months from the date of closure.

b. A 5x8 inch index card file containers will be used to file all DD Form 2262s, see Figure 12-2. There will be one DD Form 2262 prepared for each mail receptacle within the PSC. These forms will be filed in one of two separate files, one file will contain the DD Form 2262's for each receptacle currently active, being filed in numerical sequence. The second file will contain the DD Form 2262's for each receptacle that is inactive, being filed by closure date. The most recent closure date will be the last card in the file while the oldest closure date will be the first card in the file. Paragraph 5004 of this manual provides detailed instructions for the maintenance of the DD Form 2262's.

c. Receptacle Review. Periodically a receptacle review will be conducted by placing a "Lock Box Review Flag" in each assigned receptacle. If at the end of the 15 days the patron has failed to pick up his/her mail, a notice of "Failure to Pick-up Mail" Figure 12-3, will be issued to the receptacle holder. The "Failure Notice" will indicate the date of the first notice and will be placed in the receptacle. If at the end of a second fifteen day period, the patron has still not picked up his/her mail, pull the "Flag", the mail and Figure 12-3. Annotate the dates in the spaces provided on Figure 12-3 and file it on the left side of the receptacle folder (inactive). All mail will be "Returned to Sender" (RTS) endorsed "Unclaimed". Before actually returning mail to the sender, attempt to contact the patron via telephone, and/or contact the patron's command to determine the current status of the individual. Return mail only when absolutely sure that the patron has abandoned his/her mail receptacle. NOTE: When receptacle reviews are conducted, place a box or other fixture in a convenient location in the lobby for customers returning their questionnaires.

d. Ordinary Mail. Mail should be cased as soon as possible after receipt. When putting mail in receptacles, ensure that the name and box number in the address are the same as those listed on the receptacle. If they do not match, set aside to be processed by the PSC Directory System. When mail is processed by the PSC Directory service, it will be backstamped to reflect the date of receipt and the date forwarded/returned unless it is processed using the APLS II.

e. Accountable Mail. Patrons will be notified of the receipt of accountable mail by placing a completed PS Form 3849 in the

respective receptacle. If the Registered, Certified, Insured, or Return Receipt for Merchandise article is not delivered within 5 days, or Express articles not delivered within 2 days, a duplicate notice (PS Form 3849) will be placed in the receptacle. The Post Office will retain the signed PS Form 3849's for 30 days after the delivery date, then the PS Form 3849's will be forwarded to the Claims Section, located at Camp Kinser for retention. Processing procedures for accountable mail are outlined in Appendix A of this manual and in reference (a)

SOP FOR POSTAL AFFAIRS

APPLICATION FOR POSTAL OFFICE RECEPTACLE
MCB Camp S.D Butler

To: Postal Officer, MCB, Camp S.D. Butler

1. Request that I be assigned a post office receptacle. I understand that each receptacle is issued in accordance with Military and United States Postal Service (USPS) regulations. I agree to abide by the following provisions:

a. The receptacles assigned to Military Postal Service (MPS) patrons are intended for delivery of personal mail and will not be used to conduct a private business under any circumstance. MPS patrons may not collect fees, rents or dues for any unauthorized agency, business, enterprise or individual nor act as intermediaries for persons or organizations who are not authorized MPS patrons.

b. The receptacles are assigned for the use of one individual, family, agency or organization. The only persons authorized to use the receptacles are members of my immediate family and myself. Agency or organizational receptacles may not be used for the receipt of personal mail addressed to employees of the agency or organization.

c. I will pick up from my assigned receptacle at least once every 15 days.

d. I am authorized to have my mail held only 45 days after coming into the post office and filling out a DD Form 2258.

e. If my family and I leave for 90 days or longer my receptacle will be closed.

f. I will notify the Post Office in person and in writing if I have an authorized agent to receive my mail for up to 90 days. It is my responsibility to give the authorized agent the combination or key.

g. If I leave mail in the assigned receptacle for 31 days or longer the mail will be returned to sender, endorsed "UNCLAIMED".

h. I will notify the Postal Service Center (PSC) of any changes in my duty status, unit assignment, number of dependants and telephone number changes within 10 days of such change/s.

i. Mail left in my assigned lock box for more than 31 days will result in my lock box being closed.

j. Prior to my departure I will provide written disposition instructions for handling of my mail anytime I am temporarily absent.

k. The PSC will provide no more than two keys to my assigned receptacle and I am responsible to return two keys when closing my receptacle. I will immediately report the loss of any key/s to the PSC.

l. PSC clerks are not authorized to retrieve mail from my lock box because I have forgotten the key or combination.

SOP FOR POSTAL AFFAIRS

1. I fully understand that my postal privileges will be withdrawn at any time if I abuse or misuse the postal system. I further understand that violation of postal regulations and laws will constitute grounds for closing my receptacle and that I could be prosecuted under the Uniform Code of Military Justice (UCMJ) or Federal authority.

2. The following is provided for my PSC records:

Name of Applicant _____	Rank/Grade _____	Last 4 of SSN _____
Name of Unit Organization _____		
Unit or Organization Address _____	Work No _____	
Home No _____	Cell No _____	
Family Member's Name _____		
Date Arrived Okinawa _____ Rotation Date _____		
<p>The execution of this application signifies my agreement to comply with all postal rules and items 1 and 2 above. I certify that the information listed in item 3, above, is true and correct.</p>		
_____ (Signature of Applicant)		

FOR POST OFFICE USE ONLY

Box #	No. Key Issued	No. Key Returned	Combination	Date Box Opened	Date Box Closed	PSC Clerks Card #
List Documents Attached					AP CHOP	

Figure 12-1.--Application for Post Office Receptacle--Continued.

SOP FOR POSTAL AFFAIRS



UNITED STATES MARINE CORPS
CONSOLIDATED POSTAL SYSTEM
CAMP SMEDLEY D. BUTLER
UNIT 35010
FPO AP 96373-5010

(Date)

From: Patron of Post Office receptacle No. _____

To: Postal Officer

Ref: (a) DoD 4525.6 M
(b) DMM

Subj: Failure to Pick Up Mail

1. I understand all procedures used by this postal system for failure to pick up mail from my post office receptacle in a timely manner in accordance with the reference.

a. I am required to pick up my mail from the post office receptacle at least once every 15 days.

b. If I depart for TAD/TDY, leave, or temporary absence, I will notify the PSC of my status and provide mail handling instructions prior to my departure.

c. If my mail is unclaimed after 30 days, it will be returned to sender endorsed "Unclaimed." My receptacle will be closed.

d. If I continually fail to pick up my mail, I will cause permanent closure of my post office receptacle and I will only be provided general delivery service.

2. I have read and understand the above procedures.

Patron's Signature

1st Notice Date: _____ 2nd Notice Date: _____

My post office box was closed on _____
at 0730 for continuous failure to pick up mail.

Figure 12-3.--Notice of Failure To Pick up Mail