

**UNITED STATES MARINE CORPS
CONSOLIDATED POSTAL SYSTEM
MARINE CORPS INSTALLATIONS PACIFIC
UNIT 35010
FPO, AP 96373-5010**

OFFICIAL MAIL MANAGER COURSE



STUDENT HANDBOOK

TABLE OF CONTENTS

LESSON 1 - OFFICIAL MAIL PROGRAM OVERVIEW	3
LESSON 2 - USE OF OFFICIAL MAIL	7
LESSON 3 - OFFICIAL MAIL PREPARATION	9
LESSON 4 - CLASSES OF MAIL	13
LESSON 5 - SPECIAL POSTAL SERVICES	14
LESSON 6 - MISCELLANEOUS MAILINGS	18
LESSON 7 - COST MANAGEMENT	20
GLOSSARY OF TERMS	22
ACRONYMS	25

OFFICIAL MAIL MANAGER COURSE

PURPOSE:

The purpose of this course is to familiarize you with the duties of the Unit Official Mail Manager (Unit OMM). Throughout this course the phrase “Official Mail” will be used to describe official matter mailed using appropriated fund postage.

REQUIRED RESOURCES:

The student handout is the only required resource for this class.

ADDITIONAL RESOURCES:

1. DoDI 4525.08, DoD Official Mail Management
2. DoD 4525.8-M, DoD Official Mail Manual
2. MCO P5110.4A, Marine Corps Official Mail Program
3. BO P5112.1E, SOP for Postal Affairs
4. Nearest Military Post Office
5. Installation Official Mail Section, Camp Kinser Bldg. #820

CONSOLIDATED POSTAL FACILITY: The Official Mail Section is located at the Consolidate Postal Facility on Camp Kinser, Bldg # 820 across from Typhoon Motors.

Phone

MCIPAC Official Mail Manager	637 - 0121
MCIPAC Assistant Official Mail Manager	637 - 1174
Official Mail Section	637 - 1062

OFFICIAL MAIL PROGRAM OVERVIEW

DOD POLICY. It is DoD policy that:

1. The military postal service function and official mail function are two different and distinct missions using separate and distinct resources for which they are accountable to different governmental agencies, the Department of Defense (DoD) and the United States Postal Service (USPS). The DoD Official Mail Program (OMP) involves the mailing of official mail and is managed to support the overall DoD mission. The military postal service function processes personal mail to and from overseas DoD Installations, operates on behalf of the USPS, and is responsible for carrying out USPS policies, procedures, and laws and regulations governing the USPS.
2. Cost-effective use of the taxpayers' money shall be promoted in transporting official matter through proper and efficient processing and use of internal mail, USPS, other carriers, international mail, and the mail services of other countries.

UNIT OFFICIAL MAIL MANAGER APPOINTMENTS

1. **Appointment of Unit Official Mail Manager (Unit OMM).** Each command, organization, and tenant activity will appoint a Unit OMM in writing. The Unit OMM shall be either a Commissioned, Warrant, or Staff Noncommissioned Officer (E-6 or above), or DoD Civilian (GS-6 or above). This requirement will only be waived when the activity concerned has no personnel in the grades specified, and upon approval of the Installation OMM.
2. **Appointment of Unit Assistant Official Mail Manager (Unit AOMM).** A Unit AOMM may be appointed to perform OMM duties whenever the Unit OMM is absent. The requirements for the Unit AOMM shall be a Commissioned, Warrant, or Staff Noncommissioned Officer (E-6 or above), or DoD Civilian (GS-6 or above).
3. **Appointment Procedure.** All appointees will be appointed in writing. Appointment letters will be signed by the Commanding Officer, activity head, or an appropriate official with "By Direction" authority. See Figure 1 for example. The original appointment letter will be maintained at the Unit Official Mail Site, and a copy will be forwarded to the servicing post office and Installation OMM, Consolidated Postal Facility, Camp Kinser Bldg. # 820. Although not a requirement, it is recommended that those personnel designated as the unit postal officer and assistant unit postal officer also be appointed as the unit's OMM and AOMM respectively.
4. **Replacement of OMMs.** Frequent changes of OMMs shall be avoided. When changes are necessary, sufficient turnover time shall be provided so that the new OMM becomes thoroughly familiar with the duties prior to the old OMMs departure.

RESPONSIBILITIES OF THE UNIT OMM. The following is a partial listing of Unit OMM responsibilities:

1. Keep the commander informed on the effectiveness of the activity's OMCCP and any problem areas.
2. Ensure that official mail users know when and how to contact the Unit OMM.
3. Inspect outgoing official mail daily, and take corrective action to fix noted discrepancies.

Direct continuing or unique problems to the Installation OMM.

4. Report misuses of official mail to the Commanding Officer or Unit OMM of alleged violators.
5. Maintain liaison with appropriate supply and procurement activities to ensure that all postal related items (i.e., envelopes, labels) meet DoD and USPS regulations.

TRAINING REQUIREMENTS. Unit OMMs and AOMMs will thoroughly review the references upon appointment to ensure that they fully understand their duties and responsibilities. OMM training is an annual requirement and will be coordinated by the Installation OMM. Newly appointed OMMs, AOMMs, OMM clerks, secretaries, clerk-typists and other personnel who handle official mail (matter) will contact the Postal Training NCO, Consolidated Postal Facility, Camp Kinser Bldg. # 820 at 637-0123 to make an appointment for the next available OMM training class, within four months after assignment.

OFFICIAL MAIL CENTERS

1. **Purpose.** A separate collection point must be maintained for the collection of official matter. This site will be outside of and separate from the unit mail room and will be designated as the Unit Official Mail Center (OMC). When possible, personnel should be required to hand deliver official matter to a designated OMM Clerk at the official mail center (as opposed to dropping this matter into an unattended slot or box).
2. **Location.** The Unit OMC will be centrally located where it will best meet the needs of the unit while providing adequate security and supervision.
3. **Required Publications.** All unit official mail centers will maintain the following publications:
 - a. DoDI 4525.08, DoD Official Mail Management
 - b. DoD 4525.8-M, DoD Official Mail Manual.
 - c. MCO P5110.4A, Marine Corps Official Mail Program.

OMC INSPECTIONS.

1. The Installation or equivalent OMM will inspect all unit official mail centers annually. Inspections will be unannounced and based on a mission capable/non-mission capable grading system. DD Form 2495 (Official Mail Manager's Inspection Checklist) or its equivalent (Airs Checklist) will be used for this purpose.
2. A Summary Inspection Report will be sent to the command/activity after review by the Installation Official Mail Manager. The command/activity has thirty (30) days to submit a Corrective Action Report to the Installation Official Mail Manager, Consolidated Postal Facility, Camp Kinser Bldg. # 820 for any discrepancies noted during the annual inspection. For inspections resulting in "**Findings**", the command/activity will submit a Corrective Action Report to the Commanding General, appropriate organization (Inspector). A copy will be forwarded to the Installation Official Mail Manager.

SEARCH AND SEIZURE. USPS inspections, search procedures, and postal laws apply to official matter only while it is mail. Official matter is not considered mail until it is released to USPS control and ceases to be mail after control passes from USPS. Until official matter becomes mail, it may be searched and/or seized by OMMs and AOMMs as necessary (i.e., to determine whether an item is mailable or contains personal correspondence).

OMC SURVEYS AND TESTS. Unit OMMs may be required to periodically determine the transit time and the volume of official mail being entered into the USPS. When surveys are directed, the Installation OMM shall provide instructions.

SAMPLE LETTER OFFICIAL MAIL MANAGER APPOINTMENT LETTER

UNITED STATES MARINE CORPS

COMMAND LETTER HEAD



IN REPLY REFER TO:
(SSIC)
(Unit Code)
(Date)

From: Commanding Officer
To: Captain Ivan M. Hipp XXXXXXXXXXXX/USMC

Subj: APPOINTMET AS UNIT OFFICIAL MAIL MANAGER

Ref: (a) DoDI 4525.08 (DOD Official Mail Management)
(b) DoD 4525.8M (DOD Official Mail Manual)
(b) MCO 5110.4A (Marine Corps Official Mail Program)
(c) BO P5112.3C (Base SOP for Postal Affairs)

1. Effective this date, you are hereby appointed as the Official Mail Manager (OMM) for (Unit). The references will guide you in the performance of your duties.

2. The following information is provided for identification purpose:

Name: Ivan M. Hipp

Rank: Captain

Official Address: COMMANDING OFFICER
ATTN OFFICIAL MAIL MANAGER
(UNIT NAME)
UNIT (XXXXXX)
FPO AP XXXXX-(XXXX)

Telephone number: COMM XXX-XX-XXX-XXX-XXXX
DSN (XXX)XXX-XXXX
FAX (XXX)XXX-XXXX

E-mail address: (OMM email address)

3. This authority is cancelled upon your transfer from this Command or otherwise stated in writing.

3. The point of contact and phone number.

I.M.COMMANDING

Copy to:
Installation Official Mail Manager
File

Figure 1

USE OF OFFICIAL MAIL

Authorized Use of Official Mail. All Marine Corps activities are authorized to use official mail. DoD activities are likewise authorized to use official mail; however, these activities will reimburse the host installation for all postage expenditures incurred in accordance with current Interservice Support Agreements.

Unauthorized Use of Official Mail. Official mail will not be used for the following:

1. For private use.
2. Matter that is not exclusively government business.
3. Information sent by DoD Components about non-mandatory events.
4. Personal congratulatory letters from one individual to another in a private capacity. This does not prohibit the use of appropriated fund postage by heads of staff agencies or commanders to fulfill their official morale and esprit de corps obligations to **members of their organization or persons in their areas of technical responsibility**. For example, sending congratulatory letters to people selected for advanced schooling, promotions, and letters of condolence are authorized.
5. Resumes and completed employment applications.
6. Holiday and birthday cards and greetings, tax returns, job resumes, RSVP items, and invitations to satisfy personal social obligations, even if they are the result of an official position.
7. By retired military members, unless acting in an official capacity.
8. Nonmailable items such as alcohol, explosives, and oversize or overweight packages (for a list of nonmailable items contact nearest post office).
9. Dependent school yearbooks, military cruise books, farewell mementos and other unofficial items.
10. Announcements and attendance responses related to DoD Component branch anniversary parties and similar events.
11. Mailings by or for private associations (i.e., Boy Scouts, wives clubs, etc.).
12. For mail not bearing a complete and proper return address.

Official Mail Discrepancy Sheet. Unit OMM's will receive an official mail discrepancy sheet from the post office, when outgoing matter/correspondence is identified with a discrepancy (unauthorized use, insufficient address, inadequate packaging, etc.).

Penalties for Misuse of Official Mail. Under Title 18, U.S. Code, Chapter 31, Section 641; there are certain penalties that can be administered in conjunction with the improper usage of official mail. These penalties include the following:

1. Individuals attempting to improperly utilize appropriated funds can face fines of up to \$10,000 and/or ten years imprisonment.

2. Individuals involved in crimes of theft valuing \$100 or less could face a \$1,000 fine and/or one year imprisonment.

Alternatives to Mailing:

1. Use of U.S. Postal Service (USPS). Official matter shall be transported via USPS only when it is the least costly transportation method or when required by law. When mailed, official matter shall move at the lowest postage and fees cost that meets the security, accountability, and required delivery date requirements.

2. Use of Other Transportation/Communication Means. When appropriate, alternative methods will be used to transport official matter/disseminate official information. Examples of other available methods include the following:

- a. Guard mail
- b. Courier
- c. TMO
- d. Commercial Carriers (i.e., FEDEX, UPS)
- e. Telephone
- f. FAX
- g. Naval Message
- h. Base Newspaper
- i. E-Mail
- j. Family Readiness Officer Newsletters
- k. Command sponsored social media

OFFICIAL MAIL PREPARATION

General. All mail shall be prepared and packaged according to USPS regulations. If in doubt, consult the nearest military post office.

Consolidated Mail. Consolidating mail is achieved by combining multiple pieces of mail destined to the same location in a single container. This container remains intact while in transit and reduces the number of times the contents are sorted. Most importantly, it reduces costs as postage is paid on the total weight of the consolidated package, rather than separately on each piece. Consolidated mailings shall be made whenever it is cost effective to do so. The endorsement "Consolidated Mail" must be placed below the return address on the outside of the envelope or parcel.

Packaging Preparations.

1. Basic packing standards:
 - a. Envelopes and boxes may be only slightly larger than the material being mailed.
 - b. Boxes must be large enough to provide adequate cushioning on all sides of fragile contents.
 - c. Bear only those logos, markings, slogans, or designs supporting an activity or its program authorized in accordance with DoD Component directives covering such items and the DMM.
 - d. Envelopes with clasps, staples, strings, buttons, or similar securing devices shall not be used.
2. Letter-size envelopes can hold six sheets of paper and shall be used whenever possible.
3. Flat-size envelopes:
 - a. The envelope and its contents weigh more than one ounce.
 - b. The contents will be damaged by folding.
 - c. The thickness of the contents and envelope would exceed 1/4 inch if folded and placed in a letter-size envelope.
4. Parcel standards:
 - a. Inexpensive and light weight.
 - b. In good, sturdy condition without tears or holes.
 - c. Strength suitable for the item being shipped.
 - d. Contents adequately cushioned with light-weight material so they do not move when the carton is shaken.

- e. Properly closed with pressure sensitive, filament-reinforced tape (cellophane or masking tape is not authorized).
- f. Use mailing tubes only when no other container will protect the item being mailed.
- g. Not wrapped with brown paper or anything else. (Doing so is labor intensive and the wrappings are frequently damaged or destroyed during automated mail processing.)

Addressing. To ensure the most efficient delivery of mail, a correctly formatted, current mailing address must be used. The following mail addressing standards are required on all official mail:

1. Use complete official mailing address (including the nine digit ZIP code) on both the return address and the delivery address.
2. Official mailing addresses (both delivery and return) are limited to five lines and formatted with uniform left margin. The attention line is an optional line which may be used when the name of the activity does not adequately identify addresses or if the correspondence is directed to a specific person or section. Whenever possible, a person's title/billet will be used vice a person's name. This prevents official mail, intended for the command, from being forwarded to the person after he/she transfers to a new command.
3. All addresses will be typewritten, computer generated, or otherwise mechanically printed in black ink using upper case letters. Handwritten and rubber stamped addressing is not authorized; except for activities engaged in field exercises or hostilities that prevent complying with this standard.
4. The preferred print size for address characters is 10 to 12 points.
5. Address characters must not touch and will be equally spaced.
6. Punctuation may be included in official addresses; however, the preferred format is without punctuation, except for a hyphen separating the four digit add-on from the five digit ZIP code.
7. Under no circumstances shall unit/organization names exceed 40 characters in length or extend more than one line when printed on mailing labels.
8. Do not use print styles (fonts) that have highly styled characters such as script, italics, artistic, etc.
9. Standard two-letter state abbreviations will be used. However, city names will be spelled out completely.
10. When used, mailing labels will be placed so that all addresses are parallel with the bottom edge of the mail piece (i.e., addresses will not be canted).

Address Format. Official mail addresses consist of five distinct address lines. An explanation and example of each address line is provided below.

1. The 1st line is the title line (Optional). It consists of the official title of the person in charge of the command (i.e., Commanding Officer, Officer in Charge, Director, etc).

COMMANDING GENERAL

III MEF
UNIT 35601
FPO AP 96382-5601

2. The 2nd line is the attention line (Optional). The attention line contains the name of the office or title of a position (e.g. Supply Officer) that is to receive the item. When known, the action officer's name may be placed at the end of this line.

COMMANDING OFFICER
ATTN SUPPLY
HMM 265
UNIT 37239
FPO AP 96372-7239

3. The 3rd line is the unit/organization name line. For official mail purposes, unit/organization names can either be spelled out completely or abbreviated using the standard Marine Corps abbreviation for the Unit (abbreviations are the preferred method). Note that because of space constraints, unit descriptions above the battalion/squadron level (i.e., 3D MLG, 3D MAR DIV, etc.) should normally be omitted from the address. There are two general exceptions to this rule:

- a. In cases where the group level is an integral part of the address (i.e., Commanding General, 3D MLG).
- b. The second is in cases where omission of the group level could lead to confusion. For example, in cases involving units with similar names (e.g., HQSVC BN, 1ST MLG; HQSVC BN, I MEF).

COMMANDING OFFICER
ATTN ARMORY
JOINT FORCES BRIG
UNIT 35024
FPO AP 96385-5024

4. The 4th line is delivery address line. Place a street address, post office box, or unit number here.

COMMANDING OFFICER
ATTN SECURITY MANAGER
H&S BN MCB
UNIT 35002
FPO AP 96373-5002

JOHN SMITH
1425 5TH STREET SW
OCEANSIDE CA 92056-5007

5. The 5th line is the city, state, and ZIP+4 line. This line contains the City, State, and ZIP+4 Code.

COMMANDING OFFICER
ATTN STEVE JONES
3D MAINT BN
UNIT 38422
FPO AP 96380-8422

SUSAN BARNES
1425 5TH STREET SW
OCEANSIDE CA 92056-5007

Dual Addresses. A dual address occurs when both a street address and a PO Box address appear

in the address. USPS normally delivers to which ever appears in the delivery line. If both appear in the delivery line the mail will be delivered to the PO Box.

Mailing Lists. Update addresses in mailing lists as changes become known, and at least annually, to remove addressees no longer needing the material being mailed, to minimize delivery delays, and to avoid undeliverable mail that wastes postage and printing costs.

Note: Envelopes containing the endorsement "Penalty for Private Use, \$300" are obsolete. However, existing stocks will be used until they are exhausted.

CLASSES OF MAIL

PURPOSE. To briefly describe the various classes of mail that are available and provide insight into their use for official mail.

GENERAL. Official mail consists of four classes of mail. The class to which each piece of official mail belongs is based on the type of item being sent, the weight of the item, and the need to use special postal services.

NOTE: All mail departing Okinawa is transported via commercial airline and generally arrives in the United States within 48 hours.

1. **First-Class/Priority.** All First-Class/Priority Mail receives expeditious handling and transportation.

a. **First-Class.** This class includes letters, flats, parcels and post cards. Rates start at one ounce and go up to 13 ounces. Non machinable surcharges apply for pieces that are rigid, nonrectangular or not uniform in thickness.

b. **Priority.** Priority Mail is an expedited service and may contain any mailable matter weighing no more than 70 pounds. Average delivery time is 7 to 10 days; however, delivery date is not guaranteed.

2. **Standard Post.** This class is for packages weighing up to 70 pounds and measuring up to 130 inches in length and girth combined. This can include small and large envelopes, thick envelopes, and tubes.

3. **Express Mail.** A high speed delivery service that is available to most major locations within the United States (generally overnight) as well FPO/APO overseas locations (generally three to five day service). Contact local post office to determine which areas have Expedited Mail deliveries.

a. Expedited Mail shall only be used when it is the most cost effective way to accomplish a mission within time, security, and acceptability constraints. It shall not be used:

(1) As a matter of convenience.

(2) For the purpose of correcting administrative oversights such as late suspense's when adequate time existed (i.e., late fitness reports, promotion pictures).

(3) On days before weekends or holidays, unless someone will be available to accept and work on it during the weekend or holiday.

b. Requests to use Expedited Mail for situations not expressly covered by regulations or directives will be directed to the Installation OMM for approval.

4. **Media/Library Mail.** This class is for packages weighing up to 70 pounds and measuring up to 130 inches in length and girth combined. There are specific restrictions regarding content of mailing items Media/Library Mail. The use of Media Mail will be determined by the official mail clerk at the time postage is applied. Library Mail is a federally subsidized program and therefore official mail is not eligible for this class of mail.

SPECIAL POSTAL SERVICES

General. Special postal services are authorized for official mail in instances required by law or directed by DoD or Marine Corps directives or regulations. These services are costly and will not be used simply as a matter of convenience or to provide unwarranted security to the mail. Requests for special postal services for unique situations not covered by regulations will be directed to the Installation OMM.

Registered Mail.

1. Registered Mail is the most secure method for mailing an item. Registered Mail receives special handling from the point of mailing to the delivery office, and provides proof of mailing and delivery. All Registered Mail must be sent as First-Class or Priority Mail.
2. On the negative side, Registered Mail is costly and relatively slow due to the unbroken "chain of receipts" that must be maintained. This is especially true for Registered Mail destined for overseas locations as there are strict restrictions that apply to transporting official Registered Mail aboard international flights.
3. Examples of official items that are commonly sent via Registered Mail include:
 - a. Criminal Investigation reports.
 - b. Any currency and vouchers, or other high-value items.
 - c. Mailable shipments of government owned firearms.
 - d. Calibration equipment and other sensitive, controlled, or irreplaceable material.
 - e. Classified material (normally Secret and below) as required by DoD 5200.1-R and Marine Corps regulations.
 - f. Other material as required by law, DoD instruction, or Federal directive.

Certified Mail.

1. Certified Mail provides evidence of mailing and a record of delivery. While it is in transit, Certified Mail is dispatched, handled, and treated as regular First-Class Mail.
2. Examples of authorized uses of Certified Mail include:
 - a. Letters to establishments being declared "off limits."
 - b. Controlled test material.
 - c. Various legal documents when proof of delivery or attempt to deliver is required by law.
 - (1) Records of trial for all Special and General Courts Martial.
 - (2) Decisions of the courts of military review.

(3) Officer elimination cases

- c. Other material as required by law, DoD instructions, or Marine Corps directive.

Insured Mail. Since the government is self-insured, this special postal service is never used for the primary purpose of obtaining postal indemnity. Insured mail may be used for articles to provide when proof of delivery is required for valuable administrative or logistical equipment, supplies. Only those materials required by law, Federal directives, DoD instructions, or Marine Corps Directives shall be sent by insured mail. Insured Mail service provides a receipt to the sender and record of delivery at the post office of delivery. A record is not kept at the post office where mailed.

Return Receipt for Merchandise.

Return Receipt for Merchandise (PS Form 3804) is available only for merchandise sent at certain rates of postage. PS Form 3804 is less expensive than using PS Form 3811 and the insured, registered, or certified service, which must be used with it. However, a receipt is obtained every time this service is used. Filing such receipts is labor intensive and costly.

Return Receipt.

1. A return receipt (PS Form 3811) provides the mailer with evidence of delivery. Return receipts may be obtained for Numbered-Insured, Registered, and Certified Mail, but require additional postage fees. A return receipt is authorized for use when proof of delivery is required (by law or directive) for official mail sent to non-government addresses.
2. When proof of delivery is required for official mail sent to another government agency, an OPNAV 5511/10 (Record of Receipt), or NAVMC 941 (Transmittal of Service Records/Official Documents) shall be used. These forms are placed inside the mailing envelope prior to mailing and provide instructions to the addressee on completing and returning the form to the sender.
3. Staff judge advocates and provost marshals have been given the authority to determine when the use of return receipts is required for legal documents, in accordance with current directives.

Certificate of Mailing. A Certificate of Mailing (PS Form 3817) provides proof that an item was mailed. It is used when tracking and accountability are not required, but proof of mailing is required.

Signature Confirmation. Signature Confirmation (PS Form 153) is a low cost service similar to Delivery Confirmation with the added service of a signature to ensure it reaches the proper individual. This service is available for First Class Parcels, Priority, and Standard Package Services.

Restricted Delivery. Restricted delivery permits the mailer to direct delivery to the addressee or to an agent only. It may be obtained only for insured, registered, or certified mail.

Special Handling and Special Delivery. These services are not authorized for Marine Corps activities without written authorization from the Commandant of the Marine Corps (Code MFP-3).

USPS Tracking. Provides the mailer with information about the date and time an article was

delivered or the date and time of the delivery attempt. All official mail parcels (boxes and large envelopes more than 3/4 inch thick) sent from Okinawa receives USPS Tracking and the number can be provided upon request only at the time of mailing.

Exclusions. Commands desiring to use registered or certified mail for requirements not contained in MCO 5110.4A or DoD 4525.8M, will request approval from the installation commander/postal officer or district postal officer in writing. This letter will specify a description of contents and what order or regulation requires the use of the requested service. If there is no order or regulation requiring the use of the requested service the OMM/AOMM will describe what mission will fail, how much money the government will lose, etc. See Figure 2 for example.

SAMPLE LETTER (070216) REQUESTING SPECIAL SERVICES FOR OFFICIAL MAIL



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

IN REPLY REFER TO:
(SSIC)
(Unit Code)
(Date)

From: (Unit Official Mail Manager or OIC), _____ (Unit Name)
To: Official Mail Manager, Consolidated Postal System
Via: Official Mail Section, Consolidated Postal System

Subj: REQUEST FOR EXTRA SERVICES WITH OFFICIAL MAIL

Ref: (a) DOD 4525.8M (DOD Official Mail Manual)
(b) MCO 5110.4 (Marine Corps Official Mail Program)
(c) BO P5112.3C (Base SOP for Postal Affairs)

1. Explain in as much detail as possible, the contents of the item you are attempting to send via official mail.

2. Explain what extra service (i.e., certified, return receipt, registered, express, etc..) you are requesting and **the reason** for your request.

Note 1: If there is an Order, Directive or Regulation (equivalent to a MCO or higher in authority) that states that an extra service MUST accompany this item, present a photocopy of that to the military post office as an enclosure to this letter. Unit SOP's will not be accepted. Items mailed official mail COVERED by an Order, Directive or Regulation will be provided such service as required.

Note 2: When you explain the reason, be as detailed as possible. This will assist the CPS Official Mail Manager in determining approval or disapproval of your unit's request. ALL annual request letters WILL be updated annually.

Examples of reasons explained in detail are:

- "what mission will fail if this item doesn't receive the special service?"
- "How much money will the Marine Corps loose if this items is not signed for?"
- "What consequences will occur if this item is not sent with a special service?"

3. The point of contact and phone number.

Signature of OIC or Section Head/Billet

- Any questions in regards to this letter can be addressed via phone or email to the Official Mail Section at 637-1174 or to the Installation Official Mail Manager (POSTAL OPERATIONS OFFICER) at 637-0121 or 637-5011.

Figure 2

MISCELLANEOUS MAILINGS

General.

Presort Mail Services. Presort mail is available for First-Class and Standard mailings. Generally, a discount is applied to the postal rate charged when certain presort requirements are met. Activities that prepare a large number of pieces in a single mailing should contact the Installation OMM for instructions on preparing presort mail.

Business Reply Mail (BRM). "Postage and Fees Paid" indicia envelopes and cards are not authorized to be used as reply mail. Whenever a return response is required, a Business Reply envelope or card will be used. The following guidance on Business Reply formats is provided:

1. Furnishing metered reply mail or stamped self-addressed return mail for reply purposes is not practical for the Marine Corps in most cases, since postage is charged whether or not the item is returned.
2. Can be used only when the reply is being requested from an activity or individual outside the U.S. Government who is not required by law to reply and when the receipt of the reply is in the best interest of the U.S. Government.
3. Shall not be used to receive responses from DoD activities or personnel except retired personnel or reservists not assigned to a unit.
4. For more information, contact the Installation Official Mail Section, Mail Processing Facility, Camp Kinser Bldg. # 820 at 637-0121.

Courtesy Reply Mail (CRM).

1. CRM is similar to BRM in that a pre-addressed envelope or post card is provided to the addressees. Both are designed to facilitate the process for having addressees provide information or documents to the originating organization. The difference is that postage for BRM is paid for by the Marine Corps while CRM postage is paid for by the individual mailer.
2. The general rule is that CRM shall be used when the mailer is required to send the information.
3. For more information, contact the Installation Official Mail Section, Mail Processing Facility, Camp Kinser Bldg. # 820 at 637-0121.

Mail Addressed to Military Post Offices Overseas

1. Intra/Inter-Theater Delivery Service (IDS)/MPS is a postage-free delivery of official, personal, organizational and commercial correspondence and parcels that do not enter the USPS network within the United States, its territories, or possessions.
 - a. MPS must meet all requirements for mail, other than postage. The sender and addressee must be authorized to use the MPS.
 - b. To prevent overburdening the MPS system, flyers, notices, announcements, advertisements, etc., for on base personnel and activities will not be sent IDS.

Sending or receiving items through the IDS to advertise home businesses, to sell merchandise, or to conduct business or for commercial purposes is prohibited.

c. IDS may not be used for the purpose of restocking distribution facilities.

d. Use of IDS for transport of personal property in connection with PCS/TDY moves, is prohibited.

e. Special USPS services (e.g., insurance, registry, etc.) are not authorized with personal use IDS. Patrons must pay postage and fees for these services. Official mail may utilize registered/certified mail tracking purposes only.

International Mail. All official mail addressed to foreign civil addresses (non-APO/FPO) is considered international mail. International mail may only be sent to those countries with whom the USPS has established service agreements. Information concerning applicable special service restrictions, customs forms, and special services can be obtained from any civilian or military post office or on usps.com.

COST MANAGEMENT

General. It is Department of Defense policy that mailing costs be kept to the minimum necessary to conduct essential government business. In recent years, postage costs for the Marine Corps have risen dramatically.

Policy. In an effort to reduce postage costs, and compliance with DoD policy, Marine Corps activities shall ensure that their official mail practices meet the following guidelines:

1. Ask the following about each mailing:
 - a. What will happen if the item is not mailed?
 - b. What will happen if the item is mailed less frequently?
 - c. Can some other less expensive method of transporting the message or item be used (i.e., telephone call, data transfer, freight, small parcel carrier)?
 - d. Can it be combined or transported with something else?
 - e. Is it mailed at the lowest postal rate legally possible?
 - f. Can postage costs be reduced by reducing weight or size?
 - g. Can postage cost be reduced by changing preparation methods?
2. Use standard, letter-size envelopes whenever possible. Large envelopes shall be used only when material may be damaged by folding.
3. Inspect outgoing mail to be sure it is properly prepared and not subject to surcharges for size or weight.
4. Limit use of special services.
5. Annually review re-occurring mailings for continued necessity.
6. Reduce the frequency and volume of mailings.
7. Update and verify mailing lists.
8. Consolidate mailings to common addresses.
9. Consider microfiche, microfilm, CD ROM's, electronic transfers and disks as alternatives for mailing paper copies of publications.
10. Reduce weight by printing on both sides of paper, selecting the lightest weight paper and using all available printing space.
11. Promote computer output formats that make maximum use of available print space to reduce the weight of mailings.

12. Use electronic fund transfers vice mailing government checks to banks.
13. Report those who lose, steal, or misuse appropriated fund postage.
14. Consider alternatives to automatic data processing hard copy mailings, such as:
 - (a) Telephone
 - (b) Fax
 - (c) Electronic Mail
 - (d) Guard mail
 - (e) Courier
 - (f) Traffic Management Office
 - (g) Commercial Carriers (i.e. FEDEX, UPS, DHL)
 - (h) Naval Message
15. Periodically monitor mail practices to ensure that mail is sent by the most economical means.
16. Ensure that personnel who originate or prepare material for mailing are adequately trained.

GLOSSARY OF TERMS

Appropriated Fund Postage - Postage paid for with funds appropriated by the United States Congress.

Business Reply Mail (BRM) - A method whereby a mailer may authorize individuals and organizations to send First-Class matter back to the mailer's address and have the postage and fees paid by permit.

Certificate of Mailing - A postal service that may be used on any class of mail when proof of mailing is required but proof of delivery is not.

Certified Mail - A postal service available on any mailable matter sent as First-Class or Priority Mail. It provides a receipt to the sender and a record of delivery at the post office of address. A record is not kept at the post office where it is mailed. It is dispatched, handled, and treated in transit as ordinary mail.

Consolidated Mail - Two or more pieces of mail placed in one container for direct mailing to one addressee or one installation.

Courier - A messenger designated to transport official matter between two geographical locations.

Courtesy Reply Mail - A method whereby a mailer may authorize individuals and organizations to send First-Class matter back to the mailer's address. The postage is paid by the addressee.

Express Mail - A mail class that provides expedited USPS delivery service for mailable matter (up to 70 pounds). Delivery time is typically 3 to 5 business days depending on origin and destination; however, the scheduled delivery date is determined at the time of mailing.

First-Class Mail - Letters, flats or parcels that weight less than 13 oz.

Flat-Size Mail - A mail piece that exceeds one of the dimensions for letter-size mail (11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick) but does not exceed the maximum dimension for this mail processing category (15 inches long, 12 inches high, 3/4 inch thick). The dimensions are slightly different for automation rate eligibility. It may be unwrapped, paper-wrapped, sleeve-wrapped, or enveloped.

Guard Mail - A network within a command that is setup internally to pick-up and deliver official correspondence not requiring postage.

Insured Mail - Insured Mail service provides a receipt to the sender and record of delivery at the post office of delivery. A record is not kept at the post office where mailed. For official mail this service may only be used for accountability reasons when proof of delivery is required for valuable administrative or logistical equipment, supplies, and printed matter. No claims are authorized.

International Mail - Mail addressed to foreign civil addresses (non-APO/FPO).

Intra/Inter-Theater Delivery Service (IDS) - A postage-free delivery of official, personal, organizational and commercial correspondence and parcels that do not enter the USPS network

within the United States, its territories, or possessions. Commonly referred to as MPS due to the annotation "MPS" used in place of postage.

Letter Size Mail - Mail which is in between 5 and 11 ½ inches in length, 3 ½ and 6 1/8 inches in height and between 0.0007 inches to ¼ inch thick.

Metered Mail - Mail which has been either imprinted with postage by a postage meter or to which a postage meter tape has been applied.

Military Post Office (MPO) - A United States post office operated by the DoD.

Official Mail - Official matter mailed in which the postage and fees have been prepaid.

Official Mail Center (OMC) - An area established by the unit's Commanding Officer that serves as the central distribution point for incoming and outgoing official matter and correspondence.

Official Matter - Any item belonging to or exclusively pertaining to the business of the U.S. Government.

Periodicals - Magazines, journals, newspapers, digests, briefs, bulletins, summaries, and similar items published on a recurring basis.

Priority Mail - Priority Mail is an expedited service and may contain any mailable matter weighing no more than 70 pounds. Service objectives for delivery are 3 to 5 days; however, delivery time is not guaranteed.

Private Express Statutes - A group of federal statutes giving the USPS the exclusive right, with certain exceptions, to carry letters for others. They are based on the provisions in the U.S. constitution authorizing Congress to "Establish Post Offices and Post Roads".

Registered Mail - The most secure service the USPS offers. It incorporates a system of receipts to monitor mail movement from the point of acceptance to delivery.

Required Delivery Date - The critical date by which mail must reach its destination to satisfactorily accomplish its mission.

Restricted Delivery - A postal service available for COD mail, mail insured for more than \$50, registered mail, or certified mail.

Return Receipt - A postal service available only on Registered, Certified, or Numbered-Insured mail. USPS Return Receipts show to whom and when mail was delivered and is used only when the mailer must have proof of delivery or date of delivery.

Return Receipt for Merchandise - A postal service available only on merchandise sent as First-Class, Priority, Standard Post, Bound Printed Matter, Special Standard Mail, and Library Mail postage rates. It provides the sender with a mailing receipt and a return receipt, and a delivery record is kept at the post office of address. No record is kept at the office of mailing. This service may not be used on international mail.

Standard Post - Used for small and large packages weighing up to 70 pounds and measuring up to 130 inches in length and girth combined.

Surcharge - Fees charged in addition to the normal postage on nonstandard mail (ex. envelopes that are rigid, nonrectangular or not uniform in thickness).

USPS Tracking - Provides the mailer with information about the date and time an article was delivered or the date and time of the delivery attempt.

Acronyms:

AOMM - Assistant Official Mail Manager
APO - Army/Air Force Post Office
BO - Base Order
BRM - Business Reply Mail
COMSEC - Communication Security
CRM - Courtesy Reply Mail
DoD - Department of Defense
FEDEX - Federal Express
FPO - Fleet Post Office
IDS - Intra/Inter-Theater Delivery Service
MCO - Marine Corps Order
MPO - Military Post Office
MPSA - Military Postal Service Agency
OMC- Official Mail Center
OMP - Official Mail Program
OMM - Official Mail Manager
PO - Post Office
RDD - Required Delivery Date
SAM - Space Available Mail
DMO - Distribution Management Office
UPS - United Parcel Service
USPS - United States Postal Service