

USMC MAIL INDOCTRINATION COURSE



July 2023

COURSE REFERENCES

- * DoD Military Postal Service Procedures Manual (MPM)
- * MCO 5110.4B, Marine Corps Postal Affairs and Official Mail Program

GENERAL INFORMATION

- * Commands that operate a Unit Mail Room (UMR) must manage and process personal mail per current guidance/policy
- * Unit Mail Officers and Assistant Unit Mail Officers must be assigned to supervise the primary operation of a UMR
- * Assigned Unit Mail Clerks and Section Mail Orderlies must be informed and acknowledge the mail handling roles/responsibilities
- * Mail handling training must be completed 30 days after designation

COURSE LEARNING OBJECTIVES

This training course will help provide assigned personnel a basic understanding of the following:

- * UMR personnel designation
- * Mail security
- * Mail processing

COURSE LEARNING OBJECTIVES CONT.

- * UMR inspections
- * Suspicious mail packaging and handling procedures
- * Obtaining deployment addresses
- * Unit Deactivation

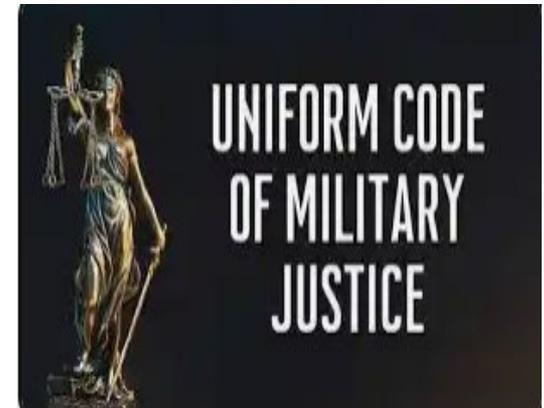
UMR DESIGNATION PROCEDURES

* Per DoD and Marine Corps policy, personnel must be qualified, designated, trained, and when required relieved of mail handling duties



UMR PERSONNEL QUALIFICATIONS

- * Personnel of questionable integrity or moral turpitude cannot be assigned mail handling responsibilities
- * No record of conviction by court martial
- * No punishment under the UCMJ for article 15
- * No civil court conviction for theft or financial/postal incident



UMR PERSONNEL QUALIFICATIONS- CONT.

- * No derogatory information or unfavorable conduct that casts doubt on the individual's integrity
- * No history of psychiatric disorder, alcoholism, or drug abuse
- * Have not been relieved of postal duties for cause
- * Personnel performing mail handling duties must be loyal, trustworthy, and honest

UNIT MAIL OFFICER/ASSISTANT UNIT MAIL OFFICER DESIGNATION

- * Unit Mail Officers/Assistant Unit Mail Officers are appointed by the Commanding Officer in writing
 - * Must be an E-6/GS-6 or above in rank
 - * Sign PS Form 8139 – Your role in Protecting the Security of the United States Mail.
 - * Obtain the Mail Clerk Indoctrination Course certificate within 30 days of appointment
 - * DD Form 285 is required if performing mail handling duties

UNIT MAIL CLERK/ORDERLY DESIGNATION

- * The Commanding Officer can delegate the appoint authority to the Unit Mail Officer
- * Unit Mail Clerks must sign a PS Form 8139
 - * Obtain the Mail Clerk Indoctrination Course certificate within 30 days of appointment
- * Mail Orderlies must sign the Mail Orderly Statement of Understanding
 - * Mail Orderlies are required to complete a local unit mail training course
- * Personnel appointments are made using a DD Form 285 and appointment Letter
- * Appointment and training documentation must be retained on file for 2 years

PS FORM 8139



Your Role in Protecting the Security of the United States Mail

As a Postal Service employee you must preserve and protect the security of all mail in your custody from unauthorized opening, inspection, tampering, delay, reading of the contents or covers, or other unauthorized acts. With few exceptions, no one, except those employed by the Postal Service for that purpose (such as in the Dead Mail offices), may break or permit the breaking of the seals of any class mail matter without a federal search warrant, even though it may contain criminal or otherwise nonmailable matter, or would furnish evidence of the commission of a crime. Any postal employee committing or allowing any of these unauthorized acts is subject to administrative discipline and/or criminal prosecution. Mail security instructions are contained in section 115 of the *Domestic Mail Manual*.

Various federal laws provide for criminal penalties for the theft, delay, desertion, destruction, or obstruction of U.S. Mail. Title 18, United States Code, Section 1709, *Theft of Mail Matter by Officer or Employee*, states:

"Whoever, being a Postal Service officer or employee, embezzles any letter, postal card, package, bag, or mail, or any article or thing contained therein entrusted to him or which comes into his possession intended to be conveyed by mail, or carried or delivered by any carrier, messenger, agent, or other person employed in any department of the Postal Service, or forwarded through or delivered from any post office or station thereof established by authority of the Postmaster General or of the Postal Service, or steals, abstracts, or removes from any such letter, package, bag, or mail, any article or thing contained therein, shall be fined not more than \$2,000 or imprisoned not more than five years, or both."

Acknowledgment

I understand that it is my duty to report immediately to my supervisor or to a Postal Inspector any information I may have of any theft, pilferage, unlawful delay of mail, or evidence of intent to commit such a crime. I fully understand that it is a crime, punishable by fine or imprisonment, or both, to knowingly or willfully obstruct or delay the mail, or to steal or attempt to steal mail of any kind, even if it appears to be worthless, or to allow others to do so. My signature below indicates that I have read and fully understand the above and I will comply.

Signature of Employee

Date

MAIL ORDERLY STATEMENT OF UNDERSTANDING

Name _____	Card Number _____
MAIL ORDERLY STATEMENT OF UNDERSTANDING	
1. GENERAL INFORMATION	
a. With my appointment as an authorized agent to receipt for mail on a DD Form 285 or Letter of Authorization, I understand that I am a direct representative of the Military Postal Service and, as such, have been entrusted with the responsibilities associated with the daily handling and delivery of U. S. Mail to the members of my section. Personnel appointed as a mail orderly must meet strict eligibility criteria and clearly demonstrate the highest levels of trustworthiness and integrity at all times.	
b. I understand that I am legally bound to perform my duties in strict accordance with this Statement of Understanding. Further, I understand that I am morally obligated to my fellow section members, to perform my duties in a highly proficient and professional manner at all times. I have been advised and fully understand that my failure to strictly adhere to the regulations, which govern the handling and delivery of U. S. Mail, will not be tolerated and punishable under Uniform Code Of Military Justice. I understand that if I commit offenses against the U. S. Mails, I am subject to Federal prosecution under U. S. Code, Title 18.	
2. SECURITY / PROTECTION OF MAIL	
a. The DD Form 285 (Appointment of a Mail Orderly) is a carefully controlled item, and will be maintained at the serving mailroom. If there is any change to those authorized to receipt for mail on a DD form 285, a new DD Form 285 and a new statement of understanding must be completed and submitted to the serving unit mailroom. If any named individuals appointed on a DD Form 285 transfers or gets reassigned to another section it must be reported to the serving unit mailroom and a new DD Form 285 will be issued. All new DD Form 285's will supersede the form on hand at the unit mailroom. If an individual executes PCS orders to a new command, that DD Form 285 must be turned into the serving mailroom and the card becomes revoked and the individual can no longer pick up mail for that section.	
b. All appointed personnel must handle all U.S. Mail entrusted to them in a safe and secure manner at all times. They will be held responsible for any loss or damage caused by their failure to properly handle and deliver the mail entrusted to them. Specifically, they must:	
(1) Handle /transport mail in a safe and secure manner until proper delivery has been accomplished.	
(2) Carefully guard all mail in their custody against loss, theft, or damage, and prevent access to the mail in their custody by unauthorized individuals. They must never leave U. S. Mail unattended.	
(3) During inclement weather, they must take all necessary precautions to protect the mail from water damage, as U.S. mailbags are not waterproof.	
(4) They must never transport mail in a private owned vehicle (POV), except in emergency situations with prior approval of the Consolidated Post Office, Postal Officer.	
c. They must never violate the sanctity or private nature of U.S. Mail and postal records specifically, they must never:	
(1) Break or allow to be broken, the seal of any mail matter.	
(2) Read or allow others to read magazines, newspapers or other mail matter addressed to the members of their section.	
(3) Remove stamps or other forms of postage from the mail entrusted to them for delivery.	
(4) Make any record, written or otherwise, of any information (originators name, return address, etc.) contained on any piece of mail for any purpose.	
(5) Release any information regarding mail or postal records (including personal or home addresses, names and/or addresses of correspondents, etc.) to any individual for any purpose. They will refer all inquiries and requests for such information to the Consolidated Post Office, Postal Officer.	
d. They must report any known or suspected postal related offenses to the Unit Postal Officer immediately.	
3. RECEIPT OF MAIL	
a. They must understand that they must report to the serving mailroom every workday in accordance with the schedule established by that command, to receipt for incoming mail for the members of their section. If for any reason they are unable to fulfill this daily requirement, they must ensure that another appointed individual from the section does so.	
b. When receiving mail for their section, they must carefully screen all mail received, immediately remove all mis-sent mail, accountable mail and any official mail whose delivery address includes a billet title and return it to the Mail Clerk prior to leaving the vicinity of the serving unit mailroom.	

(FRONT)

c. At the time that they accept custody of the mail from the serving unit mailroom each day, they must print the current date, print their full name, signature on the Unit/Mail Clerk Receipt Log in a neat and legible manner, to officially certify that they have received the mail for their section and that they are responsible for its safe, secure, efficient, and proper handling and delivery.	
d. If no mail is available for their section at the designated time, they will note this fact on the Unit/Mail Clerk Receipt Log and sign /date the entry.	
e. To assist in the timely and efficient delivery/forwarding of mail, they must make every effort to know every member of their section and what their current status is each day (TAD, on leave, UA, hospitalized, special liberty, transferred, secured early, etc.). They may use up-to-date rosters, morning reports and other official source documents to accomplish this.	
4. HANDLING AND DELIVERY OF PERSONAL MAIL	
a. DD Form 285 authorizes them to receipt for, handle, and deliver all forms of non-accountable personal mail addressed to the members of their section. They must understand that they are not authorized to handle or deliver personal accountable mail (registered, numbered insured, certified, and express). Any personal accountable mail that they may inadvertently receive from the mailroom must be immediately returned.	
b. They must personally deliver all non-accountable personal mail that they receive from the serving unit mailroom, directly to the individual it is addressed to on the same day they receive it. Personal mail must never be left on sacks, 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 OIC/NOIC, 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 or her behalf. Proper delivery occurs when custody of a piece of U.S. mail is directly passed from the hand of the appointed individual to the hand of the addressee, or to the hand of an agent which the addressee has authorized in writing to receipt for mail, and then only after the identity of the addressee/agent has been properly verified.	
c. They must personally deliver all PS Forms 3849 (Notice of Personal Accountable Mail) directly to the addressee as early as possible on the date they receive them. PS Form 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 Form 3849's that cannot be properly delivered as described above, are considered "undeliverable." As a authorized agent, they are not authorized to retain undeliverable personal mail overnight; therefore, all personal mail and PS Form 3849's which cannot be personally delivered to the addressee, must be returned to the serving unit mailroom for overnight storage or forwarding as appropriate, on the same day they receive them. When returning undeliverable personal mail and PS Form 3849's to the serving unit mailroom, they must provide the unit mailroom with written documentation (i.e., post-it note or other documentation) indicating the reason for non-delivery. They must never deface any piece of mail by writing directly onto it for any reason.	
e. When delivering mail to the addressee, they 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. They must further understand that they are NOT AUTHORIZED to receipt for, handle, or deliver any form of official accountable mail (registered, express, numbered insured, return receipt for merchandise or certified). Official mail, which is addressed to an individual by billet/duty title, (i.e., Legal Officer, Adjutant, Supply Chief, First Sergeant, Training NCO, etc.) may be delivered along with the sections mail. Any official mail that they cannot deliver on the date of receipt must be returned to the serving mailroom immediately, on the same day. The mail may not be held over night by the unit mail orderly.	
6. CERTIFICATION. By my signature hereon, I certify that I have read this Statement of Understanding and fully understand my duties and responsibilities as outlined herein. Further, I have been personally briefed by my Section OIC/SNCOIC or Supervisor with regard to my duties and responsibilities, and fully understand the consequences of my failure to perform them precisely as described above. I have received a copy of this Statement of Understanding to guide me in the daily performance of my duties as an authorized mail orderly for this section.	
UNIT MAIL OFFICERS PRINTED RANK/NAME _____	UNIT MAIL ORDERLY'S PRINTED RANK/NAME _____
UNIT MAIL OFFICERS SIGNATURE & DATE _____	UNIT MAIL ORDERLY'S SIGNATURE & DATE _____

(BACK)

APPOINTMENT LETTER DISTRIBUTION

- * Units must maintain a copy of the Designation Letter of Appointment documentation for unit personnel
- * Provide and maintain current copies of all appointees at the Military Postal Activity (MPA)
- * Provide one to the individual(s)

UNIT MAIL OFFICER/ASSISTANT MAIL OFFICER APPOINTMENT LETTER



DEPARTMENT OF THE NAVY
ACTIVITY'S NAME
COMMAND ADDRESS/NINE DIGIT ZIP

SSIC
CODE
DATE

From: Commanding Officer of _____
To: Rank/Name of appointee
Via: Consolidated Post Office

Subj: APPOINTMENT OF UNIT MAIL/ASSISTANT UNIT MAIL OFFICER

Ref: (a) DoD Military Postal Service Procedures Manual (MPM)
(b) MCO 5110.4B Marine Corps Postal Affairs and Official
Mail Program
(c) Base Order

1. In accordance with the references, you are hereby appointed as the Unit Mail Officer/Assistant Unit Mail Officer for (unit name) with all duties and responsibilities as assigned by federal law, United States Postal Service, Department of Defense, and Marine Corps rules/regulations.
2. As the Unit Mail Officer/Assistant Unit Mail Officer, you are assigned to supervise the primary operation of your Unit Mail Room.
3. This authority is cancelled upon your transfer from this command or unless sooner revoked.

I. M. Commanding

UNIT MAIL CLERK/ORDERLY APPOINTMENT LETTER

(Organization Heading)

5110
Code
Date

From: Commanding Officer, Unit Name
To: Lance Corporal John D. Doe EDIPI: 0000000000/XXXX USMC
Subj: APPOINTMENT AS (UNIT MAIL CLERK OR MAIL ORDERLY)
Ref: (a) DoD Postal Manual
(b) MCO 5110.4B

1. In accordance with the references, you are hereby appointed as the (Unit Mail Clerk or Mail Orderly) for (unit or section name) with all duties and responsibilities as assigned abiding by federal law, United States Postal Service, Department of Defense, and Marine Corps rules/regulations. As (Unit Mail Clerk or Mail Orderly) you must preserve and protect the mail in your custody from unauthorized opening, inspection, tampering, delay, reading of contents/covers, damage, destruction, or other unauthorized acts. Any postal person committing or allowing any of these unauthorized acts is subject to administrative discipline and/or criminal prosecution.
2. Appointee Mail Authorization: (Official All, Official Except Accountable, Personal Except Accountable)
3. This authority is cancelled upon your transfer from this command or unless sooner revoked.

I.M. Commanding
I.M. COMMANDING

ACKNOWLEDGEMENT OF APPOINTMENT

From: Lance Corporal John D. Doe
To: Commanding Officer, Unit Name
Subj: APPOINTMENT AS (UNIT MAIL CLERK OR MAIL ORDERLY)

1. I acknowledge my appointment and shall faithfully discharge the duties associated with this designation. I understand that it is a crime, punishable by fine or imprisonment, or both, to knowingly or willfully obstruct or delay the mail, to steal or attempt to steal mail of any kind, even if it appears to be of no value, or to allow others to do so.
2. As a (Unit Mail Clerk or Mail Orderly) I understand that I may be held pecuniary liable for any losses.

John D. Doe
J. D. DOE

Copy to:
Individual
Unit Mailroom
Post Office

DD FORM 285 PROCESSING

- * Three DD Form 285' s will be prepared for Unit Mail Clerks
 - * Unit Mail Clerks are authorized to pick up, OFFICIAL (ALL)

- * Two DD Form 285' s will be prepared for Mail Orderlies
 - * Mail Orderlies are authorized to pick up, OFFICIAL (EXCEPT ACCOUNTABLE).

- * Unit Mail Clerks/Orderlies are only authorized to pick up, PERSONAL (EXCEPT ACCOUNTABLE)

DD FORM 285 PROCESSING – CONT.

- * The **DESIGNATED OFFICIAL** must initial next to each annotation
- * Unit Mail Clerks will have the MPO All Purpose Date Stamp all three copies and retain one copy for records
- * Mail Clerks/Orderlies will retain one copy on person and one copy in the UMR for routine verification and inspection

DD FORM 285 – SAMPLE

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <small>(SEE INSTRUCTIONS ON REVERSE)</small>		1. DATE EFFECTIVE xx/xx/xxxx	2. DATE REVOKED xx/xx/xxxx
3. NAME OF APPOINTEE (LAST, FIRST, MIDDLE INITIAL) Marine, Joe, M.		4. CARD NUMBER	
5. RANK OR GRADE Any Rank	6. DGD ID NUMBER xxxxxxxxxx	7. TITLE OF APPOINTEE xx/xx Mail Clerk	
8. ORGANIZATION/ACTIVITY/UNIT/SECTION Command		9. MPO OR CONUS ZIP CODE Zip Code	
10. MAIL AUTHORIZED TO RECEIVE (CHECK AND INITIAL)		11. THIS FORM MUST BE VALIDATED BY THE SERVICING AGENCY'S ALL PURPOSE DATE STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICIAL SEAL.	
<input type="checkbox"/> PERSONAL (ALL)	<input type="checkbox"/> OFFICIAL (EXCEPT ACCOUNTABLE)		
<input checked="" type="checkbox"/> PERSONAL (EXCEPT ACCOUNTABLE) Initials	<input type="checkbox"/> OFFICIAL POUCHES ONLY		
<input checked="" type="checkbox"/> OFFICIAL (ALL) Initials	<input type="checkbox"/> OFFICIAL (EXCEPT ASSISTANT)		
SIGNATURE OF APPOINTING OFFICIAL Appointing Official		SIGNATURE OF APPOINTEE Unit Mail Clerk	

MPO
APDS
STAMP

DD Form 285, AUG 2013

PREVIOUS EDITIONS ARE OBSOLETE

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <small>(SEE INSTRUCTIONS ON REVERSE)</small>		1. DATE EFFECTIVE xx/xx/xxxx	2. DATE REVOKED xx/xx/xxxx
3. NAME OF APPOINTEE (LAST, FIRST, MIDDLE INITIAL) Marine, Joe, M.		4. CARD NUMBER	
5. RANK OR GRADE Any Rank	6. DGD ID NUMBER xxxxxxxxxx	7. TITLE OF APPOINTEE xx/xx Mail Orderly	
8. ORGANIZATION/ACTIVITY/UNIT/SECTION Section		9. MPO OR CONUS ZIP CODE Zip Code	
10. MAIL AUTHORIZED TO RECEIVE (CHECK AND INITIAL)		11. THIS FORM MUST BE VALIDATED BY THE SERVICING AGENCY'S ALL PURPOSE DATE STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICIAL SEAL.	
<input type="checkbox"/> PERSONAL (ALL)	<input checked="" type="checkbox"/> OFFICIAL (EXCEPT ACCOUNTABLE) Initials		
<input checked="" type="checkbox"/> PERSONAL (EXCEPT ACCOUNTABLE) Initials	<input type="checkbox"/> OFFICIAL POUCHES ONLY		
<input type="checkbox"/> OFFICIAL (ALL)	<input type="checkbox"/> OFFICIAL (EXCEPT ASSISTANT)		
SIGNATURE OF APPOINTING OFFICIAL Appointing Official		SIGNATURE OF APPOINTEE Mail Orderly	

DD Form 285, AUG 2013

PREVIOUS EDITIONS ARE OBSOLETE

DD FORM 285 – PRACTICAL APPLICATION

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <small>(SEE INSTRUCTIONS ON REVERSE)</small>		1. DATE EFFECTIVE 1/1/2023	2. DATE REVOKED _____
3. NAME OF APPOINTEE (LAST, FIRST, MIDDLE INITIAL) Marine, Joe, M.		4. CARD NUMBER 1-23	
5. RANK OR GRADE LCpl	6. DSD ID NUMBER 1234567890	7. TITLE OF APPOINTEE Mail Clerk	
8. ORGANIZATION/ACTIVITY/UNIT/SECTION 1/7		9. MPO OR CONUS ZIP CODE 92278	
10. MAIL AUTHORIZED TO RECEIVE (CHECK AND INITIAL)		11. THIS FORM MUST BE VALIDATED BY THE SERVING AGENCY. ALL PURPOSE DATE STAMP FROM AGENCY RECEIVING MAIL. IN THE CASE OF NAVY MOBILE UNITS, VALIDATION BY IMPRESSION OF THE	
<input type="checkbox"/> PERSONAL (ALL)	<input type="checkbox"/> OFFICIAL (EXCEPT ACCOUNTABLE)		
<input checked="" type="checkbox"/> INITIALS	<input type="checkbox"/> OFFICIAL POUCHES ONLY		
<input checked="" type="checkbox"/> INITIALS	<input type="checkbox"/> OFFICIAL (EXCEPT REGISTERED)		
SIGNATURE OF APPOINTING OFFICIAL Appointing Official Signature		SIGNATURE OF APPOINTEE Appointee Signature	



DD FORM 2260 – DESIGNATION LOG

- * The DD 2260 is used to record the Unit Mail Clerk and Orderlies designation information
- * All DD Form 285 personnel appointments must have a corresponding entry on a DD Form 2260 Mail Clerk/Orderly Designation Log
- * Mail Orderlies are identified by their section
- * A minimum of **TWO** unit Mail Clerks/Orderlies must be appointed



DESIGNATED PERSONNEL TERMINATION

- * The unit designating officer voids Unit Mail Officer, Mail Clerk, Mail orderly appointment letter/DD 285
- * Revocation date annotated on DD 285/DD 2260
- * Copy of Mail Clerk revocation letter is sent to the MPO
- * Retain appointment, support, and revocation documents for two years



UMR POLICY

- * Unit Mail Rooms are required to maintain current postal orders/directives
- * The next lesson will cover the postal orders/directives and unique information that is essential to the success of the Unit Mail Room



UMR POLICY REQUIREMENTS

* Each UMR is required to maintain copies of the listed CURRENT postal publications/directives:

- * DoD Military Postal Service Procedures Manual (MPM)
- * MCO 5110.4B Marine Corps Postal Affairs and Official Mail Program
- * Local Postal Affairs Order
- * Unit Mail Handling Order

* Note: Electronic copies meet this requirement

UNIT MAIL HANDLING ORDER

- * All Marine Corps commands operating UMRs are responsible for publishing instructions by the current command signature authority
- * The Unit Mail Handling Order shall include:
 - * The complete command/personnel mailing addresses
 - * Serving MPO location/hours of operation
 - * UMR location/hours of operation
 - * USPS mail collection box location and hours of last pick up of outgoing mail
 - * Mail call time

UNIT MAIL HANDLING ORDER – CONT.

- * Custom regulations where applicable
- * Command Official Mail Program
- * Security of mail and postal effects
- * Official Accountable Mail e.g., registered, certified, etc. identification
- * Mail Handling Procedures (MHP) for personnel temporarily absent from the command e.g., TAD, annual leave, etc.

UNIT MAIL HANDLING ORDER – CONT.

- * Mail delivery during exercises
- * Suspicious package procedures e.g., bombs, anthrax, etc.
- * Current directory service application
- * Maintenance of the Directory File Card (DFC) system
- * Additional postal information deemed appropriate by the promulgating authority
- * Units without UMRs shall provide policy on the incoming and outgoing of official mail

MAIL SECURITY

- * Postal personnel are responsible to always maintain mail security and accountability
- * Postal personnel are required to establish quality control measures to prevent loss, theft, tampering, damage, delay, or compromise of the mail
- * This section discusses the necessary security measures required to protect the mail



MAIL SECURITY OBJECTIVES

- * UMR structure requirements
- * Mail room access
- * Keys/combinations control measures
- * Mail transportation
- * Mail Privacy

UMR STRUCTURE REQUIREMENTS

- * UMRs design/construction shall provide adequate space and security for mail
- * Must have internal door hinges to prevent easy removal
- * All accessible windows i.e., windows on the first floor, ground level, reachable via catwalk, or adjoining rooftops shall be equipped with with bars or heavy wire mesh
- * Walls and ceilings must be constructed to prevent forcible entry
- * UMR must be locked when the Unit Mail Clerk is not present
- * Personal gear/items are not authorized in the UMR

UMR AUTHORIZED ACCESS

- * Limit access to the UMR to designated postal personnel conducting official business such as inspections, site visits, etc.
- * Allow maintenance personnel and work details ONLY when under constant Unit Mail Clerk supervision
- * MUST verify authorization and identification of all personnel prior to allowing entry
- * MUST display the DD Form 1115, Mailroom No Admittance Except to Authorized Personnel on or near the entrance of the UMR

DD FORM 1115

MAILROOM

**NO ADMITTANCE
EXCEPT TO AUTHORIZED PERSONNEL**

MAIL CALL

DAILY	SATURDAY	SUNDAY & HOLIDAYS
0800-1000 1300-1500	N/A	N/A

THIS NOTICE IS TO BE ATTACHED TO MAILROOMS

DD Form 1115, MAR 56

**CPL JOEY L MARINE
24TH MEU (YOUR SECTION)
PSC BOX 20083
CAMP LEJEUNE NC 28542-0083**

**COMMANDING OFFICER
ATTN: YOUR SECTION
24TH MEU
PSC BOX 20083
CAMP LEJEUNE NC 28542-0083**

UMR KEY/COMBINATION CONTROL

- * The Unit Mail Officer shall be the custodian of the UMR key(s)/combinations
- * UMR key(s)/combinations must be strictly controlled and safeguarded
- * Personnel issued a key must be annotated in a key control log
- * Ensure the key is signed out by the Unit Mail Clerk and returned to the Unit Mail Officer DAILY

UMR KEY/COMBINATION CONTROL – CONT.

- * Confirm the date/time the key is received and returned with signature
- * Maintain a separate key control log to transfer the key to another designated Unit Mail Clerk in the UMR
- * The duplicate key(s) or combination to the UMR shall be sealed in a plain envelope or a PS Form 3977, Duplicate Key Envelope
- * Prior to sealing the duplicate key or combination in the envelope ensure they work properly

UMR KEY/COMBINATION CONTROL – CONT.

- * The Unit Mail Officer and designated Unit Mail Clerk must seal/sign across the back flap of the envelope
- * The Unit Mail Officer and designated Unit Mail Clerk shall endorse the front of the envelope to show its contents and date sealed
- * Secure the duplicate key(s)/combination to the UMR in a safe
- * A new PS Form 3977 shall be prepared when the duplicate key or combination is used.
- * PS Form 3977 can be obtained through the MPO

PS FORM 3977

EMPLOYEE (Print Last Name, First Name and Middle Initial)			
OPERATING UNIT			
CLB-31			
EQUIPMENT	NO.	NO. KEYS	SERIAL NO.
CASH DRAWER			
<i>Mailroom</i>		1	64125
STAMP CABINET			
SAFE COMPARTMENT			
ENVELOPE DRAWER			
DESIGNATED WITNESS (Print)			
1. I. M. POSTAL OFFICER			
2. I. M. MAIL CLERK			

INSTRUCTIONS: After enclosing the duplicate keys, the employee to whom assigned and the witness to the sealing of the envelope by the employee shall sign across both flaps on the back of the envelope. A distinct and legible postmark should be affixed across both envelope flaps. Envelope containing duplicate keys shall be assigned to the appropriate supervisor, who will be held personally responsible for their protection.

If necessary to temporarily withdraw keys for use by the employee to whom assigned, this envelope shall be opened by the employee in the presence of a witness, endorsed by both, dated and preserved. When the keys are returned, the opened envelope should be discarded and a new envelope prepared.

If necessary to have access to a receptacle assigned to an employee absent from duty, the supervisor responsible for the duplicate key will withdraw the keys from this envelope in the presence of one of the designated witnesses, and each will endorse this envelope to show date and reason for withdrawing the keys. An inventory of the credit thus made accessible shall be made and certified by the supervisor, or other designated employee, and the witness and maintained by the supervisor together with the opened envelope. (See Section 378, Handbook F-1).

DUPLICATE KEY ENVELOPE
3977
PS Form
Oct 1979

(FRONT)

I. M. Mailclerk
(Mail Clerk's Signature and Date)

I. M. Postal Officer
(Postal Officer or Asst PO Signature and Date)

(BACK)

MAIL TRANSPORTATION

- * POVs shall not be used
- * Use a closed-body government vehicle equipped with lockable doors to transport mail to and from the MPO
- * USPS equipment shall only be used to transport mail and returned to the MPO when not in use
- * Passengers not authorized to handle mail can't have access to the mail during transport
- * Protect the mail from inclement weather



PRIVACY OF MAIL

- * Personal Addresses are privileged information and shall not be divulged to anyone except during official business
- * Shall not break the seal of any mail matter
- * Information will not be released regarding mail or postal records
- * Any requests for addresses or postal information will be referred to the Unit Mail Officer
- * **The privacy of the mail must never be violated!**



UMR MAIL PROCESSING PROCEDURES



UMR MAIL PROCESSING OBJECTIVES

- * Unit Mail Receipt
- * Mail Orderly Receipt log
- * Personal Mail Delivery
- * Personal Accountable Mail
- * Official Mail/Official Accountable Mail
- * Voting

UMR MAIL PROCESSING OBJECTIVES – CONT.

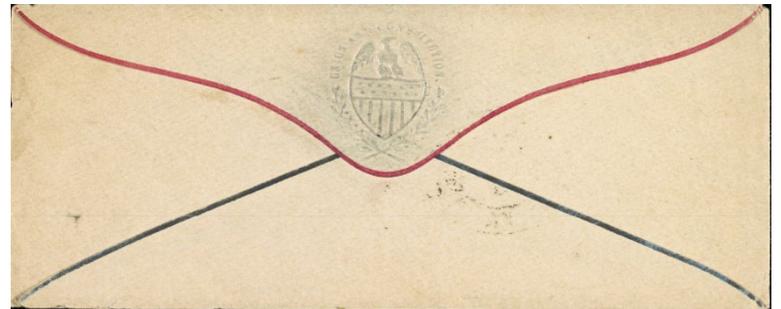
- * Directory Service Program
- * Directory File Cards
- * Directory Mail
- * Mail Bombs/Suspicious Mail

UNIT MAIL RECEIPT

- * Unit Mail Clerks/Orderlies must present and possess their issued DD Form 285, DoD Common Access Card (CAC), or appropriate identification when performing mail handling duties
- * Only deliver mail to authorized addressees, Commanding Officer authorized agents, and Mail Orderlies
- * Unit Mail Clerks/Orderlies must pick up mail daily from the MPO and safeguard the mail in their possession
- * Mail may not be delayed, opened, rifled, or left unattended
- * Damaged mail must be properly repaired

UNIT MAIL RECEIPT – CONT.

- * Mail Clerks must stamp the back of the mail with the date of receipt
- * Mail shall not be held for more than 24 hours, not including weekends and holidays, without proper supporting documentation.
- * Conduct mail call daily
- * Unit Mail Clerks must return rework mail within 24 hours to the MPO
- * Mail Orderlies must return undeliverable mail to the UMR daily



MAIL ORDERLY RECEIPT LOG

- * A mail receipt log must be maintained for assigned Mail Orderlies
- * Annotations in the mail delivery receipt log must match assigned section, DD Form 285, and DD Form 2260
- * Receipt log information must include:
 - * Date/time
 - * Printed last/first name and signature
 - * Reason for non-delivery
- * Must be retained on file for 1 year

PERSONAL MAIL DELIVERY

- * Personal mail must never be left on racks, placed under doors, in/on desks, sent through guard mail, etc., to effect delivery
- * Personal mail may not be given to the addressee's NCOIC, roommate, squad leader, or any other individual for subsequent delivery
- * Unit Mail Clerk personal mail shall not be opened, read, or stored in the UMR
 - * Designated Mail Orderlies from his/her section must sign for the Unit Mail Clerk's mail and deliver as appropriate

PERSONAL ACCOUNTABLE MAIL

* Personal Accountable Mail is any article with extra services that is addressed to an individual

* Some extra services include:

- * Insurance
- * Certified Mail
- * COD
- * Registered Mail
- * Adult Signature
- * USPS Tracking
- * Signature Confirmation and more..

* Extra services enhance mail security/accountability, convenience, and special handling options

PERSONAL MAIL DELIVERY – CONT.

- * The handling of personal accountable mail is not authorized
- * A PS Form 3849 is required as a notice of delivery of mail with extra services to the Mail Orderly or the addressee
- * The addressee is responsible for picking up their article at the MPO

EXTRA SERVICES

UNITED STATES POSTAL SERVICE®
REGISTERED MAIL™



RE 445 621 155 US

Label 200, August 2005 PSN 7690-03-000-9311

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE
CERTIFIED MAIL



91 7108 2133 3934 7419 5499

United States Postal Service®
INSURED MAIL - DOMESTIC ONLY



VI 548 010 703 US

NOTE: To file a claim for damage or loss of contents, the article, container, and packaging must be presented.

PRESS HARD. YOU ARE MAKING 3 COPIES.

ED 327413675 US

ORIGIN (POSTAL SERVICE USE ONLY)

PO ZIP Code	Day of Delivery	Postage
	<input type="checkbox"/> Next <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd Del. Day	\$
Date Accepted	Scheduled Date of Delivery	Return Receipt Fee
Mo. Day Year	Month Day	\$
Time Accepted <input type="checkbox"/> AM <input type="checkbox"/> PM	Scheduled Time of Delivery	COD Fee Insurance Fee
	<input type="checkbox"/> Noon <input type="checkbox"/> 3 PM	\$ \$
Flat Rate <input type="checkbox"/> or Weight	Military	Total Postage & Fees
	<input type="checkbox"/> 2nd Day <input type="checkbox"/> 3rd Day	\$
lbs. ozs.	Int'l Alpha Country Code	Acceptance Emp. Initials

Mailing Label
Label 11-B, March 2004

EXPRESS MAIL
UNITED STATES POSTAL SERVICE® Post Office To Addressee

DELIVERY (POSTAL USE ONLY)

Delivery Attempt	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Mo. Day			
Delivery Attempt	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Mo. Day			
Delivery Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Mo. Day			

CUSTOMER USE ONLY

PAYMENT BY ACCOUNT
Express Mail Corporate Acct. No. **WAIVER OF SIGNATURE (Domestic Mail Only)**
Additional merchandise insurance is void if customer requests waiver of signature. I wish delivery to be made without obtaining signature of addressee or addressee's agent. If delivery employee judges that article can be left in secure location and I authorize that delivery employee's signature constitutes valid proof of delivery.

Federal Agency Acct. No. or Postal Service Acct. No. _____

NO DELIVERY
 Weekend Holiday Mailer Signature _____

FROM: (PLEASE PRINT) PHONE () _____

TO: (PLEASE PRINT) PHONE () _____

ZIP + 4 (U.S. ADDRESSES ONLY; DO NOT USE FOR FOREIGN POSTAL CODES.)
[] [] [] [] [] + [] [] [] [] []

FOR INTERNATIONAL DESTINATIONS, WRITE COUNTRY NAME BELOW.

FOR PICKUP OR TRACKING
Visit www.usps.com
Call 1-800-222-1811

PS FORM 3849

United States Postal Service®		Today's Date 15 May 2025	Sender's Name
Sorry We Missed You! We Deliver for You		Available for Pick-Up After	
Item is at: Post Office (See back)		We will redeliver or you or your agent can pick up. See reverse.	
<input checked="" type="checkbox"/> MPO Foster		Date:	
Letter Large envelope, magazine, catalog, etc.		Time:	
<input checked="" type="checkbox"/> Parcel		<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item.	
Restricted Delivery		Article Number(s) 9407 1000 0000 0000 0000 00	
Perishable Item		For Delivery: (Enter total number of items delivered by service type)	
Other:		For Notice Left: (Check applicable item)	
Article Requiring Payment		Express Mail® <input checked="" type="checkbox"/> Insured Mail	
Amount Due		Certified Mail™ Return Receipt for Merchandise	
<input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs \$		Firm Bill Delivery Confirmation	
<input type="checkbox"/> Final Notice: Article will be returned to sender on		Registered Mail™ Signature Confirmation	
PS Form 3849, May 2008		Notice Left Section Customer Name and Address LCpl John D Doe	
usps.com		H&SBN UNIT 35002	
Delivery Notice/Reminder/Receipt		Delivered By and Date	

(FRONT)

We will redeliver OR you or your agent can pick up your mail at the Post Office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent name here):			
1.  Check all that apply in section 3: b. Sign in section 2 below; c. Leave this notice where the carrier can see it.			
2. Sign Here to authorize redelivery or to authorize an agent to sign for you:			
3. <input type="checkbox"/> Redeliver (Enter day of week):		Signature	
(Allow at least two delivery days for redelivery, or go to usps.com/redelivery or call your Post Office to arrange redelivery.)		X	
<input type="checkbox"/> Leave item at my address		Printed Name	
(Specify where to leave. Example: "porch," "side door." This option is not available if box is checked on the front requiring you signature at time of delivery.)		Delivery Address	
<input type="checkbox"/> Refused <input type="checkbox"/> Forward <input type="checkbox"/> Return		Delivery Section	
PS Form 3849, May 2008 (Reverse)		USPS 	
		5293 0260 9515 4339	

(BACK)

OFFICIAL MAIL

- * Authorized agents are **ONLY** allowed the delivery of official mail to include official accountable mail
- * Authorized agents are designated in writing by the **CURRENT** Commanding Officer on the Personnel Authorized to Receipt and Open Official Mail to Include Official Accountable Mail letter
- * The authorized agents must sign the letter
- * Mail Clerks/Orderlies shall not be authorized agents
- * Official mail must not be opened in the UMR

OFFICIAL MAIL AUTHORIZATION FORM

(Organization Heading)

SSIC
Code
Date

From: Commanding Officer, Unit Name
To: Personnel authorized to receive and open all official mail to include official accountable mail.

Subj: AUTHORIZATION TO RECEIPT/OPEN ALL OFFICIAL TO INCLUDE
OFFICIAL ACCOUNTABLE MAIL

1. You are authorized to receipt for and open all official mail to include official accountable mail addressed to the Commanding Officer, (name of organization).

NAME

SIGNATURES

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

2. This authority supersedes all previous authorizations.

I.M. Commanding
I.M. COMMANDING

Signed copy to:
Unit Mailroom

OFFICIAL ACCOUNTABLE MAIL

- * Official Mail with extra services i.e., Certified, Registered, etc.
- * A chain of delivery receipts shall cover all official accountable mail
- * Physical accountability or delivery receipt of mail items to authorized agent must be provided
- * Receive the official accountable mail on a PS Form 3883 from serving MPO

OFFICIAL ACCOUNTABLE MAIL – CONT.

* The Unit Mail Clerk shall prepare for delivery accountable mail items on a NEW PS Form 3883 or logbook to make effective delivery to an authorized agent that similarly captures the delivery details of the accountable mail e.g., registered mail, article number, etc.

*The Unit Mail Clerk must annotate date delivered, delivered by, authorized agent's printed name, and signature

OFFICIAL ACCOUNTABLE MAIL – CONT.

- * The Unit Mail Officer must initial daily each PS Form 3883 for effective delivery verification
- * Return all undelivered official accountable mail on a new PS Form 3883 daily by close of business to the serving MPO
- * Official accountable mail will not be held in the UMR overnight

PS FORM 3883 - SAMPLE

United States Postal Service® Firm Delivery Receipt for Accountable and Bulk Delivery Mail			 5199 9990 0007 3924 2721			
<input checked="" type="checkbox"/> Certified	Delivery	<input type="checkbox"/> Express Mail®	<input type="checkbox"/> Recorded Delivery	Return	Signature	Mail for/Bill Number UNIT/001
<input type="checkbox"/> COD	<input type="checkbox"/> Confirmation™ Service	<input type="checkbox"/> Insured	<input type="checkbox"/> Registered	<input type="checkbox"/> Receipt for Merchandise	<input type="checkbox"/> Confirmation™ Service	
Article Number	* Code	Office of Origin (International)	Article Number	* Code	Office of Origin (International)	
1. 7705123456789123		Quantico, VA	11.			
2.			12.			
3.			13.			
4.			14.			
5.			15.			
6.			16.			
7.			17.			
8.			18.			
9.			19.			
10.			20.			
			CLERK PRINT NAME:			
			CLERK SIGNATURE:			
* CODE: DC = Received In Damaged Condition. R = Return Receipt Requested. RS = Returned to Sender						
Date of Delivery	Number of pieces described above		Recipient signs Form 3849		Postmark - Delivery Office	
150124			ERM sites: send Form 3849 to CFS			
(Clerk/Carrier) Sgt Postal	1		MRM sites: send Form 3849 with form 3883			
Form 3849 Barcode Number						
PS Form 3883, February 2002						
◆ Follow proper scanning procedures for all articles.						
					1 - Delivery	

UMR DIRECTORY SERVICE PROGRAM

- * An administrative personnel database that provides current/previous address, unit join date, estimated date of departure, etc.
- * Used in lieu of a database or Directory File Card System
- * Maintain on file USPS Change of Address (COA), PS Form 3575, or OPNAV 5110/5
- * Accurately maintained and backed up weekly



DIRECTORY FILE CARD

- * Used for members checking in, out, temporary changes, TAD, sick, UA, etc.
- * Service members information is extracted from the Marine Corps Total Force Structure records
- * Retain DFCs for permanent personnel 12 months after detachment of the service member
- * Retain DFCs for 6 months for personnel that were in a temporary status at the command for 6 months or less.
- * Destroy the DFCs during the first week of each month

DIRECTORY FILE CARD – SAMPLE

CUI (when filled in)		
USMC MAIL DIRECTORY FILE CARD		
<p align="center"><small>Privacy Act Statement</small></p> <p><small>In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.</small></p> <p><small>AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN), as amended, and SORN NM05000-2.</small></p> <p><small>PRINCIPAL PURPOSE: The primary purpose of this form is to obtain information from Service Member to route or forward (directory) mail.</small></p> <p><small>ROUTINE USES: Information will be accessed by USMC personnel with a need to know in order to meet the purpose. Information may be disclosed to individuals or organizations authorized to provide services to the individual. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at: https://dodig.defense.gov/Privacy/SORN/index/DOD-wide-SORN-Article-View/Article/570434mm5000-2/</small></p> <p><small>DISCLOSURE: Providing information is voluntary; however, failure to complete the form will limit the routing or forwarding (directory) of mail.</small></p> <p><small>RECORD MANAGEMENT: This form shall be managed in accordance with record schedule 1000-32, "Active Personnel Records (Temporary)" of SECNAV M-5210.1.</small></p>		
NAME (Last, First, Middle Initial)	GRADE	DISCARD DATE (Mo., Yr.)
Smith, John R.	CPL	
JOINED FROM	DATE	UNIT ASSIGNED
MCB Camp Butler	22 Oct 12	S-3
	UD NO. 38-12	
DROPPED (New duty station, home address, etc. – complete address with EDA)		
SIGNATURE (Required)	DATE	UD NO. (Only if no signature)
<p>NAVMC 10572 (11-21) (EF) CUI (when filled in)</p> <p><small>(Previous editions are obsolete)</small> <small>Controlled by USMC CUI Category: PRIVCY LDC DL ONLY POC: MFPPrivacy@usmc.mil</small></p>		

(FRONT)

CUI (when filled in)					
TEMPORARY STATUS (TAD, SK, UA, CONF, IHCA)	TO DATE	FROM DATE	TEMPORARY STATUS (TAD, SK, UA, CONF, IHCA)	TO DATE	FROM DATE
	UD NO.	UD NO.		UD NO.	UD NO.

(BACK)

DIRECTORY FILE CARD – CHECKING OUT

CUI (when filled in) USMC MAIL DIRECTORY FILE CARD		
Privacy Act Statement		
In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.		
AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN), as amended, and GORN NM05000-2.		
PRINCIPAL PURPOSE: The primary purpose of this form is to obtain information from Service Member to route or forward (directory) mail.		
ROUTINE USES: Information will be accessed by USMC personnel with a need to know in order to meet the purpose. Information may be disclosed to individuals or organizations authorized to provide services to the individual. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at https://dpcid.defense.gov/Privacy/SORN/Index/DOD-wide-SORN-Article-View/Article/570436/m05000-2/		
DISCLOSURE: Providing information is voluntary; however, failure to complete the form will limit the routing or forwarding (directory) of mail.		
RECORD MANAGEMENT: This form shall be managed in accordance with record schedule 1000-32, "Active Personnel Records (Temporary)" of SECNAV M-5210.1.		
NAME (Last, First, Middle Initial)	GRADE	DISCARD DATE (Mo., Yr.)
Smith, John R.	CPL	Nov 15
JOINED FROM	DATE	UNIT ASSIGNED
MCB Camp Butler	22 Oct 12	S-3
	UD NO. 38-12	
DROPPED (New duty station, home address, etc. – complete address with EDA) EDA: 21 Nov 14		
H&S Co H&S BN (Supply) 1st MLG Camp Pendleton, CA 92055		
SIGNATURE (Required)	DATE	UD NO. (Only if no signature)
<i>John R. Smith</i>	21 Oct 14	
NAVMC 10572 (11-21) (EF) (Previous editions are obsolete)	CUI (when filled in) Controlled by USMC: CUI Category: PRIVCY LDC DL ONLY POC: MFPrivey@usmc.mil	

(FRONT)

CUI (when filled in)					
TEMPORARY STATUS (TAD, SK, UA, CONF, IHCA)	TO DATE	FROM DATE	TEMPORARY STATUS (TAD, SK, UA, CONF, IHCA)	TO DATE	FROM DATE
	UD NO.	UD NO.		UD NO.	UD NO.
(SK) Room 26 Naval Hospital Camp Foster	8 Feb 08 39-08	2 Feb 08 33-08			

(BACK)

DIRECTORY FILE CARD – CHANGE OF ADDRESS

CUI (when filled in)		
USMC MAIL DIRECTORY FILE CARD		
<small>Privacy Act Statement</small> In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form. AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN), as amended, and SORN NMO5000-2. PRINCIPAL PURPOSE: The primary purpose of this form is to obtain information from Service Member to route or forward (directory) mail. ROUTINE USES: Information will be accessed by USMC personnel with a need to know in order to meet the purpose. Information may be disclosed to individuals or organizations authorized to provide services to the individual. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at: https://dpcid.defense.gov/Privacy/SORN/index/DOD-wide-SORN-Article-View/Article/57043/nmo5000-2/ DISCLOSURE: Providing information is voluntary, however, failure to complete the form will limit the routing or forwarding (directory) of mail. RECORD MANAGEMENT: This form shall be managed in accordance with record schedule 1000-32, "Active Personnel Records (Temporary)" of SECNAV M-5210.1.		
NAME (Last, First, Middle Initial)	GRADE	DISCARD DATE (Mo., Yr.)
Smith, John R.	CPL	Nov 15
JOINED FROM	DATE	UNIT ASSIGNED
MCB Camp Butler	22 Oct 12	S-3
	UD NO.	
	38-12	
DROPPED (New duty station, home address, etc. – complete address with EDA)		
EDA: 21 Nov 14		
"See CAC"		
H&S Co H&S BN (Supply)		
1st MLG Camp Pendleton, CA 92055		
SIGNATURE (Required)	DATE	UD NO. (Only if no signature)
John R. Smith	21 Oct 14	
<small>NAVMC 10572 (11-21) (EF)</small> <small>(Previous editions are obsolete)</small>		
<small>CUI (when filled in)</small> <small>Classified by USMC LDC DL ONLY</small>		
<small>CUI Category: PFCV</small> <small>POC: MFP@navy.mil</small>		

(FRONT)

CUI (when filled in)					
TEMPORARY STATUS (TAD, SK, UA, CONF, IHCA)	TO	FROM	TEMPORARY STATUS (TAD, SK, UA, CONF, IHCA)	TO	FROM
	DATE	DATE		DATE	DATE
	UD NO.	UD NO.		UD NO.	UD NO.
Room 26 Naval Hospital Camp Lester	NEW ADDRESS (Consult SNDL for address)		OLD ADDRESS (Attach mailing label for publisher)		
	H&S BN Alpha Co. (S-3) BOX 555607 1st MLG Camp Pendleton, Ca. 92055-5607		H&S BN MCB (S-3) UNIT 35002 FPO AP 96379-5002		
	ESTIMATED REPORTING DATE		DEPENDENT'S NAME (if applicable)		
	21 November 2014		Connie J. Mary L. Tom E.		
	SIGNATURE		THIS SPACE FOR POSTAL CLERK		
	John R. Smith				
	FORWARD SECOND CLASS MATTER FOR 60 DAYS				
	ITEM	YES			
	MAGAZINES	X			
	NEWSPAPERS		X		

(BACK)

DIRECTORY MAIL

- * Directory service is a serious responsibility. Each mail piece requires specific endorsements which gives proper disposition instructions of the mail
- * Directory service is required within 24 hours of mail receipt
- * Directory service procedures may vary depending on local USPS and Installation policy.

DIRECTORY MAIL – CONT.

* Mail disposition includes:

- * Forward (FWD)
- * No Record (NR)
- * Return to Sender (RTS)
- * Attempted Not Known (ANK)
- * Casualty
- * In Hands of Civilian Authorities (IHCA)
- * Deserter (MLNFA)
- * Correctional Facility (BRIG)



TRANSFERRED PERSONNEL

- * All service members are required to check out with the UMR
- * Service members must provide a forwarding address or instructions on how to handle mail received after transfer

TRANSFERRED PERSONNEL – CONT.

* Place the correct address to the right of the original address

* Annotate on the back:

*FWD/DATE/UNIT/INT



NO RECORD

* Must be returned to sender

* Annotate on the back:

* NR/DATE/UNIT/INT

MISSENT

- * Mail received by mistake for another unit
- * Must not make any markings to the front of the mail
- * Annotate on the back:
 - * MS/DATE/UNIT/INT

UA/AWOL

- * Must be held in the UMR for up to 30-days with a Mail Disposition Form
- * Unit diary must be used as the source document for the DFC annotations
- * Unit diary number must be annotated in the appropriate block
- * When declared deserter status, annotate deserter in the new duty station block on the members DFC along with the desertion date/discard date

UA/AWOL – CONT.

* DO NOT endorse the mail “Deserter”

* Annotate on the back:

* MLNFA/DATE/UNIT/INT

CORRECTIONAL FACILITY (BRIG)

- * Mail for confined personnel
- * Forwarding address must show a post office receptacle number, building number, or other identifier
- * **DO NOT** endorse the mail to indicate individual is confined
- * Annotate on the back:
 - * FWD/DATE/UNIT/INT

IN HANDS OF CIVILIAN AUTHORITIES

- * Enclose mail in an official mail envelope
- * Address it to the person in charge of the facility
- * Include a letter of explanation from the command

CASUALTY

- * DO NOT return to sender or forward to next of kin prior to official notification
- * DO NOT endorse mail casualty
- * Personal Casualty Report is used as the official source document
- * Utilize the Mail Disposition Form
- * Hold as long as necessary to preclude inadvertent disclosure of casualty status

TAD/ANNUAL LEAVE

- * The individual must complete a Mail Disposition Form at the UMR
- * Appropriate signatures are required
- * Mail for personnel absent for up to 30–60 days shall be held in UMR
- * Mail held for greater than 60 days must be returned to MPO

MAIL DISPOSITION FORM

MAIL DISPOSITION FORM			
(1) FULL NAME (Last, First, MI)	(2) RANK	(3) EDIPI	(4) SECTION
<input type="checkbox"/> (5) TAD (Temporary Additional Duty)	<input type="text"/> Unit Diary #	<input type="text"/> DATE	(13) HOLD MAIL PERIODS COVERED FROM: <input style="width: 100%;" type="text"/> TO: <input style="width: 100%;" type="text"/>
<input type="checkbox"/> (6) UA (Unauthorized Absence)	<input type="text"/> Unit Diary #	<input type="text"/> DATE	
<input type="checkbox"/> (7) DESERTER (Must be run on the Diary)	<input type="text"/> Unit Diary #	<input type="text"/> DATE	
<input type="checkbox"/> (8) IHCA (In Hands of Civilian Authority)	<input type="text"/> Unit Diary #	<input type="text"/> DATE	
<input type="checkbox"/> (9) DECEASED	<input type="text"/> Unit Diary #	<input type="text"/> DATE	
<input type="checkbox"/> (10) HOSPITAL	<input type="text"/> Unit Diary #	<input type="text"/> DATE	
<input type="checkbox"/> (11) LEAVE	(14) DATE		
(12) SPECIAL INSTRUCTIONS: <hr/> <hr/>			(17) UNIT MAIL OFFICER SIGNATURE:
(15) INDIVIDUAL'S SIGNATURE (TAD OR LEAVE ONLY)	(16) MAILCLERK'S SIGNATURE		

PERSONNEL DUE TO ARRIVE

- * Endorse mail disposition form with arrival date
- * Hold for 15 days past arrival date
- * Hold mail for 30 days if there isn't an arrival date but an official indication of arrival
- * Screen the mail and annotate appropriately

VOTING/BALLOTING MATERIAL

- * Absentee ballots shall be given special attention/priority
- * Must provide immediate directory service
- * Handled in expeditious manner



POTENTIAL MAIL THREATS

- * Postal personnel must be aware of potential bombs and suspicious items enclosed in parcels/envelopes
- * The appearance of a mail threat is unlimited to the imagination of the sender
- * Training and awareness are vital tools that contribute to the proper detection of any potential harmful articles inside letters or parcels
- * Proper risk management, mitigation procedures, preparation, planning, and responding efforts will minimize disastrous events to personnel and the command

SUSPICIOUS MAIL

- * Restricted endorsements such as Personal/Private
- * Inaccurate address, name, title
- * Distorted handwriting, homemade labels, cut and paste lettering for the name/address
- * Excessive amount of postage
- * Do not hesitate, take any chances, or worry about embarrassment if false alarm

SUSPICIOUS MAIL – CONT.

- * Do not open the article
- * Isolate article and evacuate area
- * Do not place article in water or confined space i.e., desk drawer, filing cabinet, etc.

MAIL BOMBS

- * Visible protruding wires, aluminum foil, oil stains, or emits a peculiar odor
- * Letters will have a rigid feel or uneven appearance
- * Parcels will have unprofessional wrapping
- * Buzzing, ticking, or sloshing sound
- * Provide location and description of mail piece

CHEMICAL BIOLOGICAL HAZARD

- * Do not disturb mail piece
- * Clear and prevent others from entering the area
- * Instruct others to follow decontamination procedures
- * Isolate personnel that were in the building
- * Provide a list of people in the area

CHEMICAL BIOLOGICAL HAZARD – CONT.

- * Cordon and shut off all mechanical equipment
- * Provide location and description of mail piece
- * Avoid speculation

USPS POSTER 84

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water



UNITED STATES POSTAL SERVICE



Made By
October 2008
PSN 84-000-000-000

DAMAGED MAIL

- * Unit Mail Clerks must ensure any single/close bag damaged articles are properly rewrapped
- * Every effort shall be made to match articles found loose with their original envelopes or wrappers
- * Return unmatched articles to the serving MPO
- * Unit Mail Clerks must endorse damaged articles, received in damaged condition
- * Annotate date of receipt, clerk's initials, and identify the unit repairing the article

POSTAL OFFENSES

- * Violate laws, agreements, or USPS/DoD regulations
- * Theft, destruction, manipulation, misappropriation of funds/mail
- * Mailing of illegal drugs, pornographic matter, weapons
- * Theft, rifling, damage/destruction, wrongful delivery of mail
- * Alteration, destruction, unauthorized disposition of postal records

POSTAL OFFENSES – CONT.

- * Robbery, burglaries, or forceful entry of military postal activities/USPS facilities
- * Any incident will be investigated completely and in a timely manner
- * Discovery of criminal intent must be immediately reported to the Marine Corps Postal Officer/supervisor
- * Punishable under Article 109a of the UCMJ

MAIL ROUTING REQUEST

- * Unit Mail Officers shall submit a Mail Routing Request 30 days prior to deployment
- * MPO will provide a mailing address/MHP no earlier than 20 days prior to estimated date of departure
- * Unit Mail Officer is responsible for distributing the MHP to supporting units
- * Never use another unit's deployed address

MAIL ROUTING REQUEST – SAMPLE

(Organization Heading)

5110
Code
Date

From: Commanding Officer, Unit Name
To: MCPO, (Serving) Post Office

Subj: MAIL ROUTING REQUEST

Ref: (Local Postal Order)

1. Per the reference, the following information is submitted:

- a. Departure date of advance party. _____
- b. Departure date of main body. _____
- c. Area of deployment. _____
- d. Name of exercise. _____
- e. Estimated date of return for advance party. _____
- f. Estimated date of return of main body. _____
- g. Classes of mail to be routed. _____
- h. Size of unit (Battalion, Company, Squadron, etc.) _____
- i. Name of platoon or detachment. (If applicable) _____
- j. Are any other units involved? _____
- k. When and where is the pre-deployment brief scheduled? _____
- l. Size of pre-deployment brief audience? _____

Note: Schedule Postal in the first half of pre-deployment brief.

2. Unit Mail Officer Point of Contact info.

Name and rank _____, phone _____

Unit Mail Officer e-mail: _____

I.M. Commanding
I.M. COMMANDING

Signed copy to:
Unit Mailroom

UMR INSPECTIONS

- * Unit Mail Officers/Assistant Unit Mail Officers inspect the UMR
- * Use the CURRENT Inspector General of the Marine Corps (IGMC) Functional Area (FA) checklist
- * The inspection checklist can be downloaded at the IGMC website
- * Inspections are conducted weekly, random, and unannounced to not establish a trend
- * Weekly UMR checklists may be destroyed after the unit has been inspected by a Marine Corps Postal Inspector

UMR INSPECTIONS – CONT.

- * Marine Corps Postal inspectors conduct quarterly unannounced UMR inspections utilizing the IGMC FA checklist, Postal Affairs
- * Unit Mail Officers and Mail Clerks are required to validate the inspector's credentials prior to entry into the UMR
- * Upon completion of the inspection, the Marine Corps Postal inspector will assign an effective/ineffective rating. Inspections of an ineffective rating shall be briefed to the Commanding Officer or Executive Officer
- * Quarterly inspection checklist results are maintained on file in the UMR for 2 years



UNIT DEACTIVATION

- * Written notification must be provided to the MPO
- * Notification shall include:
 - * Last day of mail pickup
 - * UMR final Inspection
 - * Close date
 - * Responsible command provides directory service

UNIT DEACTIVATION – CONT.

- * Deactivated units must transfer directory service to responsible command
- * Responsible Command provides directory service for 60 days after deactivation
- * Mail received after 60 days will be RTS' d and annotated “NR, unit deactivated”

CONCLUSION

Congratulations in successfully completing the USMC Mail Indoctrination Course!

Please don't hesitate to reach out to the serving MPO when necessary.