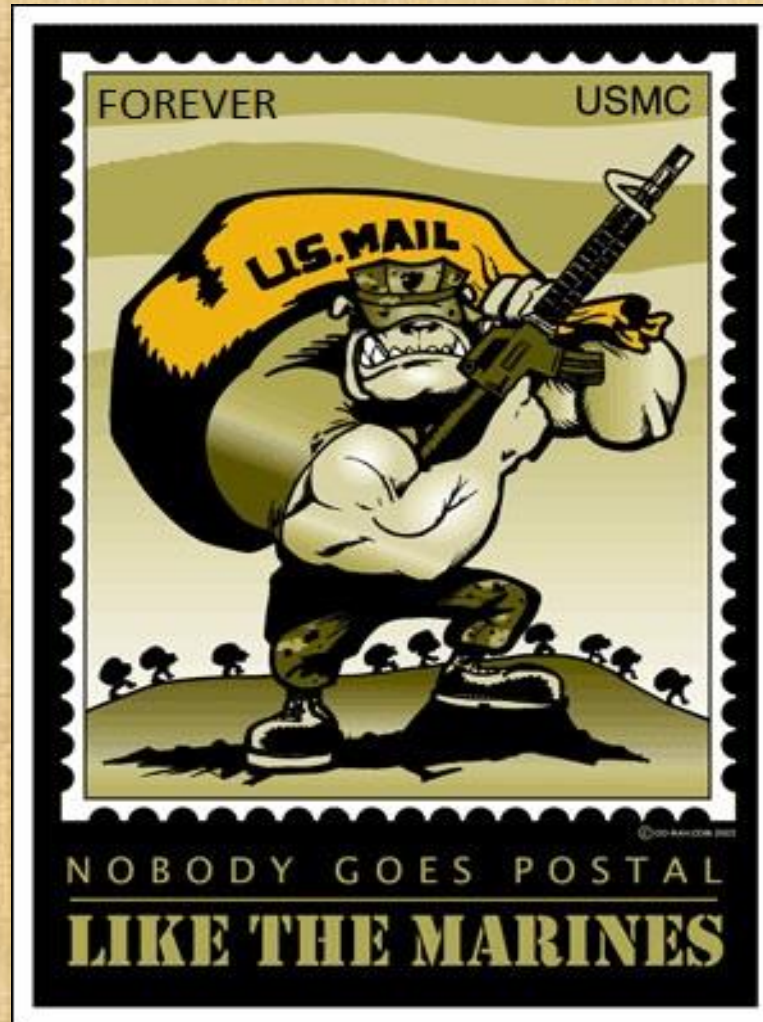


OFFICIAL MAIL MANAGER COURSE



COURSE REFERENCES

- * DOD Military Postal Service Procedures Manual
- * DODI 4525.9, Military Postal Service
- * MCO 5110.4B, Marine Corps Postal Affairs And Official Mail Program
- * Base Order

GENERAL INFORMATION

- * The Official Mail Program (OMP) provides effective policies/procedures in cost management, mail design, mail class, special services, address standards, etc.
- * Official mail is used solely for the business of the U.S. Government. Misuse of official mail may result in criminal charges
- * Official mail shall be processed by the most reasonable means to meet delivery date, security, and accountability requirements

GENERAL INFORMATION – CONT.

- * Command Official Mail Centers (OMC) are required for units that operate a Unit Mailroom (UMR) and tenant activities that process official mail
- * The UMR is NOT the OMC
- * Establish OMC near Commander, HQ staff, or UMR
- * Commanders are responsible for security of the OMC

GENERAL INFORMATION – CONT.

- * The OMC serves as a control point to complete the following mail supervision responsibilities:
 - * Collect
 - * Screen
 - * Consolidate
 - * Approve matter for official mailing

GENERAL INFORMATION – CONT.

- * Any activity/organization with an official mail function must appoint in writing an Official Mail Manager (OMM)
- * Assistant OMMs must be appointed to perform the OMM duties when the OMM is absent
- * The appointments may be assigned as an additional duty

COURSE LEARNING OBJECTIVES

At the completion of this training, students will have successfully learned how to:

- * Review Publications
- * Conduct Official Mail Manager Supervision
- * Cost Management

COURSE LEARNING OBJECTIVES – CONT.

- * Identify Authorized/Unauthorized usage
- * Apply Address Standards
- * Complete Official Mail Program Inspections

OMM DESIGNATION PROCEDURES

* Per DOD and Marine Corps regulations, mail personnel must be properly qualified, trained, designated, and relieved



OMM DESIGNATION

- * Appointed in writing by the Commanding Officer
- * Must be an E-6/GS-6 or above in rank

OMM DESIGNATION LETTER

(Organization Heading)

SSIC
Code
Date

From: Commanding Officer, Unit Name
To: First Lieutenant John D. Doe EDIPI: 0000000000/XXXX USMC

Subj: APPOINTMENT AS THE UNIT OFFICIAL MAIL MANAGER

Ref: (a) DoDI 4525.09
(b) DoD Postal Manual
(c) MCO 5110.4B

1. In accordance with the references, you are hereby appointed as the Official Mail Manager for (unit name) with all duties and responsibilities as assigned abiding by federal law, United States Postal Service, Department of Defense, and Marine Corps rules/regulations.
2. As the Official Mail Manager you must establish controls on postal expenditures to create a cost-effective official mail program. Ensure unit wide awareness and compliance with official mail management standards set forth by the references.
3. The following appointee's information is provided:
 - a. Official Mailing Address: COMMANDING OFFICER
ATTN OFFICIAL MAIL MANAGER
UNIT NAME
PSC BOX XXXXX
CAMP LEJEUNE, NC 28542-XXXX
 - b. Email Address: john.d.doe@usmc.mil
 - b. Telephone Number: (910)451-9999
4. This authority is cancelled upon your transfer from this command or unless sooner revoked.

I.M. Commanding
I.M. COMMANDING

copy to:
Unit OMM
Installation OMM

OMM TRAINING

- * Command OMMs must receive training from the Installation OMM
- * Complete OMM Course and receive a certificate within 90 days of appointment
- * Mail handling responsibilities and training objectives shall be reinforced by routine mailing practices
- * OMMs receive annual updates from Installation OMM

OMC REQUIRED POLICY

- * OMCs are required to maintain specific orders pertaining to the cost effectiveness of the OMP
- * Hard copies of these publications are required only when access to electronic copies are not available
- * The publications can be obtained via the Installation OMM
- * These publications are required at all OMC locations



OMC PUBLICATIONS

- * USPS Publication 28, Postal Addressing Standards
- * USPS Publication 542, Understanding the Private Express Statutes
- * DODI 4525.09, Military Postal Service
- * MCO 5110.4B, Marine Corps Postal Affairs and Official Mail Program
- * USPS Domestic Mail Manual

OMC PUBLICATIONS – CONT.

- * USPS International Mail Manual
- * Current USPS Postal Bulletin
- * USPS Publication 25, Designing Letter and Reply Mail
- * USPS Notice 67, Automations Letters Template

Note: Command OMCs without a postage meter are only required to maintain the DODI 4525.9 & MCO 5110.4B

OMM SUPERVISION

- * OMMs are responsible for ensuring proper use of the OMP
- * Supervise mailing practices
- * Report misuse of official mail to the Installation OMM
- * Establish cost saving measures to create an effective official mail management program

OMM SUPERVISION – CONT.

- * Supervise official mailing practices and establish controls on postal expenses to manage an effective OMP
- * Ensure official mail users know when/how to contact their OMM

AUTHORIZED USE OF OFFICIAL MAIL

- * All U.S. Marine Corps activities are authorized to use official mail
- * These activities include, but are not limited to, the following:
 - * Headquarters U.S. Marine Corps and subordinate commands
 - * Marine Corps Community Service (MCCS) activities for business related directly to the execution of their mission
 - * Commanding Officers may use official mail to promote awareness of available MCCS programs and services to eligible users

UNAUTHORIZED USE OF OFFICIAL MAIL

* Official mail shall not be used for the following:

- * For private use e.g., holiday/birthday cards, unofficial retirement announcements, job resumes, any social function, etc.
- * Non-appropriated Fund Instrumentalities (NAFI) or their functions
- * By retired service members, unless acting in an official capacity
- * Mailing of hazardous material, explosives, etc. Mailing information can be obtained from the MPO

UNAUTHORIZED USE OF OFFICIAL MAIL – CONT.

- * Mailing of U.S. mail in a foreign country's postal system
- * Postage must be in stamps of that country
- * Mailing of parcels tendered by a commercial freight carrier's government bill of lading or military transportation agency
- * Vendors or concessionaires
- * Advertisements, information flyers, daily/weekly housing bulletins, etc.

UNAUTHORIZED USE OF OFFICIAL MAIL – CONT.

- * Yearbooks, announcements/thank you cards, military cruise books, other related items whose printing is paid for by non-appropriated or personal funds
- * Mailings that do not bear a complete or proper return address
- * Mailing of newspapers to individual subscribers
- * Mailings by private, donor, or charitable organizations

UNAUTHORIZED USE OF OFFICIAL MAIL – CONT.

- * Mailing of footlockers, duffel bags or other baggage in conjunction with a permanent change of station
- * All other matters not related solely to the business of the U.S. Marine Corps

ADDRESS STANDARDS

- * To ensure efficient mail delivery, a current and correct formatted address must be used
 - * Use complete official mailing address on both the return/delivery address
 - * Addresses must be printed, or machine typed
 - * Addresses shall be in black ink and in uppercase letters
 - * Characters must not touch, and equally spaced
 - * Font size of characters is 10–12 point

ADDRESS STANDARDS – CONT.

- * No punctuations except for hyphen in the zip+4 code
- * Limited to five lines
- * Uniform left margin
- * Attn line is optional, must be inserted on second line

ADDRESS FORMAT

HEADQUARTERS US MARINE CORPS
MANPOWER AND RESERVE AFFAIRS (MRP-3)
2008 ELLIOT RD
QUANTICO VA 22134-5103

OFFICIAL BUSINESS

COMMANDING OFFICER
HEADQUARTERS AND SERVICE BN
3800 BELLEAU WOOD AVE
SAN DIEGO CA 92140-5199

INSPECTIONS

* Required OMP inspections with current IGMC FA Checklist:

- * OMM quarterly inspections

- * Marine Corps Postal Inspectors annual inspection

* Official mail is subject to inspections, search procedures, and postal laws when required

* Inspections are conducted to ensure all activities are meeting the requirements set forth in DOD and Marine Corps policy

CONCLUSION

The Official Mail Managers supervisory responsibilities are essential for the success of the Official Mail Center.

These responsibilities ensure appropriate mailing practice and established cost saving measures are followed for an effective mail management program.

QUESTIONS?

* Please don't hesitate to reach out to the serving MPO for more information.

Do not invent procedures! If unsure about how something should be handled, ASK!

CONTACT INFORMATION

MPO Point of Contact

Phone: (123) 456-7890