



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO P5112.1
C 013/k
19 Mar 90

MARINE CORPS BASE ORDER P5112.1 w/ Ch 1, 2, 3 4 4

From: Commanding General
To: Distribution List

Subj: SOP FOR HANDLING U.S. MAIL

Ref: (a) DoD 4525.6M, (DoD Postal Manual, Vol I and II)
(b) DoD 4525.8M, (DoD Official Mail Manual)
(c) OPNAVINST 5112.6A
(d) MCO P5110.4
(e) MCO 5110.5B

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate procedures for postal services, handling of U.S. Mail, and operation of unit mailrooms per the references.
2. Cancellation. MCCDCO P5112.1.
3. Information. This Manual is effective upon receipt. Directors, CO's, OIC's, and staff section heads are enjoined to review all aspects of mail handling procedures under their cognizance to ensure conformance with the procedures hereby delineated.
4. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.
5. Recommendations. Recommendations concerning the SOP for Handling U.S. Mail are invited and will be submitted to the Commanding General, Marine Corps Combat Development Command (MCCDC) (C 013) via the appropriate chain of command.
6. Certification. Reviewed and approved this date.

GAIL M. REALS
Deputy Commander for Support

DISTRIBUTION: P51

copy to: 21, 23



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO P5112.1 Ch 1
c 013/p
15 Oct 90

MARINE CORPS BASE ORDER P5112.1 Ch 1

From: Commanding General
To: Distribution List

Subj: SOP FOR HANDLING U.S. MAIL

Encl: (1) New page inserts to MCCDCO P5112.1A

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

2. Action

a. Remove pages 5-1 and 5-5 of the basic Manual and replace with corresponding pages contained in the enclosure.

b. Paragraph 3003.2, first line, insert "Transferred" following "or."

c. Paragraph 3003.2c, fifth line, change "'RTS" (return to sender)" to read "REFUSED."

d. Add new paragraph 3003.2d as follows:

"d. Mark out "Quantico, VA 22134" and bar code with black felt tip pen."

3. Summary of Changes

a. Identifies the correct annotation to make on mail received for personnel who have been discharged or transferred who have provided a civilian forwarding address.

b. Requests for express mail will be made in writing and approved by the Command Adjutant prior to 1430 on the day of acceptance.

c. The Classified Material Control Center is identified as the Classified Material Screening Point for classified official mail.

4. Change Notation. Significant changes in the revised pages for this Change are denoted by an arrow () symbol.

MCBO P5112.1 Ch 1
15 Oct 90

5. Filina Instructions. This Change transmittal will be filed immediately following the signature page of the basic Manual.

6. Certification. Reviewed and approved this date.



C. N. PASTINO
Deputy Commander for Support

DISTRIBUTION: **P51**

copy to: 21, 23



UNITED STATES MARINE CORPS
MARINE CORPS **BASE**
QUANTICO, VIRGINIA 221344001

MCBO P5112.1 Ch 2
c 013/p
31 Jan 94

MARINE CORPS BASE ORDER P5112.1 Ch 2

From: Commanding General
To: Distribution List

Subj: SOP FOR HANDLING U.S. MAIL

Encl: (1) New page inserts to MCCDCO P5112.1A

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

2. **Action.**

a. Remove present pages 2-3 through 2-8, 3-3 through 3-6, 5-3, and 5-4 and replace with corresponding pages contained in the enclosure hereto.

b. Paragraph 5006.2, second line, change the word "Officer" to read "Chief" and change extension "2399/2153" to read extension "2822/2100."

c. Paragraph 6001.2, add the following as the last sentence: "TBS will have 24 hours to deliver mail."

d. Paragraph 6002.3, fifth line, after the word "office," insert the words "within 24 hours of receipt."

e. Delete paragraph 6002.4 in its entirety.

3. **Summary of Chancres**

a. Identifies the new street address for the Military Post Office.

b. Provides an updated mailing address for the Command.

c. Identifies the correct way to address readdressed mail.

d. Identifies the correct mailing address for personnel in the hands of military authorities.

e. Stipulates that rubber stamp addresses will not be accepted on all outgoing official mail.

4. **Chancre Notation.** Significant changes contained in the revised pages for this Change are denoted by an arrow () symbol.

MCBO P5112.1 Ch 2
31 Jan 94

5. Filina Instructions. This Change transmittal will be filed immediately following the signature page of Change 1 to the basic Manual.

6. Certification. Reviewed and approved this date.



M. C. BUNTON
By direction

DISTRIBUTION: P51

copy to: 21, 23



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO P5112.1 Ch 3
c 013/p
6 Jun 94

MARINE CORPS BASE ORDER P5112.1 Ch 3

From: Commanding General
To: Distribution List

Subj: SOP FOR HANDLING U.S. MAIL

1. **Purpose.** To direct pen changes to the basic Order.
2. **Action**
 - a. Paragraph 1002.9, second line, change "monthly" to read "quarterly."
 - b. Paragraph 7001.2, second line, change "month" to read "quarter."
 - c. Paragraph 7001.4, third line, change "monthly" to read "quarterly."
 - d. Paragraph 7001.6, second line, change "Monthly" to read "Quarterly." Delete the next to the last sentence ("If the reinspection . . . for that month.") in its entirety.
 - e. Paragraph 7002.3, third line, change "monthly" to read "quarterly."
3. **Summary of Chancre.** MCO 5110.6 requires unit mailroom inspections to be conducted on a quarterly basis vice monthly. This Change implements the new policy.
4. **Filina Instructions.** This Change transmittal will be filed immediately following the signature page of Change 2 to the basic Manual.
5. **Certification.** Reviewed and approved this date.


M. C. BUNTON
By direction

DISTRIBUTION: P51

copy to: 21, 23



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO P5112.1 Ch 4
B 013
13 JAN 2000

MARINE CORPS BASE ORDER P5112.1 Ch 4

From: Commanding General
To: Distribution List

Subj: SOP FOR HANDLING U.S. MAIL

Encl: (1) New page inserts to MCBO P5112.1

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action. Remove present pages 7-3 and 7-4, and replace with the corresponding pages contained in enclosure hereto.
3. Summary of Change
 - a. Announces quarterly inspections mail room inspections.
 - b. Identifies the use of the Automated Inspections Reporting System Checklist for inspections.
 - c. Identifies guidelines for ratings.
4. Change Notation. Paragraphs denoted by an asterisks (*) symbol contain changes not previously published.
5. Filing Instructions. File this Change transmittal immediately behind the signature page of Change 3 to the basic Manual.
6. Certification. Reviewed and approved this date.

R. P. ROOK
Chief of Staff

DISTRIBUTION: INTERNET

MCBO P5112.1
19 Mar 90

LOCATOR SHEET

Subj: SOP FOR HANDLING U.S. MAIL

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

ENCLOSURE (1)

SOP FOR HANDLING U.S. MAIL

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change
1	15 Oct 90	15 Oct 90	Kathy L. Christopher
2	31 Jan 94	31 Jan 94	Kathy L. Christopher
3	6 Jun 94	6 Jun 94	Kathy L. Christopher
4	13 Jan 00	20 Jan 00	Janice B. Minor

SOP FOR HANDLING U.S. MAIL

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SOP FOR HANDLING U.S. MAIL

CHAPTER 1

RESPONSIBILITIES

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SOP FOR HANDLING U.S. MAIL

CHAPTER 1

RESPONSIBILITIES

1000. COMMAND POSTAL OFFICER. Responsible for the detailed supervision of mail handling procedures per **DoD 4525.6M**, Volumes I and II, **DoD 4525.8**, OPNAVINST 5112.6, **MCO 5110.4**, and **MCO 5110.5**. The Command Postal Officer will:

1. Maintain liaison with civil and military postal authorities concerning postal matters affecting this Command.
2. Supervise the administration and operation of the Command Postal System.
3. Investigate and take appropriate action concerning all confirmed or suspected irregularities in postal and mail handling procedures.
4. Conduct unannounced inspections as prescribed by directives.
5. Prepare and submit reports required by directives.

1001. OFFICIAL MAIL MANAGER (OMM)/MILITARY POSTAL CLERKS (MPC). A senior MPC assigned to the MCCDC Post Office will be designated the OMM and is charged with this responsibility per **DoD 4525.8**. **MPC's** will:

1. Process all incoming and outgoing mail per **DoD 4525.6M**, Volumes I and II, **DoD 4525.8**, OPNAVINST 5112.6, **MCO 5110.4**, **MCO 5110.5**, and United States Postal Service (USPS) directives.
2. Report all inquiries and claims concerning loss, rifling, delay, and damage of mail matter to the Postal Officer.

1002. UNIT COMMANDERS OPERATING MAILROOMS. Comply with **DoD 4525.6M**, Vol II, **DoD 4525.8**, OPNAVINST 5112.6, **MCO 5110.4**, and **MCO 5110.5**. Unit Commanders will:

1. Appoint a commissioned, warrant, or noncommissioned officer (E-7 or higher) or **DoD** civilian (GS-7 or higher) to act as Postal Officer for the Command.
2. Appoint a commissioned, warrant, or noncommissioned officer (E-7 or higher) or **DoD** civilian (GS-7 or higher) as OMM. The appointment may be additional duty appointment. It will be made in writing and include the appointee's official address and telephone number. **OMM's** will be appointed from the administrative element within each activity.

3. Appoint mail clerks/orderlies per **DoD 4525.6M**, Vol II, OPNAVINST 5112.6, and this Manual.
4. Ensure that assignments of unit postal officers and mail clerks/orderlies are kept to an absolute minimum. As a guideline, no assignments of personnel with less than three months **retain-**ability should be made.
5. Ensure that mail clerks/orderlies are thoroughly indoctrinated in their duties and responsibilities prior to appointment.
6. Promulgate a unit mail handling order written in compliance with **DoD 4525.6M**, Vol II, **DoD 4525.8**, OPNAVINST 5112.6, **MCO 5110.4**, and **MCO 5110.5**. A copy of the Order will be posted outside of mailrooms and on Command bulletin boards.
7. Require all personnel assigned, to check-in and check-out with the unit mailroom.
8. Require mailrooms to maintain a current mail directory file utilizing NAVMC **10572.PD**, Mail Directory File Card.
9. Submit a report of corrective action taken on all discrepancies listed during the Command Postal Officer's monthly unannounced inspection, when such inspection results in an unsatisfactory rating. The report will be submitted to the Commanding General (C 051) no later than 10 working days from the date of inspection, with a copy to the Command Postal Officer.
10. Ensure that mailbags are only used to transport mail, with excess bags being returned to the serving post office.
11. Ensure that OPNAV **5110/5**, Notice of Change of Address, is available to individuals and properly utilized per **DoD 4525.6M**, Vol II, and OPNAVINST 5112.6.
12. Designate an officer or SNCO, other than the unit postal officer, to inspect the **mailroom** at least once per month.
13. Requisition and maintain a 30 day supply of the following:
 - a. DD Form 285, Mail Orderly/Clerk Appointment Card.
 - b. OPNAV **5110/5**, Change of Address Card (two cards for each member assigned on unit rolls).
 - c. NAVMC **10572-PD**, Mail Directory File Card.
 - d. DD Form 2260, Mail Orderly/Clerk Appointment Log.

1003. UNIT POSTAL OFFICERS. Responsible for the detailed supervision of internal mail handling procedures per **DoD 4525.6M**, Vol II, **DoD 4525.8**, OPNAVINST 5112.6, **MCO 5110.4**, **MCO 5110.5**, and this Manual.

1. Conduct weekly unannounced **mailroom** inspections on different days of the week.
2. NAVMC Form 10487 (Mailroom Inspection Checklist) will be used to conduct weekly inspections.
3. Maintain control of DD Form 2260 and all blank DD 285 Forms. The log and blank cards will be secured in a safe or security container and will not be maintained in the mailroom. DD Form 2260 will be retained for two years from date of last revocation.
4. Serialize all completed DD 285 Forms for accountability and record sequentially on the logs.
5. Verify delivery of accountable mail on PS Form 3850 by initialing in column 3 on the date of delivery.
6. Notify the serving post office in writing upon revocation of authorization of mail orderly/clerks who receipt for mail from the post office.
7. Maintain duplicate **mailroom** keys in a sealed envelope, secured in a safe or security container.

1004. UNIT MAIL CLERKS

1. Be thoroughly familiar with **DoD 4525.6M**, Vol II, **DoD 4525.8**, OPNAVINST 5112.6, **MCO 5110.4**, **MCO 5110.5**, and this Manual.
2. Maintain a Mail Orderly Call/Receipt Log to include the following information: Legible signature, DD Form 285 serial number, date, and time mail orderlies received mail from the mailroom.
3. Ensure that mail orderlies have their DD Form 285 in their possession while handling mail.
4. Immediately back-stamp all mail upon receipt.
5. Ensure that mail orderlies are not holding mail overnight.
6. Maintain directory files strictly per **DoD 4525.6M**, Vol II.
7. Return all mail addressed to unauthorized users of the Military Postal Service, mail that is undeliverable without authority to hold, and mail for which no forwarding address is known, to the

serving post office as soon as possible, but no later than two duty days after date of receipt.

8. Report all violations, delays, riflings, damage, or depredations of the mail to the unit postal officer immediately. (See figure 5-1 of **DoD 5425.6M**, Vol II.)

9. Advise all personnel assigned that are serviced by USPS to notify their correspondents of their quarters address for personal mail. Only official business mail and mail for Marines assigned to **BEQ's/BOQ's** may be received through unit mailrooms to prevent duplication of USPS service.

10. Place endorsements on mail strictly per this Manual. Do not allow mail orderlies to write on mail.

11. Post DD Form 1115, showing mail call hours immediately outside of mail room. Hours will correspond with hours shown in unit mail handling orders.

one 12. Require all personnel reporting in or departing to fill out **two** OPNAV Forms **5110/5**, Notice of Change of Address, one each for the gaining and losing post offices.

13. Review and maintain copies of unit diaries, identifying personnel who have joined/deperted the Command.

1005. MAIL ORDERLIES

1. Effect person to person delivery of mail to addressee, or agent authorized in writing, only. Do not leave mail unattended (i.e., on bunks, desks, in drawers, etc.).

2. Return undeliverable mail to the serving mail room before close of business. If a Marine is temporarily absent, let the mail room hold mail until the Marine returns.

3. Do not write on mail.

4. Report known or suspected postal offenses to the unit postal officer immediately.

5. Pick up mail at times specified.

6. Mail orderlies may not handle personal accountable (registered, certified, numbered insured) mail.

SOP FOR HANDLING U.S. MAIL

CHAPTER 2

ADMINISTRATIVE AND OPERATING PROCEDURES

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SOP FOR HANDLING U.S. MAIL

CHAPTER 2

ADMINISTRATIVE AND OPERATING PROCEDURES

2000. DESIGNATION OF POSTAL PERSONNEL. The official mail manager (OMM) and all military postal clerks (**MPC's**) will be designated on DD Form 2260 and appointed on DD Form 285.

2001. LOCATIONS AND HOURS OF OPERATION OF POST OFFICES



1. Military Post Office. This Post Office is located at 401 6th Avenue (Bldg. 716). Hours of operation are 0730-1630 on weekdays.

2. U.S. Civil Post Office. The Quantico Post Office is located at 400 5th Avenue, Quantico, and serves the housing areas at MCCDC. Hours of operation are 0830-1700 on weekdays and 0900-1200 on Saturdays.

2002. U.S. MAIL COLLECTION BOXES. Mail collection boxes are located in areas designated to provide the best service for personnel and are the only such boxes authorized for use. The hours of collection are posted on each mail collection box. Requests for increases or decreases in the number of boxes, changes of location or changes to the hours of collection at such boxes must be submitted to the Commanding General (C **013**), describing each desired change with complete justification. The Postmaster, Quantico may authorize new mail collection boxes and/or changes in location for present ones. No Marine official business mail may be deposited in these collection boxes.

2003. RECEIPT AND DISPATCH OF MAIL

1. Receipt. Mail addressed to MCCDC is received daily, Monday through Friday at the Quantico Post Office. Once the mail is sorted it is available to unit mail clerks/orderlies during posted mail call hours through the serving unit post office for further processing and delivery.



2. Dispatch. All outgoing mail is dispatched twice daily. Mail clerks/orderlies may not accept personal mail for dispatch. U.S. Mail collection boxes are provided for this purpose.

2004. UNAUTHORIZED TRANSACTIONS

1. Removal of postage stamps from mail prior to delivery to addressees is prohibited.

2005

SOP FOR HANDLING U.S. MAIL

2. No military postal clerk, mail clerk, or orderly may act as an agent for any other person to receipt for personal accountable mail.

2005. ACCEPTANCE, HANDLING, AND TREATMENT OF MAIL

1. Improperly prepared articles will not be accepted for mailing.
2. The secrecy of the mail is vital. An article is considered to be mail when in the USPS or military postal channels or when it is deposited in a locked mailbox or given to a MPC.
3. Information regarding addresses, postmarks on mail, and records of registered, insured, and certified mail will be furnished only to senders, addressees, **or** their agents specifically authorized in writing.

2006. SPECIAL MAIL SERVICES

1. Registered mail shall be handled per United States Postal Service (USPS) and **DoD** instructions (**MCO** 5110.4 refers),
2. Where there is evidence of loss, damage, or tampering with registered mail, the facts will be determined immediately and a report will be submitted to the Command Postal Officer. If registered mail contains classified matter, **OPNAVINST** 5110.1 will be complied with.
3. Mail matter of no intrinsic value on which postage of the first-class rate has been paid, may be accepted as certified mail. This type of service provides for a receipt to the sender and a record of delivery at the post office of the addressee. Certified mail is handled and dispatched as ordinary mail and no record is retained at the dispatching post office.
4. Special delivery and express mail will not be honored in the military postal system, but will be handled as ordinary mail.
5. Third and fourth-class domestic mail may be insured against loss, rifling, or damage up to \$500 with proof of value.

2007. NONMAILABLE MATTER

1. Nonmailable matter includes all matter which is prohibited from being sent through the mail or which cannot be forwarded to its destination because of illegible, incorrect, or insufficient address.

2. Matter which is prohibited includes, but is not limited to:

- a. Intoxicating liquors.
- b. Habit-forming and illegal drugs.
- c. Any materials which may kill or injure persons or damage the mail or other property.
- d. Ammunition and explosives of all types.
- e. Obscene and indecent matter.
- f. Contraband items.
- g. Lotteries, frauds, and libelous matter.
- h. Any letters, publications, or other items containing any matter advocating or urging treason, insurrection, or forcible resistance to any law of the U.S.; or any letter or other matter containing any threat to take the life of, or inflict bodily harm upon, the President of the U.S.
 1. Publications which violate U.S. copyright laws.
- j. Perishable matter, plant quarantines, switchblade knives, and concealable firearms except under special rules, conditions, and restrictions.
- k. U.S. Government property intended for personal use, except for those items that have been sold through authorized agencies of the Government and are accompanied by purchase/sales receipts.

3. When mailers are in doubt as to whether any matter is mailable, they should inquire at the serving post office. The burden rests with the individual mailer to ensure compliance with the law. The mailer may be held fully liable for introduction of nonmailable matter into the mails. To avoid acceptance of nonmailable matter and ensure compliance with postal regulations and laws, the mailer will be required to declare the contents of all parcels before acceptance for mailing. *Letters and* Severe penalties are provided by law for anyone who knowingly deposits mail or causes to be mailed or delivered, anything declared nonmailable by law.

2008. INQUIRIES AND CLAIMS

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

2. When articles are mailed and addressed for delivery in the Continental U.S. (**CONUS**), inquiries or claims for lost registered, certified, or insured mail may be filed by the sender or addressee.

3. When articles are mailed to or from military post offices outside **CONUS**, inquiries or claims for lost registered or insured mail may be filed by the sender after 15 days have elapsed from the date of mailing. Inquiries or claims for American Post Office (**APO**)/**Federal** Post Office (FPO) surface mail must wait 75 days from date of mailing.

4. Inquiries concerning official registered mail may be accepted without regard to the time limits specified, if there has been sufficient time for the article to have been delivered and it was addressed to another military installation commander.

2009. MAIL PRIVILEGES FOR CONFINED PERSONNEL. Mail privileges extended to prisoners will be per SECNAVINST 1640.9 and **DoD 4525.6M, Vol II.**

2010. ARTICLES FOUND LOOSE IN THE MAIL. Opened mail received by any MPC or mail clerk must be endorsed "Received Unsealed." When mail is received damaged, it will be endorsed "Damaged in the Postal **Service.**" Such articles will be securely sealed or rewrapped to prevent loss of contents. After proper endorsing, the wrappers will be initialed and forwarded to the addressee. A rewrap log will be maintained listing date of receipt, DD 285 serial number of clerk and address of delivery.

2011. WRAPPERS FOUND WITHOUT CONTENTS. When wrappers of domestic parcels (except registered), are found separated from contents in the course of handling and the contents are not identified, the Command Postal Officer will send the address portion of the wrapper or container to the sender with instructions for initiating appropriate action.



2012. SAMPLE MAILING ADDRESS. The following sample mailing addresses are provided:

CPL JOHN J. MARINE USMC
 HQCO (S-1) HQSVCBN
 MCCDC
 2006 HAWKINS AVE
 QUANTICO VA 22134-5043

Address Format:

- 1st line - Name of recipient
- 2nd line - Company, Section, Battalion, and Code
- 3rd line - MCCDC or Base
- 4th line - Bldg. number and street
- 5th line - City, state, and zip+4

*All addresses including a major command must contain the **Zip+4**.

** List your battalion directly above post office, i.e., TBS, Quantico, VA.

2013. DIRECTORY SERVICE. The postal directory service is maintained in order to provide proper disposition of mail which is received improperly or incorrectly addressed (see Chapter 3).

2014. GUARD MAIL

1. All unclassified correspondence destined for activities aboard MCCDC, or served by the Command courier service will not be entered into the USPS.
2. Activity heads will ensure that no U.S. Government messenger envelopes, SF-65, are used to transmit U.S. mail.
3. Guard mail will not be processed or intermingled with U.S. mail.
- ➔ 4. MCCDC Guard Mail Section is located at 3250 **Catlin** Avenue (Lejeune Hall, room **106**), Quantico, VA 22134-5001

2015. BUSINESS REPLY MAIL

1. Business Reply Mail (BRM) is to be utilized by all Federal Government departments and agencies.
2. **"Postage and Fees Paid"** indicia envelopes and cards are not authorized to be used as reply mail. Whenever a return response is desired, a business reply envelope or card will be used.
3. Business reply envelopes and cards can be obtained through local reproduction.
4. For detailed information refer to **MCO 5110.4**.

2016. TRANSPORTATION

1. The Director, Facilities Division will provide two closed bodied vehicles to the Command Postal Officer to meet mail schedules for collection and delivery of mail.
2. Privately-owned vehicles are not authorized for transportation of mail, except in emergencies when authorized by the Command Postal Officer/Chief.
3. Mail guards will be assigned by the Command Postal Officer. The mail guard will not leave the vehicle at any time while mail is aboard the vehicle, except while loading, unloading, or collecting mail, at which time the vehicle will be kept in sight by the guard. In case of an accident or mechanical breakdown, the guard will request the first available person to contact the Command Postal Officer.

2017. EMERGENCY DESTRUCTION OF U.S. MAIL. Per **MCO P5110.4**, activity heads operating mail rooms will publish plans for emergency destruction of U.S. mail in danger of capture as follows:

1. Sufficient advance warning received:
 - a. Deliver or dispatch mail on hand.
 - b. Suspend operations and transport postal effects and supplies to a safe area.
2. When insufficient advance warning is received to permit carrying out completely the provisions of subparagraph 2017.1 and upon order of the commanding officer or senior officer present, evacuate or destroy mail and postal effects per the prioritized list contained in **DoD 4525.6M**, Vol I, Chapter 2.
3. For organizations operating mail rooms, priority of emergency disposition is as follows:
 - a. Official registered mail.
 - b. Directory service cards.
 - c. Other accountable mail.
 - d. All remaining mail.
 - e. All other records, equipment, mail sacks, furniture, etc.
4. Refer to OPNAVINST 5112.6, Chapter 5, subparagraph 505.2 for additional instructions and reports required.



SOP FOR HANDLING U.S. MAIL

CHAPTER 3

MAIL DIRECTORY SERVICE

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SOP FOR HANDLING U.S. MAIL

CHAPTER 3

RAIL DIRECTORY SERVICE

3000. GENERAL. This Chapter contains instructions **for** developing and maintaining a mail directory file and establishes procedures for processing undeliverable-as-addressed mail.

3001. POSTAL DIRECTORY

1. Each activity with an established mail room will maintain a mail directory file on all personnel served per **DoD 4525.61**, Vol II, and this Manual.

2. The directory shall be arranged alphabetically by last name in one file regardless of status or rank. Maintain directory files per Chapter 5 of **DoD 4525.6M**, Vol II, and the following:

a. Unit commanders will furnish legible copies of each unit diary (UD) on a timely basis.

b. Other sources of information for updating directory files may be:

- (1) Copies of orders/rosters.
- (2) Change of status bulletins.
- (3) Change of address cards, OPNAV **5110/5**.
- (4) Copies of leave papers.

c. Mail clerks will record the following on the first page of each UD and other source documents used to update the directory file:

- (1) Date of receipt.
- (2) Date information is recorded on the mail directory file card.
- (3) Initials and DD 285 card number of clerk performing the update.

d. Maintain **UD's** and other source **documents for** six months from posting date.

3002. UNDELIVERABLE MAIL

1. Mail received that is addressed to the unit, but for which no record of the addressee exists and no forwarding request has been made, is undeliverable mail.



2. When no record of the addressee exists in the directory file, the addressee is not due to report, and the S-1 (personnel officer) has no information:

a. Draw a single diagonal line through the incorrect portion (**only**) of the address (Note: name, base, city, and state may be correct). Do not obliterate the information. Window envelopes need only an "X" on each side of the window corresponding with the line being deleted.

b. On all no-record and readdressed mail, a grease pencil must be used to cover the bar codes, city, and state and Zip Codes.

c. On the reverse side of envelope write: No Record, Unit, date, DD 285 card number, and initials. i.e., N/R HQSVCBN 851001 #001 JDM.

d. Return all no-record mail to the serving post office as soon as possible, but not later than two working days after date of receipt.

3. Mail received that is addressed to another unit aboard the installation:

a. Do not make any marks on the front or address side of envelope.

b. On the back side (as if endorsing a check) print: Missent, unit, date, DD 285 card number, and initials.

c. Return to serving post office by the next duty day.

4. Mail received for personnel who are temporarily absent and for whom no forwarding request has been made requires no endorsement. Simply attach a copy of the leave papers, TAD orders, or slip of paper with unit diary number with inclusive dates and hold until date of return. Mail for military personnel on liberty for less than three working days requires no authority to hold.

5. Mail received for military personnel in an unauthorized leave status may be held for 30 days or until declared a deserter; no endorsement is made on the mail. Attach a form (see figure 3-1) with UD number declaring deserter status and return to the serving post office.

6. Mail received for deceased personnel will not be endorsed in any way, but will be returned to the serving post office with a

form (see figure 3-1) attached showing UD number and signature of official (CO, **XO**, Adj, etc.) certifying that the next of kin has been notified.

3003. READDRESSED (FORWARD) MAIL. Readdressed mail is mail received for personnel no longer assigned to the Command **or** who are temporarily absent and a forwarding request has been made by the individual.

1. Personnel Reassigned to Another Military Installation (permanent or TAD excess) for Which a Forwarding Address is on File:

a. Draw a single diagonal line through the incorrect portion of the old address (window envelopes "**X**" on each side of the window).

b. Provide any missing information, i.e., rank, full name, USMC, etc.

c. Below and to the right of the original address legibly print in black ink the correct new address and estimated date of arrival. On rear of envelope write: no record, unit, date, DD 285 card number, and initials. Mail addressed to a military command will include the **zip+4**.

d. Tie this mail out separately from no-record, missent, on-base readdressed mail.

e. Return readdressed mail to the serving post office as **soon as** possible, but no later than two duty days after date of receipt.

2. Mail Received for Personnel Who Have Been Discharged or Transferred Who Have Provided a Civilian Forwarding Address

 a. Draw a single line through the incorrect portion of the **address** ("**X**" sides of window envelopes) using a grease pencil.

b. Below and to the right of original address legibly print the complete/correct new address, source of address change, and DD 285 card number of clerk readdressing the mail.

c. If an individual desires mail to be returned to sender instead of forwarding to new civilian address, and files a change of address with "return to **sender**" in new correct address block, then endorse/process the same as no record mail, except annotate refused instead of "**N/R**" (no record) on backside endorsement.

d. Mark out "**Quantico, VA 22134**" and bar code with black felt tip pen.

3. Hospitalized. Mail for personnel who are hospitalized for more than three working days and to whom delivery can reasonably be expected shall be readdressed as follows:

Ward Number _____
National Naval Medical Center
Bethesda, MD **26814-**
UD# . **DD 285#**

Ward Number _____
Walter Reed Army Medical Center
Washington, DC **20012-**
UD# **DD 285#**

Ward Number _____
U.S. DeWitt Army Community Hospital
Ft. Belvoir, VA **22060-**
UD# **DD 285#**

Contact the Marine liaison at military hospitals for ward numbers.



4. Correction Facility. Mail for personnel **in** hands of military authorities (IHMA) aboard this Command shall **be** readdressed as follows:

3247 ELROD AVE
QUANTICO VA 22134-5035
UD# **DD 285#**

ENDORSEMENTS SUCH AS **JAIL**, **CONFINEMENT**, **ETC.**, SHALL NOT BE USED.

5. In Hands of Civilian Authorities (IHCA). Mail received for personnel who are incarcerated by civilian **authorities** and to whom delivery of mail at the facility can reasonably be expected is processed in the following manner:

a. Place all mail in official business envelope (smallest **envelope** possible).

b. Include a letter of transmittal requesting that delivery be effected or return of mail not deliverable.

c. Include a business reply envelope for mail to be returned in the **event** it is not deliverable.

d. Make no endorsements on the mail, i.e., jail, brig, etc.

6. Pledge Mail. Mail received that has a request above or below the return address stating: **"If** undeliverable within 10 days return **to"** or words to that effect must be returned to the

serving post office in ample time to comply with the **"Pledge"**, regardless of reason for nondelivery. Make no endorsements on the mail.

7. In the event that any questions arise or clarification is needed on any directory mail, contact the Command Postal Directory, building 716, or call extension **3283/3284**.

SOP FOR HANDLING U.S. MAIL

(HEADING)

(Date)

MEMORANDUM

From:

To: Command Postal Directory, Marine Corps Combat Development
Command, Quantico, Virginia 22134-5006

Subj: RETURNED UNDELIVERABLE

1. Attached article(s) of mail is(are) returned as undeliverable
or retained for individual listed below due to:

NAME SSN WORK SECTION
(Last) (First) (Middle)

COMPLETE AND CHECK AS APPROPRIATE

REASON FOR RETENTION/NONDELIVERY:

UA (Since _____)
(Date)

DESERTER (UA From _____ to _____)
(Date) (Date)

DECEASED (This is to certify that the above named person is
deceased and next of kin have been notified.)

OTHER (Specify reason)

UNIT DIARY NUMBER _____ DATED _____

UNIT POSTAL OFFICER

MAIL CLERK

Figure 3-1. --Format for Returned Undeliverable U.S. Mail.

SOP FOR HANDLING U.S. MAIL

CHAPTER 4

POSTAL LOSSES AND OFFENSES

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SUBMISSION OF DOCUMENTS	4001	4-3

SOP FOR HANDLING U.S. MAIL

CHAPTER 4

POSTAL LOSSES AND OFFENSES

4000. NOTIFICATION UPON DISCOVERY. Upon discovery of an irregularity pertaining to mail, mail equipment, mail keys, or postal effects which are in military custody for transmission, delivery, or use, the following action will **be** taken:

1. Any person making such discovery will immediately inform the activity head, who will notify the Command Postal Officer. Personnel should be informed not to report suspected violations to mail clerks or postal clerks as this may forewarn the individual responsible for the violation and affect any investigation.

2. In the event that a post office or mail room is discovered unsecured, the person making the discovery shall immediately isolate the area, and permit no one to enter the mail room until the arrival of the Command Postal Officer or activity postal officer.

3. In the event investigative assistance is required, the activity head/Command Postal Officer will initiate action to obtain assistance from the Special Agent in Charge, Naval Investigative Service.

4001. SUBMISSION OF DOCUMENTS

1. Activity heads will ensure that two copies of all pertinent documents concerning postal violations and investigations are immediately forwarded to the Commanding General (C 013). Such documents will include correspondence pertaining to the incident, reports of investigation, final disposition of the case, and when applicable, a report of disciplinary action taken against the offender(s).

2. Certain incidents necessitate an immediate message report to ~~CMC (MHP-50)~~. The Command Postal Officer is responsible for the **submission** of these and any other reports to higher authority.

MRP-3

3. In addition to punishment under the Uniform Code of Military Justice, personnel committing offenses against the U.S. Mail may be subject to prosecution for violation of Title 18, U.S. Code.

SOP FOR HANDLING U.S. MAIL

CHAPTER 5

OFFICIAL MAIL

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➔ CLASSIFIED MATERIAL SCREENING POINT	5007	5-5

SOP FOR HANDLING U.S. MAIL

CHAPTER 5

OFFICIAL MAIL

5000. COST SAVING MEASURES

1. The Command Postal Officer will place proper postage on all official mail with the official postage meter. Therefore, all official mail will be delivered to the Command Post Office in the rear of building 716, for consolidation and mailing.
2. The Consolidated Mail Concentration Center will consolidate to the largest extent possible and forward under a single cover all outgoing official mail destined for a single location addressed to the "Commanding General/Officer" of that activity. The endorsement "**Contains Consolidated Correspondence**" will be stamped/printed on the lower left address side of the containers.
3. Official mail deposited in mail boxes or delivered to civilian post offices will be returned to the sender.
4. Activity heads utilizing mass mailings will use bulk mailing for reduced postage rates. Procedures for bulk mailing will be provided by the Command Postal Officer on an individual basis to activity heads requiring this information. **MCO P5110.4** refers.
5. Activity heads utilizing bulk mailing will complete the appropriate forms and prepare and deliver this mail to the Postmaster, Quantico Post Office.
6. The Adjutant will open and distribute all incoming official mail addressed to the Commanding General containing the endorsement "Contains Consolidated Correspondence."

5001. USAGE OF OFFICIAL RAIL

1. All activity heads will apply controls on the use of official mail, including limiting the use of special mail services per **DoD 4525.6M**, Volumes I and II.
- ➔ 2. All official mail must bear the complete printed or typed correct official activity address including zip + 4 in the upper left-hand corner. No rubber stamp addresses will be accepted. Activity heads, preferably postal officials, should periodically review their addressing to ensure actions are complete/correct in all respects. Samples of official mail addresses are as follows:

COMMANDING GENERAL
DIRECTOR, MANPOWER DIVISION (C 01)*
MCCDC
3250 CATLIN AVE
QUANTICO VA 22134-5001

COMMANDING OFFICER
HQCO HQSVCBN (Admin Ctr)*
MCCDC
QUANTICO VA 22134-5043

* Place Intra-command code, platoon, work section, as desired in the parenthesis. This facilitates delivery within the organization to the lowest echelon.

3. Official mail is not authorized for personal use or for transmitting matter for any purpose other than official Marine Corps business. **DoD 4525.8** and **MCO P5110.4** refers.

4. This Command is an official meter station. All official business mail is postage paid by meter machine, and positive accountability is maintained. Reports of expenditures are submitted to CMC quarterly. Cost management measures as defined in **MCO P5110.4** will be strictly adhered to by members of this Command.

5002. ENDORSEMENTS AND SERVICES

1. The senders must specify the type of service desired (first class, priority, or parcel post) by appropriate endorsement on the address side of the article. **DoD 4525.6** and **MCO 5110.4** give specific guidelines on classes, services and placement of endorsements.

2. All personnel addressing official mail will refer to the Standard Navy Distribution List, Parts I and II; List of Marine Corps Activities, NAVMC 2766; or OPNAVINST 5112.6 for correct and proper addressing of mail. All addresses must include the appropriate zip code: For those major command addresses that have been assigned zip + 4, zip + 4 must be used. **MCO 5110.5** refers.

3. All personnel who prepare official mail and those personnel who actually deliver it to the Adjutant or Command Postal Officer for mailing, must comply with **DoD 4525.8**, **OPNAVINST 5112.6**, **MCO P5110.4**, and **MCO 5110.5**.

5003. POSTAGE DUE MAIL ADDRESSED TO U.S. GOVERNMENT AGENCIES. **Any** mail received through United States Postal Service (USPS) channels addressed to activity heads of this Command with insufficient postage will be returned to the sender without any attempt to deliver.

5004. USE OF OFFICIAL MAIL BY CONTRACTORS AND VENDORS. **No** contractor or vendor for whatever reason, may use official mail **unless** so authorized in their contract.

5005. NEW PROGRAMS INVOLVING OFFICIAL MAIL. There will be no programs instituted involving the use of mailing lists, periodic "mailouts," or other use of official mail without prior approval of CMC (~~MHP-50~~).

MRP-3

5006. EXPRESS MAIL

1. The Command Postal Officer is responsible for detailed supervision of express mail per **MCO P5110.4** and will:

a. Control the use of express mail and ensure that next day service is an essential requirement to mission accomplishment, and not a convenience.

b. Determine if a mission failure will result if the document is not received the following day.

c. Determine any compelling circumstances preventing the items from being ready in time for normal mail transit. (Staffing/typing delays are not acceptable.)

d. Ensure that the recipient will be present to accept the document.

e. Examine less expensive or alternate means of transmission.

2. Inquiries for the authorization of express mail can be answered by the Command Postal Officer at extension 2399 or 2153.

➔ 3. Requests for express mail will be made in writing and approved by the Command Adjutant prior to 1430 on the day of acceptance.

➔ 5007. CLASSIFIED MATERIAL SCREENING POINT. The Classified Material Control Center (CMCC) is the Classified Material Screening Point for this Command.

SOP FOR HANDLING U.S. MAIL

CHAPTER 6

ACCOUNTABLE MAIL

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FIGURE

6-1	FORMAT OF LETTER OF AUTHORIZATION TO RECEIPT FOR OFFICIAL ACCOUNTABLE MAIL	6-5
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SOP FOR HANDLING U.S. MAIL

CHAPTER 6

ACCOUNTABLE MAIL

6000. DEFINITION. Accountable mail is defined as registered, certified numbered insured mail, and return receipt requested. Handle this mail according to instructions contained in **DoD 4525.6M**, Vol II and this Manual.

6001. OFFICIAL MAIL

1. Official accountable mail may be handled by mail clerks at the discretion of activity heads. Accountable mail addressed to the activity head must be delivered by the mail clerk either to the activity head or to the agent so designated in writing, in the format depicted in figure 6-1. A copy of the signed letter will be posted in the activity mail room. Letters that are cancelled or superseded are kept in the mail room for a period of two years from the date of cancellation.

2. Whenever it becomes necessary for one mail clerk to deliver official accountable mail to another mail clerk or to return undeliverable official accountable mail back to the serving post office, the alternate mail clerk or MPC will sign for the accountable mail on PS Form ~~3850~~³⁸⁵³ to maintain the chain of receipts. Official accountable mail will never be retained in mail rooms overnight.

3. Precise instructions **"NOT TO OPEN THE PACKAGE"** should be given to those personnel authorized as agents to receipt for, open, and make distribution of accountable mail upon discovery of classified material or when the inner wrapper indicates that classified material is contained. Contact the Classified Material Control Officer or other designated individuals for security matters. The entire package should be taken immediately to the Classified Material Control Center, unopened. (MCCDCO **P5510.1** refers.)

6002. PERSONAL MAIL

1. The delivery of personal accountable mail will be made at the serving post office of the addressee upon proper identification. Mail clerks/orderlies are not authorized to handle personal accountable mail with the exception of OCS and TBS. If personal accountable mail is received inadvertently by a mail clerk, it will be immediately returned to the MPC at the serving post office for disposition.

2. When personal accountable and express mail has been received at the serving post office, a completed PS Form 3849, Mail Arrival Notice, will be delivered to the addressee in the same manner as an article of first-class mail. The addressee must pick-up the article at the serving post office listed on the form.

3. When the PS Form 3849 is undeliverable due to leave or temporary absence of the addressee, a suitable entry will be made on the reverse side (e.g., "**On** leave, will return **(date)**"). The form will then be signed and dated by the mail clerks and returned to the serving post office. A duplicate notice will be prepared and delivered to the addressee upon return.

4. When the mail clerk receives a PS Form 3849 marked "**2nd** Notice", the mail clerk will make a personal delivery to the addressee (not to section mail orderly).

SOP FOR HANDLING U.S. MAIL

(HEADING)

5112
(Originator code)
(Date)

From: Commanding Officer, Director, etc.
To: Individuals by Rank, Name, SSN, USMC
(Multiple addressees are proper)

Subj: AUTHORIZATION TO RECEIPT FOR, OPEN, AND MAKE DISTRIBUTION
OF OFFICIAL ACCOUNTABLE MAIL ADDRESSED TO (CO, DIR, OIC
OF ACTIVITY)

Ref: (a) DoD 4525.6M, Vol II
(b) MCCDCO P5112.1A

1. Per references (a) and (b), you are hereby authorized to receipt for, open, and make distribution of Official Accountable Mail addressed to (activity head and address).
2. This letter cancels all previous authorizations.

NAME OF AGENT

SAMPLE SIGNATURE

SIGNATURE OF ACTIVITY HEAD

copy to:
Mail CLERK

Figure 6-1.--Format of Letter of Authorization to Receipt
for Official Accountable Mail.

SOP FOR HANDLING U.S. MAIL

CHAPTER 7

INSPECTIONS

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WEEKLY MAIL ROOM INSPECTIONS	7002	7-4

SOP FOR HANDLING U.S. MAIL

CHAPTER 7

INSPECTIONS

7000. PURPOSE. Postal inspections are conducted per DoD 4525.6, Volumes I and II and MCO 5110.5 to ensure:

1. U.S. government property is properly accounted for, protected and maintained.
2. U.S. mail is properly handled.
3. U.S. Marine Corps personnel are complying with regulations governing the agreement between the United States Postal Service (USPS) and DoD.

7001. UNIT MAILROOM INSPECTIONS

1. USPS inspectors, upon proper identification, are authorized to conduct inspections of military postal activities. All personnel will cooperate with USPS inspectors.

- * 2. The Command Postal Officer, or designated representative, will inspect all established mailrooms once each quarter. Results of the inspection will be recorded on the Automated Inspections Reporting System Checklist. A copy will be provided to CO's. All reports of quarterly inspections shall be reviewed and approved by the Command Postal Officer.
- * 3. The CO concerned, if available, will be critiqued on all inspections; otherwise, the XO, Adjutant, or unit postal officer will be critiqued.
- * 4. CO's shall submit a report of corrective action taken on all findings noted on the Base Postal Officer's Quarterly Mailroom Inspection Report when such report reflects an unsatisfactory rating. CO's will submit the report of corrective action within 10 working days after date of receipt of the report to the CG MCB (B 013) with a copy to the Base Postal Officer. The unsatisfactory mailroom will be reinspected within 30 days. The CO may request a courtesy inspection only after the report of corrective action has been received.

7002. WEEKLY MAILROOM INSPECTIONS

1. Organizational or unit postal officers shall conduct an unannounced weekly inspection to ensure compliance with all pertinent regulations and instructions.

2. Additionally, unit postal officers will inspect section mail orderlies and mail handling procedures of all activities served by the mailroom to ensure personnel are thoroughly familiar with their duties and responsibilities as mail orderlies, and to ensure that mail is properly protected, delivered and processed at all echelons.

3. Results of weekly mailroom inspections are reported on NAVMC Form 10487, Mailroom Inspection Checklist (Rev. 10-87). Only one legible handwritten report is required and shall be on file in the mailroom until the next quarterly mailroom inspection.

* 4. General guidelines for assigning rating are as follows:

* a. Mission Capable. The Command/Unit possesses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions; and use these skills, equipment, personnel, and understanding to accomplish its mission, tasks, and functions.

* b. NonMission Capable. The Command/Unit does not possess the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions, and/or does not use these skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

* c. Discrepancy. An error or failure to comply with guidance, direction, or action as stated in appropriate and applicable directives.

* d. Trends. A single discrepancy which occurs with a frequency that constitutes 10 percent or more of the sample inspected.

* e. Finding. A significant problem within the command which:

- Detracts from the command's readiness.
- Is a practice that could lead to waste, fraud or abuse.
- Involves issues to health, morale, or welfare of personnel.
- Significantly deviates from Marine Corps and/or higher

headquarters policies and procedures.