

Mail Clerk



Indoctrination Course

Postal:
Admin 910-451-5553
Postal Officer 910-451-2204

Revised March 2011

Post Office Web Site: <http://www.marines.mil/unit/mcblejeune/Pages/Consolidated-Post-Office/default.aspx>
E-mail: m_camlej_smb_lejeune@usmc.mil

Situation- To publish a revised Indoctrination Course for unit mail clerks and unit mail orderlies.

Mission- To increase the knowledge of the unit mail clerks and unit mail orderlies in the performance of mailroom duties and responsibilities.

Execution- Upon completion of this course, the unit mail clerks will be able to:

- a. Know the proper procedure for appointing the unit postal officer, unit mail clerks/orderlies and the training that is required.
- b. Advise the unit postal officer of the minimum required information that is to be contained in the unit mail handling order.
- c. Know the proper security standards that are to be provided for unit mailroom (UMR) operations.
- d. Know the proper procedure for receipt and delivery of personal mail and personal accountable mail (If applicable).
- e. Know the proper procedure for receipt and delivery of official mail and official accountable mail.
- f. Know the proper procedure for handling leave, TAD, casualty, confined and deserter personnel mail.
- g. Know how to properly process "Directory Service" mail.
- h. Know the proper procedures for processing deployed mail.

Administration and Logistics-

- a. Unit postal officers: Ensure unit mail clerks and unit mail orderlies are properly trained and standards are met.
- b. Unit mail clerks: Each unit mailroom should maintain a copy of the Mail Clerk Indoctrination Course as a reference guide for operating the unit mailroom and training unit mail orderlies.

Command and Signal-

- a. Command. This Mail Clerk Indoctrination Course is effective the date published.
- b. Signal. This Indoctrination Course is applicable to all commands, organizations, and tenant activities that receive or dispatch mail through their serving post office.

**Mail Clerk Indoctrination Course
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1. **REFERENCES**- The following documents and directives support the Mail Clerk Indoctrination Course text and shall be maintained in each unit mailroom:

1.1. A copy of the most **current** edition of each of the following:

1.1.1. DoD Postal Manual 4525.6M dated 15 Aug 2002

1.1.2. MCO 5110.6C SOP for Marine Corps Unit Mailrooms 21 Jan 2009

1.1.3. MCO 5110.5D USMC Mail Address Listing dated 13 Sep 1999

1.1.4. MARCOM /MARFORPAC SOP for Postal Affairs dated xx xxx xxxx(if available)

1.1.5. Base/Station/Installation Order for the Postal Affairs dated xx xxx xxxx

1.1.6. SQU/Unit/BN Mail Handling Order

1.1.7. Mail Clerk Indoctrination Course dated March 2011(or Current copy)

1.2. Instructions and memorandums periodically published by the Marine Corps Installation, MEF, MLG and/or Base Postal Officer's.

2. **Unit Mail Handling Order**- All commands operating a Unit Mailroom must publish Mail Handling Order that provides personnel with sufficient information about local mail service.

2.1. Information about security of mail and postal effects.

2.2. Instructions relative to custom regulations. (See serving Post Office for updates)

2.3. The correct and complete mailing address for unit personnel.

2.4. Mail Call hours and mail distribution procedures.

2.5. Location and hours of operation of the serving Post Office.

2.6. Location and collection hours for outgoing mail receptacles.

2.7. Information concerning delivery of mail during field exercises.

2.8. Procedures for handling mail for personnel temporarily absent.

2.9. Instruction for using OPNAV 5110/5 (Change of address cards).

2.10. Procedures to establish a classified material screening point.

3. **Unit Postal Officer Designation**- Unit postal officers (E-6 or above/ GS-6 or above) and assistant postal officer (E-6 or above) shall be designated in writing (fig #1) or unit special order by the commanding officer. DD Form 285 (fig #2) shall not be used for this purpose. However, unit postal officers involved in mail handling duties are required to have a DD Form 285 to perform those duties. Designation do not require renewal if the designating official changes.


	UNITED STATES MARINE CORPS UNIT NAME	
		5110 Origin Code 8 Dec 04
From: Commanding Officer _____ To: Name of appointee Via: Serving Post Office		
Subj: APPOINTMENT OF UNIT POSTAL OFFICER (or ASSISTANT POSTAL OFFICER)		
Ref: DoD 4525.6M		
1. Per the reference, you are hereby appointed as the Battalion Postal Officer. 2. The Unit Mail Room contains all pertinent directives concerning the performance of your duties. 3. POC and phone number.		
NOTE: THIS AUTHORITY SUPERSEDES ALL PREVIOUS AUTHORIZATIONS.		
I. M. COMMANDING		

Figure #1

4. **DD Form 285 Mail Clerk & Orderly Designation** -

4.1. Designations- The command will keep the number of designated unit mail clerks and orderlies to a minimum, of **two unit mail clerks/orderlies will be appointed per unit/section.**

4.2. Procedures- The unit postal officer or assistant postal officer will use a DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Orderly) (fig #2-4) to designate unit mail clerks and orderlies prior to assuming their mail handling duties. **Three** original DD Form 285 will be prepared for each **unit mail clerk**, (fig #2 or 3) one will be retained by the Military Post Office (MPO), one by the mailroom and one by the appointee for identification each time mail is picked up from the post office or while working the mail. **Two** original DD Form 285's will be prepared for each **unit mail orderly** (fig #4) one to be retained by the appointee and the other one by the unit mailroom used for identification each time mail is picked up from the unit mailroom. Prepare the DD Form 285 as follows:

- 4.2.1. Block 1- Effective date (actual date the card is signed by the appointing official).
- 4.2.2. Block 2- Disregard "date revoked" and assign number of the card (e.g., 1-05).

- 4.2.3. Block 3- Last name, First name, Middle initial.
- 4.2.4. Block 4- Grade
- 4.2.5. Block 5- SSN is not required.
- 4.2.6. Block 6- Title (Unit Mail Clerk or Unit Mail Orderly)
- 4.2.7. Block 7- Organization and/or section
- 4.2.8. Block 8- Installation name

4.2.9. Block 9- Indicate the type of mail authorized to pick up. Unit mail clerks should be authorized to receive “PERSONAL (except accountable)” or “PERSONAL (all)” [If applicable] and OFFICIAL (all) mail. Unit mail orderlies should be authorized to receive only “PERSONAL (except accountable)” mail. The appointing official must also initial each section to validate the authorization.

4.2.10. Block 10- The MPO will use the All-Purpose Date Stamp to validate all DD Forms 285’s for unit mail clerks. This block will be left blank for unit mail orderlies who pick up from the UMR.

4.2.11. SIGNATURE OF APPOINTING OFFICIAL- The unit postal officer or assistant postal officer will sign each DD Form 285. It must be the same individual that initialed the appropriate boxes.

4.2.12. SIGNATURE OF APPOINTEE- The unit mail clerk or orderly will sign each DD Form 285.

Unit Mail Clerk																																	
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DD 285 S/N 0102-LF-002-9201 EDITION OF THIS FORM NOT HAVING SSN IS OBSOLETE AFTER 30 JUNE 00

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Figure #2

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Figure #3

Figure #4

5. **DD Form 2260 Unit Mail Clerk/Orderly Designation Log** - The DD Form 2260 (fig #5) is used to record unit mail clerk or orderly appointments. All information on the log, including the appointing official's signature, coincide with information contained on DD Form 285. When the individual is authorized to receipt for official accountable mail, an **asterisk** is placed in the left margin. The DD Form 2260 will be retained for 2 years from the last revocation date on the log and will be retained in the UMR for administrative purposes.

DD Form 2260 (Unit Mail clerk/Orderly Designation log)

UNIT MAIL CLERK/ORDERLY DESIGNATION LOG

Card No.	Date Issued (Yr, Mo, Day)	Date Revoked (Yr, Mo, Day)	Activity Identifier	Name of Designee (Print) Last,First, MI	Designee (Signature)	Appointing Official (Signature)	Pay Grade
*21-04	20041220		Mail Clerk	Cole, Robin F	(MAIL CLERK SIGNATURE)	APPOINTING OFFICIAL SIGNATURE	02/1ST LT
22-04	20041220		Mail Orderly /Section	Jones, Jack R.	(MAIL ORDERLY SIGNATURE)	APPOINTING OFFICIAL SIGNATURE	02/1ST LT
23-04	20041220	20041230	Mail Clerk	Sams, Rick H.	(MAIL CLERK SIGNATURE)	APPOINTING OFFICIAL SIGNATURE	02/1ST LT

DD FORM 2260 (JAN 82)


E-Form (DD Form 2260.xls) Rev 20000426

Figure #5

6. **Revocation Letter** For unit mail clerks removed from mail handling duties, the DD Form 285 will be destroyed and a **Letter of Revocation** (fig #6) will be submitted to the serving post office.

Revocation Letter

UNITED STATES MARINE CORPS
Unit Name



5110
Origin Code
30 Dec 04

From: Commanding Officer or Unit Postal Officer
To: Serving Post Office

Subj: REVOKING OF UNIT MAIL CLERK

Ref: DoD 4525.6M

1. Per the reference, LCpl Sams, Rick H. card number 23-04. is hereby revoke as Unit Mail Clerk.
2. POC and phone number.

NOTE: THIS AUTHORITY SUPERSEDES ALL PREVIOUS AUTHORIZATIONS.

I. M. COMMANDING

7. **Training Requirements** - Before assuming mail handling duties, all selected personnel shall be instructed in the proper performance of duties. Upon designation, unit postal officers, and unit mail clerks shall complete the annual training through the serving post office. Training shall emphasize the importance of safeguarding mail, handling of accountable mail, timely delivery, and the serious consequences of negligence of duty. To ensure the unit mail orderly fully understands their duties, it is recommended that the unit postal officer implement the Mail Clerk/Orderly Statement of Understanding (fig #7)

8. **Space and Equipment**- All unit mailrooms will contain enough space to accommodate a desk, chair, sorting case, bag rack, and an unencumbered area to sort mail. Only U.S. Mail, postal record and essential furniture will be in the unit mailroom. Personal effects will not be stored in the unit mailroom. Only AM/FM radios and government computers are authorized.

9. **Character of Personnel**- All personnel performing mail handling duties in other than a section of an MPO shall be designated as a “unit mail clerk” or “unit mail orderly”. These personnel shall meet the following qualifications:

9.1. Have no record of the following:

9.1.1. Conviction by court-martial.

9.1.2. Punishment under Article 15 (Title 10 U.S., Chapter 47, “The Uniform Code of Military Justice”. Reference (b)) involving a postal related incident.

9.1.3. Civil convictions other than minor traffic violations and misdemeanors.

9.2. Have no record of derogatory information or unfavorable conduct casting doubt on the individual’s trustworthiness and integrity.

9.3. Not having a psychiatric, alcoholic, or drug abuse condition based on review of personnel and medical records.

9.4. Have not been relieved of postal duties for cause.

9.5. If the unit mail clerk is required to handle **registered mail**, they must be a U.S. citizen and be eligible for a SECRET clearance (an Entrance National Agency Check (ENTNAC) or National Agency Check (NAC) is on file).

10. **Privacy of Mail**- The privacy of mail and postal records must not be violated. Unit mail clerks and orderlies will not break the seal of any mail matter nor are they to release information about mail or postal records. Request for information will be referred to the unit postal officer. Personal addresses of transferred individuals are privileged information and should not be divulged to anyone except in the course of official business. Unit mail clerks will refuse all telephone inquiries and “third party” requests for personal address.

11. **Mail Clerk / Orderly Statement of Understanding**- This form is to assist the unit postal officer in guidance and training of the unit mail clerks/orderlies and to ensure they fully understand their duties.

Name _____

Card Number _____

**MAIL CLERK/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 clerk/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. 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 is punishable under Articles 92 and/or 134 of the Uniform Code Of Military Justice. I understand that if I commit offenses against the U. S. Mails, I am subject to Federal prosecution under Title 18, U. S. Code.

2. SECURITY / PROTECTION OF MAIL

a. This DD Form 285 (Appointment of a Mail Clerk/Orderly) is a carefully controlled item, and will be maintained at the unit 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 unit mailroom. If any named individuals appointed on a DD Form 285 transfer or get reassigned to another section it must be reported to the 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 PCS's to a new command, then that DD Form 285 must be turned into the unit 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 serving 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 Unit Postal Officer.

d. They must report any known or suspected postal related offenses to the Unit Postal Officer immediately

3. MAIL ORDERLY 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 for the 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 mailroom

c. At the time that they accept custody of the mail from the serving mailroom each day, they must print the current date, print their full name, and sign their payroll 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 to the serving post office.

b. They must **personally deliver** all non-accountable personal mail that they receive from the serving mailroom, **directly to the individual** it is addressed to on the **same day** they receive it. Personal mail must never be left on racks, 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/NCOIC, roommate, squad leader, or any other individual for subsequent delivery to the addressee; unless that individual has been authorized by the addressee in writing to receipt for mail on his 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 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 mailroom, they must provide the 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 (registered, express, numbered insured, or certified) mail. 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 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 Unit Postal Officer or Asst UPO 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 clerk/orderly for this section.

Unit Postal Officer
Printed Rank/Name

Mail Clerk /Orderly's
Printed Rank/Name

Unit Postal Officers
Signature & Date

Mail Clerk/ Orderly's
Signature & Date

Figure #7

12. Unit Mail Room Inspections- The unit postal officer will conduct weekly inspections using the current edition of AIRS Checklist, functional area: Postal Affairs.(modified for locally) (fig #8) Inspections will be random to avoid establishing a trend.

AIRS CHECKLIST
UNIT MAILROOM

UNIT: _____

DATE: _____

100 00 FUNCTIONAL AREA CODE: 100 DESCRIPTION: POSTAL AFFAIRS

100 01 SUB CATEGORY CODE: 01 DESCRIPTION: UNIT MAILROOM

YES NO

100 01 001 Did the Commanding Officer appoint an E-6 or above or civilian (GS-6 or above) in writing as the Unit Postal Officer and an E-6 or above or civilian (GS-6 or above) as the Assistant Postal Officer?
(DOD 4525.6M PAR C 1.1.6.8.1) (MCO P5110.6B, PAR 1001, 1003, 2200) _____

100 01 002 Did the Commanding Officer designate in writing personnel authorized to receipt for and open all official mail to include accountable mail?
(MCO P5110.6B, PAR 4002.1 & 4002.3A) _____

100 01 003 Are weekly unannounced inspections being conducted by the Unit Postal Officer?
(DOD 4525.6M, PAR C 1.1.6.9.9/PAR C 15.8)(MCO P5110.6B, PAR 2104) _____

100 01 004 Is the unit mailroom (UMR) being maintained in an orderly condition and adequate space and equipment been provided?
(DOD 4525.6M, PAR C 1.1.6.10) _____

100 01 005 Is a correctly formatted sample mailing address displayed on or near unit mailroom door?
(DOD 4525.6M, PAR C 15.10.5) _____

100 01 006 Is DD Form 1115 (MAILROOM-NO ADMITTANCE) completed and displayed at the entrance to the UMR?
(DOD 4525.6M, PAR C 1.1.6.9.10) (MCO P5110.6B, PAR 2101) _____

100 01 007 Are only authorized personnel allowed in the UMR?
(DOD 4525.6M, PAR C 15.10.5)(MCO P5110.6B, PAR 3001) _____

100 01 008 Are sufficient qualified mail clerks and orderlies been appointed utilizing DD Form 285 and DD Form 2260?
(DOD 4525.6M, PAR C 15.4.1)(MCO P5110.6B, PAR 2200, 2201) _____

100 01 009 Are mail clerks and orderlies given enough time to perform mail handling duties efficiently?
(MCO P5110.6B, PAR 1003) _____

100 01 010 Are properly completed copies of DD Form 285 and DD Form 2260 on file at the UMR?
(DOD 4525.6M, PAR C 15.6)(MCO P5110.6B, PAR 2201) _____

100 01 011 Does the UMR have all references on hand, to include a unit mail handling order?
MCO P5110.6B, PAR 2100) _____

- | | | |
|-------|---------------------------|--|
| _____ | DOD 4525.6M | Postal Manual dated 15 Aug 2002 |
| _____ | MCO 5110.5D | USMC Mail Address Listing dated 13 Sep 1999 |
| _____ | MCO 5110.6C | SOP for Unit Mailrooms dated 21Jan 2009 |
| _____ | Base/Station/Installation | Base Order for the Postal Affairs dated x xxx xxxx |
| _____ | Bn/ Sq | Unit Mail Handling Order |

	YES	NO
100 01 012 Does the Unit Mail Handling Order contain, at minimum, the following? (MCO P5110.6B, PAR 2100)	___	___
___ Corrected and complete mailing address for unit personnel		
___ Location and hours of operation of the UMR and serving Post Office (if applicable)		
___ Location and collection hours for outgoing mail receptacles		
___ Mail call hours and mail distribution procedures		
___ Instructions for using OPNAV 5110/5 (Change of address cards)		
___ Information about security of mail and postal effects		
___ Procedures to establish and classified material screening point		
___ Procedures for handling mail for personnel temporarily absent		
___ Delivery of mail during field exercises and unit deployments		
___ Instructions relative to custom regulations		
___ Procedures for known or suspected postal offenses		
100 01 013 Does the UMR provide adequate security? (DOD 4525.6M, PAR C 15.10.4.1-4)(MCO P5110.6B, PAR 3000)	___	___
___ The doors have suitable locks, inside mounted hinges and locking mechanism?		
___ Windows easily accessible from outside are barred or meshed?		
___ Wall and ceilings are constructed of such material as to prevent forcible entry?		
100 01 014 Are duplicate keys and/or combinations properly retained secured and a key log maintained? (MCO P5110.6B, PAR 3002)	___	___
100 01 015 Is mail transported in an authorized closed-body vehicle with proper protection given to the mail? (MCO P5110.6B, PAR 3003)	___	___
100 01 016 Is mail being delivered to the addressee or authorized agent only? (MCO P5110.6B, PAR 4002)	___	___
100 01 017 Is accountable mail being delivered to an authorized agent? (DOD 4525.6M PAR C 1.1.6.9.15)(MCO P5110.6B, PAR 4002)	___	___
100 01 018 Upon receipt, is all incoming mail back-stamped daily to show date of receipt? (MCO P5110.6B, PAR 1003)	___	___
100 01 019 Is PS Form 3883 properly completed and maintained, to include daily verification by the Unit Postal Officer? (MCO P5110.6B, PAR 4002)	___	___
100 01 020 Is accountable mail protected by an unbroken chain of receipts? (DOD 4525.6M, CHAP 3, PAR C 3.2.7) (MCO P5110.6B, PAR 4002)	___	___
100 01 021 Is all undeliverable official accountable mail returned to the serving post office daily? (MCO P5110.6B, PAR 4002.3F)	___	___
100 01 022 Is the UMR provided a copy of each morning report or other documentation that will ensure timely maintenance of the Directory File system? (MCO P5110.6B, PAR 6004)	___	___
100 01 023 Are the Directory File Cards (DFC)(NAVMC 10572) being properly completed, filed and maintained for the required period? (MCO P5110.6B, PAR 6002)	___	___
100 01 024 Are personnel attached to command required to check in and out with the UMR? (MCO P5110.6B, PAR 6001)	___	___
100 01 025 Are Change of Address Cards (CAC)(OPNAV 5110/5) properly utilized by incoming and outgoing personnel? (MCO P5110.6B, 6001)	___	___

	YES	NO
100 01 026 Are mail clerks and orderlies properly trained and do they understand all orders and directives applicable to the operation of the UMR? (DOD 4525.6M, PAR C 15.5)(MCO P5110.6B, PAR 1003)	___	___
___ Handling of articles received in damaged condition?		
___ Procedures for delivering and forwarding mail addressed to the Commanding Officer?		
___ Procedures for mail of individuals due to arrive (EDA)?		
___ Procedures for casualty mail?		
___ Procedures for unauthorized absence (UA), deserter or confined personnel?		
___ Procedures for known or suspected postal offenses?		
___ Procedure for unit deployments?		
100 01 027 Are mail clerks properly processing all mail to include the following: (DOD 4525.6M, PAR C 15.5)(MCO P5110.6B, PAR 1003)	___	___
___ Mail for personnel due to arrive		
___ Mail for personnel on leave and TAD status		
___ Mail for UA, deserter and confined personnel		
___ Directorized mail		
100 01 028 Is the mail clerk aware of the privileged nature of mail and postal records? (DOD 4525.6M, PAR C 15.10.8)	___	___
100 01 029 Is the mail clerk personal mail handled properly? (DOD 4525.6M, PAR C 3.2.3.7)(MCO P5110.6B, PAR 4001.5)	___	___
100 01 030 Are orderlies picking up mail daily and is undeliverable mail returned promptly to the UMR? (MCO P5110.6B, PAR 1003)	___	___
100 01 031 Have all discrepancies noted on the last inspection been corrected?	___	___
I CERTIFY THAT ALL MAIL FOR THIS COMMAND HAS BEEN PRESENTED FOR EXAMINATION AND NONE HAS BEEN CONCEALED AT TIME OF INSPECTION.		
UNIT MAIL CLERK _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Rank Name Signature </div>		
UNIT MAIL CLERK _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Rank Name Signature </div>		
UNIT POSTAL OFFICER _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Rank Name Signature </div>		

Figure #8

13. **Security**- The following requirements and standards are applicable to all UMR's.

13.1. Unit mail clerks and unit mail orderlies will safeguard mail in their possession at all times and will be held liable for failure to handle mail properly. The UMR will be locked when the mail clerk is not present.

13.2. The following are minimum structural requirements for the UMR's located in a permanent structure:

13.2.1. Mount all locks and door hinged inside or in such a manner that prevents easy removal.

13.2.2. Bar or covered with heavy wire mesh, all windows easily accessible from the outside.

13.2.3. Construct walls and ceiling to prevent forcible entry.

13.3. Only authorized personnel are allowed to enter the UMR, to include, commanding officer, executive officer, unit postal officer, asst. unit postal officer, postal inspectors, and supervised working parties. The unit mail clerk must verify identification and authorization prior to allowing entry into the UMR and must remain there until all authorized personnel conclude their business and depart.

13.4. Keys and combination will be maintained as follows:

13.4.1. Unit postal officers will determine which mail clerk will be issued the key or combination to the UMR. **A key log will be utilized to issue the mailroom key to the clerk.**

13.4.2. The mail clerk authorized a mailroom key will process only one key and safeguard it at all times.

13.4.3. The duplicate key or combination will be sealed in a PS Form 3977 (Duplicate Key Envelope), (fig #9) or plain envelope, (fig #10) and controlled by the postal officer or a representative designated by the commanding officer. The unit mail clerk holding the original key and the unit postal officer will both sign across the back flap of the envelope and endorse the front of the envelope to show its contents and date sealed. A new envelope will be prepared whenever the duplicate key or combination is used.

PS Form 3977 (Duplicate Key Envelope) Front

EMPLOYEE (Print Last Name, First Name and Middle Initial)				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 key 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 witness, 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).
OPERATING UNIT				
EQUIPMENT	NO.	NO. KEYS	SERIAL NO.	
CASH DRAWER				
STAMP CABINET				
SAFE COMPARTMENT				
ENVELOPE DRAWER				
DESIGNATED WITNESS (Print)				
1:				
2:				

Figure #9

Regular Duplicate Key envelope

Figure #10

13.5. The following applies to the transportation of mail:

13.5.1. Unit Postal Officers are responsible for providing transportation via military vehicles for the unit mail.

13.5.2. Commands will transport all mail to and from service areas in a closed body military vehicle equipped with lockable doors. If such a vehicle is unavailable, mail clerks or orderlies will ride in the compartment with the mail or at least maintain visual contact with the mail. If emergency situation occurs, the unit commander must request for the exception to policy from the Station Post Office Postal Officer. This will be approved on a temporary basis only.

13.5.3. USPS mailbags and equipment will only be used to transport mail excluding oversize pieces. Mailbags and equipment will be returned to the serving post office when not needed to accomplish the mission of the UMR. USPS mailbags and equipment will not be utilized for any other purposes except transporting mail.

13.5.4. Do not use privately owned vehicle (POV's) to transport mail.

13.5.5. Mail can be hand carried by the unit mail clerk to and from serving post office.

14. **Reasons for Not Using a Privately Owned Vehicle (POV) to Transport Mail-**

14.1. Privately Owned Vehicles may not be used to transport mail. If an emergency situation occurs requiring a Privately Owned Vehicle to be used on a temporary basis, its use shall be requested by the Unit Commander and approved by the serving Post Office Postal Officer.”

14.2. The Marine Corps controls our government vehicles; we do not control an individual's POV. Mail may accidentally fall between seats or slip under some other item in the vehicle and because we do not control the vehicle, the mail may remain there for a long period before it is discovered.

14.3. Over the years the following problems have occasionally occurred when POV's were used to transport mail:

14.3.1. Unit mail clerks have gone UA and a bag of mail was discovered in their vehicles thereby compounding the individual's legal problems.

14.3.2. Unit mail clerks using POV's have made additional stops (i.e., MCX and Burger King) while they are transporting mail and did not properly secure the vehicle during their absence from the vehicle.

14.3.3. Unit mail clerks have allowed unauthorized personnel to ride in their POV's while transporting mail is a violation of DoD and USPS regulations.

14.3.4. Unit mail clerks have gotten into accidents while transporting mail in POV's.

14.4. The following solutions should be examined before considering using POV to

transport mail:

14.4.1. Proper planning; daily mail pickup is probably a 10-15 minute exercise. Proper planning will ensure a government vehicle is available for this short period.

14.4.2. Consolidate mail runs with other unit mail clerks within the area; all mailrooms should maintain the phone numbers of other unit mail clerks in their area in the event they can't obtain a GOV.

14.4.3. The unit S-4 sections can arrange temporary rides; the S-4 should be contacted and arrangements made to provide the unit mail clerks with a ride to and from the post office when the unit mail clerk is not able to obtain a vehicle through normal channels.

14.4.4. Mail can be hand carried by the unit mail clerk to and from serving post office.

15. **Mail Call Hours**- Section mail orderlies shall pick up mail daily at times specified in the unit's mail handling order.

15.1. Mail Call hours will be posted on the Mail Room door, using DD Form 1115 (Mail Room- No Admittance). (fig #11)

MAIL ROOM		
NO ADMITTANCE		
EXCEPT TO AUTHORIZED PERSONNEL		
MAIL CALL		
DAILY	SATURDAY	SUNDAY & HOLIDAYS
MAIL CALL 1300 TO 1500 CHECK IN/OUT 0900 TO 1130	CLOSED	CLOSED
THIS NOTICE IS TO BE ATTACHED TO MAIL ROOMS		
<small>DD Form 1115</small>		
<small>E-Form (DD Form 1115) Rev 05/19/00</small>		

Figure #11

15.2. A sample of the command's correctly formatted official and personal mailing address will be displayed on or near the entrance of the unit mailroom.

	<u>OFFICIAL ADDRESS</u>	<u>PERSONEL ADDRESS</u>
1 st Line:	COMMANDING OFFICER	PVT CAROL SMITH
2 nd Line:	ATTN: (CO/PLT/SECTION)	HQSPT BN MCB (CO/PLT/SECTION)
3 rd Line:	HQSPT BN MCB	BOX 555031
4 th Line:	BOX 555031	CAMP PENDLETON CA 92055-5031
5 th Line:	CAMP PENDLETON CA 92055-5031	

16. Delivery of Mail-

16.1. Mail will be delivered only to addressee, or authorized agents.

16.2. Mail will not be delayed, intercepted, opened, rifled, or left unattended in an un-secure area.

16.3. Unit mail clerk will deliver all mail (personal and non-accountable official mail) on a mail orderly receipt log. Mail orderly receipt logs are maintained on file for 6 months. Figure #12 is an example of a mail orderly receipt log.

Unit Mail Orderly Pick-Up Log

ONLY <u>AUTHORIZED MAIL ORDERLIES</u> CAN SIGN FOR MAIL!				DATE
SECTION	TIME	CARD	PRINT RANK/NAME	SIGNATURE (LEGIBLE)
Official Mail				
A Co.				
B Co.				
C Co.				
D Co.				
H & S Supply				
H & S MT				
H & S MAINT				
H & S HQ				
H & S COMM				
Destruction Date _____ (6 months from last delivery date) If sections do not pick up mail daily the reason must be annotated in the name block every time. NO PICKUP = Section failed to pick up their mail and no reason was given. NO MAIL RECEIVED = Section didn't receive any mail IN THE FIELD = Section is in the field, couldn't pick up the mail. SECURED EARLY & (REASON) = Section secured early and reason was verified by the postal officer				

Figure #12

17. **Damaged Mail-** Do not sign for mail damaged mail from postal clerk unless it has been repaired. If damaged articles are received in the closed bags, the unit mail clerk will repair the package and endorse it "Received in Damaged Condition", indicate the date of receipt, and the identity of the unit repairing the package and indicate their DD Form 285 card number.

18. **Date of Receipt-** Unit mail clerks will back stamp all mail upon receipt in the UMR to show date of receipt.

19. **Official Mail** –Official mail is any letter, publication, or parcel relating exclusively to the business of the U. S. Government.

19.1. Any mail addressed to the Commanding Officer is delivered as official mail. Official mail will be delivered to personnel designate in writing, or to the addressee. Commanding Officer will designate in writing personnel authorized to receipt for and open official to include official accountable mail. The authorization letter (fig #13) must be signed by the **current Commanding Officer**, and contain a sample signature of the individual authorized. A single letter may authorize more than one individual; however, any change to the authorization will require a cancellation of the previous letter and publishing of a new letter. Authorization letters will be maintained for a period of 2 years after cancellation in the mailroom files


	UNITED STATES MARINE CORPS UNIT NAME	
	5110 Origin Code 30 Dec 04	
From: Commanding Officer, _____ To: Unit Mailroom Via: Unit Postal Officer		
Subj: PERSONNEL AUTHORIZED TO RECEIPT OFFICIAL MAIL		
1. You are authorized to receipt and open all official mail to include official accountable mail addressed to the Commanding Officer (name of organization).		
<u>NAME</u>	<u>SIGNATURES</u>	
_____	_____	
_____	_____	
2. You are authorized to receipt and all official mail to include official accountable mail addressed to the Commanding Officer (name of organization).		
_____	_____	
_____	_____	
NOTE: THIS AUTHORITY SUPERSEDES ALL PREVIOUS AUTHORIZATIONS.		
I. M. COMMANDING		
Signed copy to: MPO		

Figure #13

19.2. Mail addressed to “Commander of” an individual shall be delivered as official mail to the commander or personnel authorized in writing by the commanding officer. This mail will **not** be returned to the serving post office as No Record.

20. **Due to Report**- Mail addressed to individuals due to arrive shall be handled as follows:

20.1. If the member is due to arrive, hold mail 15 days past the estimated date of arrival (EDA). If mail is unclaimed at that time but additional information indicates that the member is still due to report (i.e. sender has same last name, updated inbound rosters, etc.) hold that mail an additional 15 days for a total of 30 days past the EDA.

20.2. If mail is still unclaimed at the end of the 30 day hold period, endorse the article “No Record” and return to the servicing post office.

21. **Casualty Mail**- Under **NO** circumstances will mail for casualties be returned to sender or forwarded to next of kin (NOK) until absolute verification is received that the NOK have been notified.(Per **MCO P3040.4F** par 8205, 8304 dated 27 Feb 2003) This mail may be held as long as necessary to preclude inadvertent disclosure of casualty status prior to official notification to NOK. Once the NOK has been notified, mail will be processed per the NOK’s wishes. In no case will UMR personnel write any message on the envelope to indicate that the individual is a casualty. Unit mail clerks will affix a copy of the Mail Disposition Form (fig #14 & 15) to mail in question each time it is returned to servicing MPO for disposition. The unit mail clerk and unit postal officer must sign the mail disposition form.

Front of **Mail Disposition Form**

MAIL DISPOSITION FORM																							
(1) FULL NAME (Last, First, MI)	(2) RANK	(3) SOCIAL SECURITY NUMBER	(4) SECTION																				
<input type="checkbox"/> (5) TAD (Temporary Additional Duty) <input type="checkbox"/> (6) UA (Unauthorized Absence) <input type="checkbox"/> (7) DESERTER (Must be run on the Diary) <input type="checkbox"/> (8) IHCA (In Hands of Civilian Authority) <input type="checkbox"/> (9) DECEASED <input type="checkbox"/> (10) HOSPITAL <input type="checkbox"/> (11) LEAVE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Unit Diary #</td> <td style="width: 50%; padding: 2px;">DATE</td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;">Unit Diary #</td> <td style="padding: 2px;">DATE</td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;">Unit Diary #</td> <td style="padding: 2px;">DATE</td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;">Unit Diary #</td> <td style="padding: 2px;">DATE</td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;">Unit Diary #</td> <td style="padding: 2px;">DATE</td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> </table>	Unit Diary #	DATE			Unit Diary #	DATE			Unit Diary #	DATE			Unit Diary #	DATE			Unit Diary #	DATE			<p style="text-align: center;">(13) HOLD MAIL PERIODS COVERED</p> <p>FROM: <input style="width: 100%;" type="text"/></p> <p>TO: <input style="width: 100%;" type="text"/></p>	<p>(14) DATE</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Unit Diary #	DATE																						
Unit Diary #	DATE																						
Unit Diary #	DATE																						
Unit Diary #	DATE																						
Unit Diary #	DATE																						
(12) SPECIAL INSTRUCTIONS:																							
(15) INDIVIDUAL'S SIGNATURE	(TAD OR LEAVE ONLY)	(16) MAILCLERK'S SIGNATURE	(17) POSTAL OFFICER SIGNATURE: (Only required until a Diary Number is obtained)																				

Figure #14

Back of Mail Disposition Form

<p>Block 5: TAD in excess (30 days or more) will be forwarded until 2 weeks prior to the designated return date, unless otherwise requested. TAD (less than 30 days) will be held in the mailroom, unless forwarding has been specifically requested by the individual or TAD location is geographically located where forwarding of mail will arrive within reasonable time to addressee. TAD orders (recruiters assistance, house hunting) will be attached. Mail clerk and Postal Officer signature required.</p> <p>Block 6: Unauthorized absence (UA) must have unit diary (UD) number, mail clerk and Postal Officer signature verifying the information is correct along with date UA began.</p> <p>Block 7: A new mail disposition form will be prepared with UD number and date the individual was declared a deserter. Mail clerk and Postal Officer signatures required. Return mail to your serving post office with properly prepared Disposition Form.</p> <p>Block 8: Mail for personnel in hands of civilian authority (IHCA) will be handled per chapter 4, paragraph 4003.2 of MCO 5110.6 A (Standing Operating Procedures for Unit Mailrooms) if it is determined that confinement will be of such duration that mail will reach the addressee prior to release. If mail is not expected to reach the individual before release, enter the UD number and postal officer signature.</p> <p>Block 9: Mail for deceased personnel will be handled per chapter 4, paragraph 4004.1 of MCO 5110.6A (Standing Operating Procedures for Unit Mailrooms). Enter the UD number, mail clerk and postal officer signatures.</p> <p>Block 10: Mail for personnel hospitalized will be handled per MCASO 5110.1G (Standing Operating Procedures for Mail Handling and Postal Affairs).</p> <p>Block 11: Follow the instructions printed on the upper left corner of the envelope. Mail clerk and Postal Officer signature are required. Return mail to the serving post office with properly prepared Disposition Form.</p> <p>Block 12: State any special circumstances in this block.</p> <p>Block 13: Enter the "TO:" and "FROM" dates in which the mail will be held. Mail clerk and Postal Officer signatures required.</p>
--

Figure #15

22. **Deserter Mail-** Mail for personnel in UA status will be held in the UMR until the 30th day. On the 31st day, the member will be run as a deserter. At that time the unit mail clerk will bring that mail to the serving post office. A properly completed disposition form with all information to include date of entry, unit mail clerk's signature, and the postal officer's signature will be attached with the mail. **Note:** If the unit mail clerk receives one or more pieces of mail a day for the same individual, the unit mail clerk needs to complete only one disposition form each day.

23. **Undeliverable Mail-** Unit mail orderlies will return all undeliverable mail to the UMR the same day of receipt with supporting documentation stating why it could not be delivered (i.e. "Post It" stick-on). Under no circumstances will orderlies write directly on the mail.

24. **Leave /TAD Mail-** When Marines are temporarily absent from their unit, mail will be handled as follows:

24.1. Mail for personnel on leave or TAD for 30 days or less will be held in the mailroom, unless forwarding has been specifically requested by the individual or TAD locations are within geographic confines of the parent installation. The mailroom should have documentation showing leave or TAD dates for all mail being held, if unavailable; use a Mail Disposition Form until documents are obtained.

24.2. Mail for personnel TAD for greater than 30 days will be forwarded until 3 days prior to the designated return date if within the geographic confines of the parent installation. If TAD location is outside the geographical area forward until the cut off date determined by normal transit times for mail delivery to that area (transit times are established by the serving Post Office Operations Section). This allows the individual to receive all forwarded mail prior to returning.

24.3. Mail for TAD personnel is forwarded only where there is certainty of delivery.

25. **Confined Personnel**- Mail for confined personnel will be processed as follows:

25.1. Local Correctional Facility- When forwarding to confined personnel, unit mail clerks are prohibited from using forwarding addresses that bear indication of correctional facilities (i.e. Brig, lock-up...). Unit mail clerks will use local official mail address for all mail being forwarded to personnel in the correctional facility to include EDA.

25.2. In Hands of Civilian Authorities (IHCA)- Prior to forwarding mail verify that the individual is still confined at the facility. When sufficient time exists to effect delivery, place all mail for personnel confined by civilian authorities into an official mail envelope address to the person in charge of the facility. Enclose a letter (fig #16) of explanation from the command that includes instructions to return the mail to the Marine's unit if undeliverable. Enclose a return envelope addressed back to the Marines unit.

Letter to accompany IHCA mail:


	UNITED STATES MARINE CORPS UNIT NAME	5110 Origin Code 30 Dec 04
From: Commanding Officer, _____		
To: Warden of the Facility		
Subj: MAIL FOR PRIVATE JOE A. MARINE		
<p>1. Our records indicate the subject named Marine (SNM) is confined at your facility. Please deliver the enclosed mail to him/her. If SNM has been released please return to this command by placing the mail in the envelope provided and then drop it into any USPS mailbox. If SNM has been transferred please annotate the new address on each individual piece of mail and drop in any USPS mailbox. In addition notify the command via letter of the SNM new address.</p> <p>2. The point of contact for this matter is (Unit Postal Officer Name and phone number).</p>		
I. M. COMMANDING		

Figure #16

26. **Morning Report-** The command will provide a daily copy of the morning report (fig #17) to the unit mailroom. The morning report will be reviewed for information pertaining to the UMR. Directory file cards will be annotated to reflect all pertinent information. Unit mail clerks will ensure the information pertaining to leave, TAD, hospitalization, UA, IHCA, and confinement on the morning report is documented on the DCF. Unit mail clerk will initial each morning report entry to indicate the report has been worked. The morning reports are maintained in the UMR for a period of 6 months. The unit mail clerk will annotate on the front of each report the date received, date worked, and the signature of the unit mail clerk working the report.

The screenshot shows a web browser window displaying the UMSR Detail List. The page title is "UMSR Detail List" and the URL is "https://tfas.mol.usmc.mil/TFAS/umsr/UMSR_Detail_List.do?reportingUnitCode=33060&workSectionId=&companyCode=A&publishedData=false&platoonCode=MPOS". The page header includes the UMSR logo and the name "CWO2 MARY F. GADDIS" with links for "Logout" and "Help". Below the header, there are navigation links: "UMSR Home", "Select Unit Scope", "UMSR Search", "Summary View", "Morning Report Status", "Printer Friendly", and "Excel Version". The main content area is titled "UMSR Detail List" and shows "Extracting Data From: In Progress Data as of 14 Dec 2005 @ 2301". The "Reporting Unit Code" is "33060-A-MPOS" and the "Duty Status:" is listed below. A table with 8 columns (Rank, Name, Unit, Category, Duty Status, Duty Status Start, Duty Status End, Location) and 20 rows of personnel data is displayed. Each row includes a checkbox on the left and a "Detail" link on the right.

Rank	Name	Unit	Category	Duty Status	Duty Status Start	Duty Status End	Location
<input type="checkbox"/>	LCPL ACOSTA JR, MARIO	33060-A-MPOS	On Hand	Present for Duty			Detail
<input type="checkbox"/>	LCPL ALLEN, CHADRICK L.	33060-A-MPOS	TAD	TAD (31 days or more)	01 Dec 2005	07 Jan 2006	Detail
<input type="checkbox"/>	SSGT BANKS, JOSEPH H.	33060-A-MPOS	On Hand	Present for Duty			Detail
<input type="checkbox"/>	PVT BRITTAIN, JAY L.	33060-A-MPOS	On Hand	Present for Duty			Detail
<input type="checkbox"/>	LCPL CAVADA, MARIA J.	33060-A-MPOS	On Hand	Present for Duty			Detail
<input type="checkbox"/>	CPL CHAPMAN, DAMAINO D.	33060-A-MPOS	On Hand	Present for Duty			Detail
<input type="checkbox"/>	LCPL CONLEYTHOMAS, CORNEL D.	33060-A-MPOS	On Hand	Present for Duty			Detail
<input type="checkbox"/>	CWO3 DARLING JR, DONALD J.	33060-A-MPOS	Leave	Leave (Annual)	14 Dec 2005	17 Dec 2005	Detail
<input type="checkbox"/>	SGT ESKRIDGE, CHRISTOPHE K.	33060-A-MPOS	On Hand	Present for Duty			Detail
<input type="checkbox"/>	LCPL FEINSTEIN, MITCHELL A.	33060-A-MPOS	On Hand	Present for Duty			Detail
<input type="checkbox"/>	CPL FOOTMAN, JONATHAN S.	33060-A-MPOS	On Hand	Present for Duty			Detail
<input type="checkbox"/>	SSGT FRANKLIN JR, CARLTON R.	33060-A-MPOS	On Hand	Present for Duty			Detail
<input type="checkbox"/>	CWO2 GADDIS, MARY F.	33060-A-MPOS	On Hand	Present for Duty			Detail
<input type="checkbox"/>	LCPL GAITAN, DANYELL E.	33060-A-MPOS	On Hand	Medical (Limited Duty)	20 Apr 2005	16 Dec 2005	Detail
<input type="checkbox"/>	CPL GARCIA, LEONARDO	33060-A-MPOS	On Hand	Present for Duty			Detail
<input type="checkbox"/>	LCPL GARCIA, LINDSEY	33060-A-MPOS	On Hand	Present for Duty			Detail

Figure #17

27. **Directory Service-** An accurate and timely directory service is an important mail handling responsibility. Transferred personnel should receive their mail as soon as possible. Personnel are responsible for providing current directory file information when checking in and out of the unit mailroom and updating mailing address in Marine On Line (MOL). All personnel being transferred are required to check in and out through their UMR. Failure to do so may result in a delay or non-receipt of personal mail

27.1. Types and Class of Mail.

27.1.1. Accountable Mail

27.1.1.1. Express Mail- The fastest mail service offered by the Postal Service. It Provides guaranteed expedited service for any mail-able matter.

27.1.1.2. Certified Mail- A mailing receipt that can verify date and time of delivery online. (www.usps.com)

27.1.1.3. Insured Mail- Mailing valuable merchandise through the mail, with protection loss, damage or theft. Insurance can be added to cover your mailing up to \$5,000. Include Proof of Mailing.

27.1.1.4. Registered Mail- Mailing highly valuable items, worth up to \$25,000. This provides the maximum security, and online access to delivery information. Includes Proof of Mailing.

27.1.1.5. Delivery Confirmation- To verify the package was delivered or get information on delivery attempt, forwarding, or returns. Information is available online or via toll free number.

27.1.1.6. Restricted Delivery- To ensure the package lands in the right hands, choose Restricted Delivery. Only the individuals specified are authorized to sign for it.

27.1.1.7. Return Receipt- If evidence is required that the package was delivered. With this service, a postcard will be returned to sender, signed by the person received the package.

27.1.1.8. Return Receipt for Merchandise- To cover both ways, with both a mailing receipt at the time of sending, and a signed, dated return receipt after delivery.

27.1.1.9. Signature Confirmation- To receive written proof by asking USPS to request a signature from the person that received your mail or shipment. The proof of delivery letter with the signature of the recipient faxed or mailed to you upon request.

27.1.2. **First Class Mail**- (including Priority Mail) Anything mail-able: bills, invoices, personal correspondence and merchandise.

27.1.3. **Periodical**- Newsletters, magazines.

27.1.4. **Standard Mail**- Advertisements, circulars, newsletters, magazines, small parcels, merchandise. Must weigh less than 16 ounces.

27.1.5. **Package Services**- Merchandise, catalogs, printed material, computer media.

27.2. Bouncing Mail- Mail that went to a good address on base (Unit A), than was readdressed to a second (Unit B) on base, the second (Unit B) says that there is no record of the individual. When this happens the following procedures must be followed:

27.2.1. **Step 1:** The mail clerk of the second unit (B) must verify with his unit's morning report to see if the individual has joined the unit (B). If the individual is with the unit (B), the unit mail clerk will correct the mistake in the directory file cards.

27.2.2. **Step 2:** If the individual has not joined the unit (B), the unit mail clerk will check the morning report of the original unit (A) to verify if the individual has detached. If the individual has not detached, the mail will be returned to the serving post office with a note attached saying return to original unit (A). The NCOIC will then contact unit (A) mail clerks or serving post office for correction.

27.2.3. **Step 3-** If the individual has detached, further inquiry is necessary to see when and where the individual has been assigned.

27.3. Military Automated Postal System (MAPS) and Personnel Automated Locator System (PALS)

27.3.1. For units that have computers and internet capabilities the Marine Corps/Manpower (postal) has a “MAPS” web based site (fig #18) to provide assistance to the unit mail clerks in processing the rework mail in the unit mailroom. The MAPS/PALS page address is. <https://mitweb.manpower.usmc.mil/postalaffairs/Home.jsp>

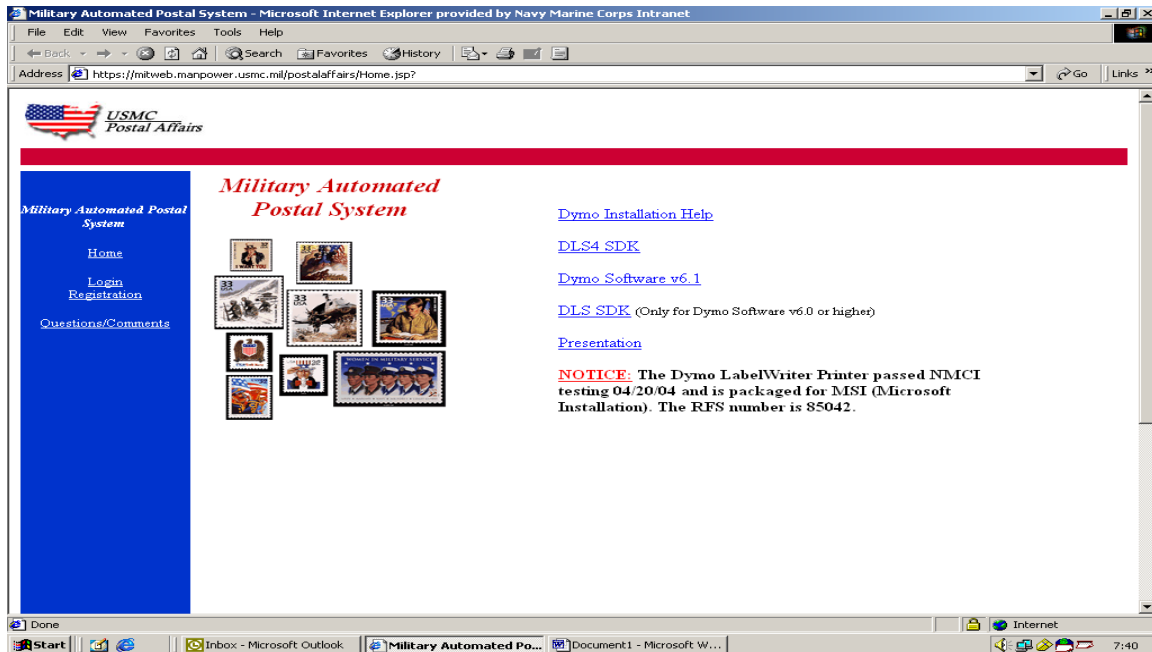


Figure #18

27.3.2. To start using PALS you will have to navigate to the menu page by selecting Menu. From here you will have to select PALS.

27.3.3. Click on Registration to create a new account

27.3.4. Click on New Registration (Your current location)

27.3.5. Notify approving authority through e-mail M_CAMLEJ_SMB_LEJEUNE@usmc.mil or call mailroom inspector that you have registered. When your approval has been granted, you may begin using the system.

27.3.6. Here you have four types of searches

27.3.6.1. The **first** is by name; you can search by last name.

27.3.6.1.1. There is a default wild card for Last Name and First Name. Smith will return Smith II or Smith Jr. For First Name a J will return all First Names beginning with J.

27.3.6.2. The **second** is by Current RUC/MCC. This is the current listing of all the Marines at that current RUC/MCC for your unit you are searching.

27.3.6.3. The **third** is by Former RUC/MCC. This is a listing of all the Marines that have PCS'ed from the RUC/MCC you are searching

27.3.6.4. **Last** is Search by SSN.

27.4. **Label printer** To print labels. (Label printer and labels are provided by some serving post office's.) Click the box to put a check mark in it. Change the number to print more than one label. Click Print Labels to print the labels you selected on your printer. You may select more than one name to print.

27.5. **Change of Address cards (CAC) (OPNAV 5110/5)**

27.5.1. The unit mail clerk will provide the individual checking **into** a unit with two Change of Address cards (CAC) (OPNAV 5110/5) to complete. Send one to the individual's **OLD COMMAND** (fig #19) and one to the serving Post Office Directory.

NOTICE CHANGE OF ADDRESS OPNAV 5110/5 (Rev 3-90) S/N 0101-LF-009-2500			DATE: 20021115
NAME (Last, first, middle) Marine, John J.		RANK/RATE Sgt	SOCIAL SECURITY NUMBER xxx xx 6789
PRIVACY ACT STATEMENT: Authority: Title 39 USC and DOD/US Postal Service Agreement, 2 Feb 59. PRINCIPLE PURPOSES: To route or forward (directory) mail. ROUTINE USES: Used by military and civilian personnel in mail functions. Data are inspected by co			
NEW ADDRESS (Consult SNDL for address) SECURITY BN MCB BOX 555051 CAMP PENDLETON CA 92055-5051		OLD ADDRESS (Attach mailing label for publisher) HQSPT BN MCB PSC BOX 20087 CAMP LEJEUNE NC 28542-0087	
ESTIMATED REPORTING DATE		DEPENDENT'S NAME (If applicable)	
SIGNATURE John J. Marine		N/A	
FORWARD SECOND CLASS MATTER FOR 60 DAYS		THIS SPACE FOR POSTAL CLERK	
ITEM	YES	NO	
MAGAZINES	X		
NEWSPAPERS	X		

Figure #19

27.5.2. The unit mail clerk will provide the individual checking **out** of a unit with one CAC to complete and return. The unit mail clerk will send the CAC to the mailroom (if known) of the individual's **NEW COMMAND** (fig #20).

NOTICE CHANGE OF ADDRESS OPNAV 5110/5 (Rev 3-90) S/N 0101-LF-009-2500			DATE: 20050220
NAME (Last, first, middle) Marine, John J.		RANK/RATE Sgt	SOCIAL SECURITY NUMBER xxx xx 6789
PRIVACY ACT STATEMENT: Authority: Title 39 USC and DOD/US Postal Service Agreement, 2 Feb 59. PRINCIPLE PURPOSES: To route or forward (directory) mail. ROUTINE USES: Used by military and civilian personnel in mail functions. Data are inspected by co			
NEW ADDRESS (Consult SNDL for address) PMO PSC BOX 8023 CHERRY POINT NC 28533-0035		OLD ADDRESS (Attach mailing label for publisher) SECURITY BN MCB BOX 555051 CAMP PENDLETON CA 92055-5051	
ESTIMATED REPORTING DATE 20050325		DEPENDENT'S NAME (If applicable)	
SIGNATURE John J. Marine		N/A	
FORWARD SECOND CLASS MATTER FOR 60 DAYS		THIS SPACE FOR POSTAL CLERK	
ITEM	YES	NO	
MAGAZINES	X		
NEWSPAPERS	X		

Figure #20

27.5.3. Ensure that complete forwarding addresses have been used to include box or unit number. (fig #21) Change of address card front.

<p>COMMANDING OFFICER SECURITY BN BOX 555051 CAMP PENDLETON CA 92055</p> <p>OFFICIAL BUSINESS</p> <p>COMMANDING OFFICER PMO PSC BOX 8035 CHERRY POINT NC 28533-0035</p>

Figure #21

27.6. Mail Directory File Card (NAVMC 10572)

27.6.1. When personnel check **in**, enter the following information on Mail Directory File Card (NAVMC 10572); Last name, first name, and middle initial, last 4 social security number, grade, unit joined from (complete address not required) date, and unit/section to which assigned (or other local information, necessary to make sure of mail delivery). Once the NAVMC 10572 is complete, (fig #22) the CAC should be forwarded to the last command.

NAME (Last First Middle Initial) DAVIS, JOHN A.	SSN xxx xx 5643	GRADE E5	DISCARD DATE (Mo., Yr.)
JOINED FROM 29 PALMS CA 92278	DATE 20010627	UNIT ASSIGNED B CO	
DROPPED (New duty station, home address etc. - complete address with EDA)			
SIGNATURE (required)		DATE	UD NO. (Only if no signature)
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF) SN: 0109-LF-067-0700 U/I: 250 Per PKG (Previous editions are obsolete)			

Figure #22

27.6.2. Temporary change in status is recorded in the appropriate spaces on the back of the DFC card. All temporary changes such as temporary additional duty (**TAD**), sick (**SK**), unauthorized absence (**UA**), confinement (**CONF**), or in hand of civilian authorities (**IHCA**) are entered (fig #23) when applicable. Leave entries are not required, but may be desired by the command.

TEMPORARY STATUS (Tad, SK, UA, Conf, lhca)	TO	FROM	TEMPORARY STATUS (Tad, SK, UA, Conf, lhca)	TO	FROM
	DATE	DATE		DATE	DATE
	UD NO.	UD NO.		UD NO.	UD NO.
SNCOAC SCHOOL Box 555104Camp Pendleton CA 92055- 5104	20050412	20050713			
	*	*			

Figure #23

27.6.3. When personnel check **out**, enter their new complete military address, including an EDA (fig #24), or a complete home address (fig #25), the individual's signature, and date.

Forward to Military address

NAME (Last First Middle Initial) DAVIS, JOHN A.	SSN xxx xx 5643	GRADE E5	DISCARD DATE (Mo., Yr.) 5-06
JOINED FROM 29 Palms CA 92278	DATE 20010627	UNIT ASSIGNED B CO	
DROPPED (New duty station, home address etc. - complete address with EDA) EDA 050627 MALS 12 UNIT 37161 FPO AP 96603-7161			
SIGNATURE (required)		DATE 050427	UD NO. (Only if no signature) 176-05
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF) SN: 0109-LF-067-0700 U/I: 250 Per PKG (Previous editions are obsolete)			

Figure #24

Forward to Civilian address

NAME (Last First Middle Initial) DAVIS, JOHN A.	SSN xxx xx 5643	GRADE E5	DISCARD DATE (Mo., Yr.) 5-06
JOINED FROM 29 Palms CA 92278	DATE 20010627	UNIT ASSIGNED B CO	
DROPPED (New duty station, home address etc. - complete address with EDA) 1966 Saddle Brook Dr Middletown VA 23645			
SIGNATURE (required) <i>John A. Davis</i>		DATE 050427	UD NO. (Only if no signature)
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF) SN: 0109-LF-067-0700 U/I: 250 Per PKG (Previous editions are obsolete)			

Figure #25

27.6.4. Directory file card will be retained by UMR for **12** months after detachment of all **permanently** assigned personnel and **TAD** personnel attached for periods longer than **6** months. The discard date is the month following the month of departure, plus 12 months. For example, if a permanently assigned Marine departed during December 2004, the discard date would be January 2006. The cards for personnel in a TAD or student status for 6 months or less will be maintained for 3 months after the individual's departure. For example, if a Marine checks into a school, the schools mailroom will discard his/her DFC the first 5 days of the fourth month after he/she departs.

27.7. **Re-Addressing Person-to-Person Letter Mail** –Unit mail clerks will draw a diagonal line through address (**not the name**) and utilize yellow gum labels (they can be obtained from regular supply channels) to write the new address' on. When mail is brought to serving post office the mail into bundles of: On base, Off Base, Deployed, No Record, Miss-sent and Presort Standard (Bulk) (Separate mail into bundles of letters and flats).

27.7.1. **Forward Civilian / Military** – Unit mail clerks will draw a diagonal line through the incorrect portion of the address and write the correct address to its right, including the EDA/UJD if the new address is a military unit (fig #26). Unit mail clerks are not to use a permanent mail address, unless authorized by the Marine. When re-addressing letters with a plastic cover a black marker will be used. Bar codes will be lined out with a black marker. Endorse back of envelope with unit information. (fig #27).


Ms J Smith 14 Bravo St Anytown CA 99999	
Lcpl J W Smith HQ SP BN Box 555031 Camp Pendleton CA 92055	
EDA: 2005/5/20 H&S CO H&S Bn Camp Lejeune NC 28542	

Figure #26

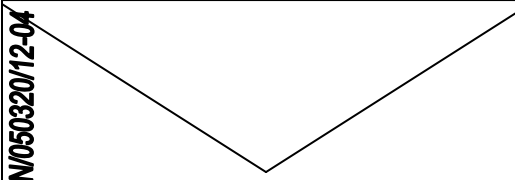
FWD/HQSPBN/050320/12-04	
	050320

Figure #27

27.7.2. **Hospitalized** - If the individual is hospitalized the mail clerks will draw a diagonal line through the unit address and write the hospital's address (Rm. #, Floor, Ward #, City, State and ZIP) to its right.(fig #28-29) Bar codes will be lined out with a black marker on all mail.

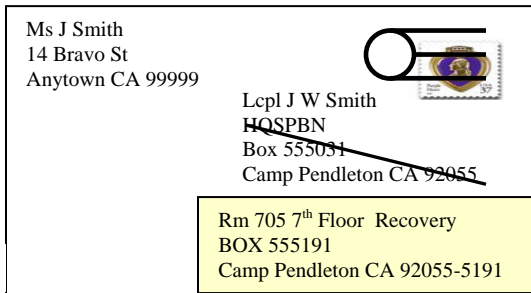


Figure #28

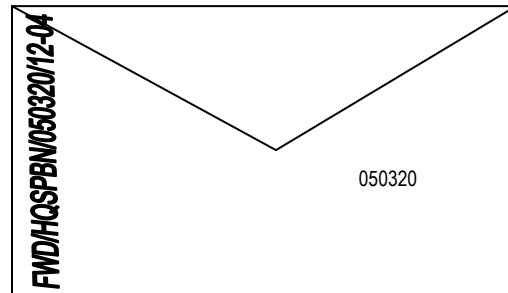


Figure #29

27.7.3 **MLNA** - If the individual has not provided proper forwarding address and a new military address is not available, mail will be returned to the MPO with the annotation.(fig #30-31) “Moved Left No Address” (MLNA).

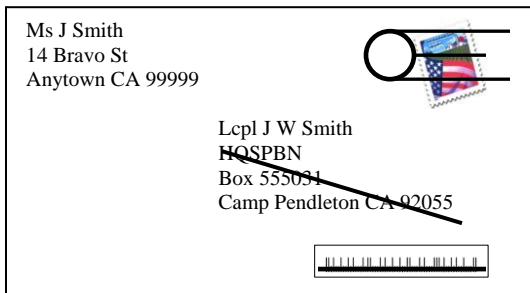


Figure #30

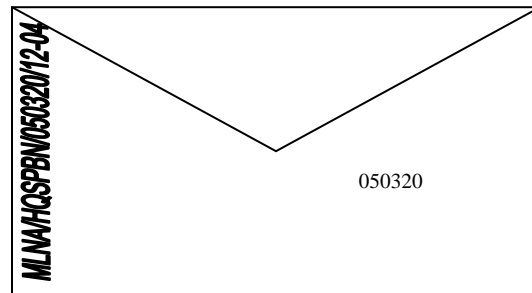


Figure #31

27.7.4 **NR** - If the individual does not have a directory file card on file in the unit mailroom with proper forwarding address or forwarding order has expired, mail will be returned to the MPO with the annotation.(fig #32-33) “No Record” (NR)

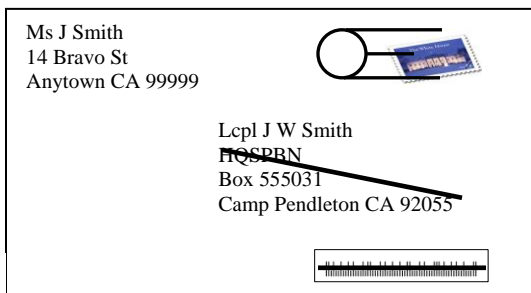


Figure #32

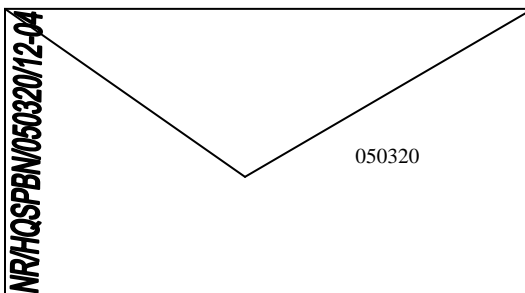


Figure #33

27.7.5 **MS** - If the mail is missent to your unit, mail will be returned to the MPO with the annotation. “Missent”(MS). If a bundle of mail is missent, return to serving post office as a bundle with a sticky note indicating the discrepancy.

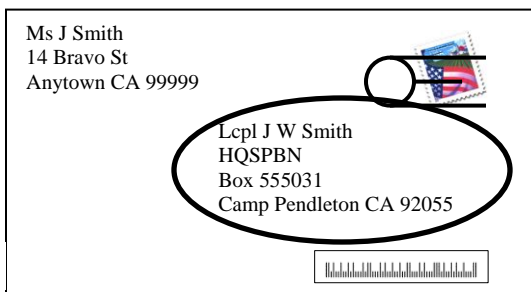


Figure #34

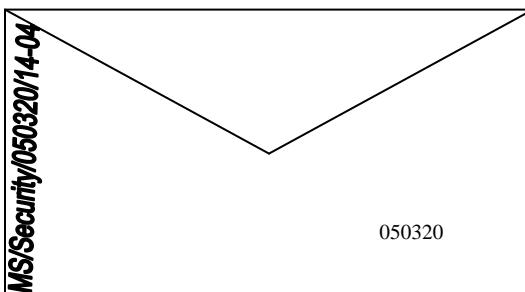


Figure #35

27.7.6 **Business-to-Person-** ACS service helps meet the needs of business mailers by providing a cost-effective, efficient means of obtaining accurate change-of-address (COA) information. Address change problems encountered, postal labels placed over the old address, and crossed-out old addresses. The major benefits of ACS include the additional savings realized by receiving address change information electronically, which reduces costs associated with manual processing, and the opportunity for mailers to maintain up-to-date addresses for customers who have moved.

27.8 **Re-Addressing Periodicals** - Magazines and news papers will have no marking at all on the original mailing address. The proper procedure for reworking, Forward, MLNA or N/R periodical mail are as follows:

27.8.1 **Forward Civilian / Military-** All annotations will be placed on a yellow label on the address side of the periodical paying close attention not to make any marks on the original address.(fig #36) The only endorsement on the reverse side of the article will be the unit date stamp. **Do not mark on the address.**



On Back

FWD, 3/5,050128 ,54-04

ACS number

Figure #36

27.8.2 **MLNA & N/R**- The proper procedure for reworking MLNA & N/R periodical mail will be reworked as follows: (fig #37) All annotations will be placed on a yellow label on the address side of the periodical paying close attention not to make any marks on the original address. The only endorsement on the reverse side of the article will be the unit date stamp.



On Back

MLNA, 3/5,54-04, 20050128

ACS number

Figure #37

27.9 Rework Reminders-

27.9.1 All mail retained overnight will be dated stamped on the reverse side of the mail with the date of receipt. (Place a white sticker on the back of magazines that are covered in plastic.)

27.9.2 Cross out the incorrect portion of old address. (One diagonal line from top left to bottom right, **DON'T** cross out the name. On window envelopes draw the line through the window from paper to paper.)

27.9.3 Ensure the complete forwarding address is legible. (Cities can not be abbreviated.)(i.e. 29 Palms is not correct)

27.9.4 Place **EDA** or Unit Join Date (UJD) dates on all mail addressed to military units. (Place EDA dates above the forwarding address.)

27.9.5 Mail forwarded to “on base” addresses must contain: Unit title, Box number, and **EDA/UDJ**.

27.9.6 Cross out bar codes completely with black marker. (Use of a grease pencil is not acceptable.)

27.9.7 Ensure that proper endorsement are placed on the back of the mail: (i.e., MLNA/NR/Miss-sent/ Unit Name/Date reworked /Card Number)

27.9.8 Separate mail into bundles of On base, Off base, Deployed, NR Miss-sent and Presort Standard (Bulk) (Separate mail into bundles of letters and flats if the volume is sufficient.)

27.9.9 All mail will face in the same direction.

27.9.10 All PS Forms 3849's will be delivered to the individual. If not, they will be returned to the serving post office with proper annotation. (i.e., TAD, LV, DUE in, etc.)

28 Accountable Mail-

28.1 Official Mail-

28.1.1 A chain of receipts will cover all Accountable mail from acceptance through delivery to authorized individuals or the addressee. The unit mail clerk must be able to account for all accountable mail either by producing the article or by showing delivery of the article to an authorized individual or the addressee.

28.1.2 The serving post office will prepare the, PS Form 3883 (Firm Delivery Receipt for Accountable Mail) (fig #38). Keep the original and third copy, give the second copy and the article to the unit mail clerk to take back to the UMR. Prior to receiving accountable mail, the unit mail clerk will make sure all articles are listed on the PS Form 3883, are in good condition, and have not been tampered with. If wrappers or containers are damaged or torn, the unit mail clerk will not accept the item until the serving post office has properly repaired and made the correct annotations.

Delivery Front the Serving Post Office to Unit Mail Clerk

United States Postal Service® Firm Delivery Receipt for Accountable and Bulk Delivery Mail			5199 9990 0007 3924 2721			
<input type="checkbox"/> Certified	<input type="checkbox"/> Delivery Confirmation™ Service	<input type="checkbox"/> Express Mail® Service Insured	<input type="checkbox"/> Recorded Delivery	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Signature Confirmation™ Service	Mail for/Bill Number HQSPBN 24-04
<input type="checkbox"/> COD			<input checked="" type="checkbox"/> Registered			
Article Number	* Code	Office of Origin (International)	Article Number	* Code	Office of Origin (International)	
1. Z 878 987 325	R		11.			
2.			12.			
3.			13.			
4.			14.			
5.			15.			
6.			16.			
7.			17.			
8.			18.			Received By: Cpl Unit Mail Clerk
9.			19.			Sign: <i>Unit M. Clerk</i>
10.			20.			
* CODE: DC = Received in Damaged Condition. R = Return Receipt Requested. RS = Returned to Sender.						
Date of Delivery 20041220	Number of pieces described above (1) One		Recipient signs Form 3849.		Postmark – Delivery Office APDS	
Delivered By: (Clerk/Carrier) Sgt Postal Clerk			ERM sites: send Form 3849 to CFS			
Form 3849 Barcode Number			MRM sites: file Form 3849 with Form 3883			
PS Form 3883, February 2002						1- Delivery
◆ Follow proper scanning procedures for all articles.						

Figure #38

28.1.3 Upon returning to the mailroom, the unit mail clerk will list accountable mail on a PS Form 3883 (fig #39) prior to delivery to authorized agents. If the unit mail clerk is relieved by the alternate unit mail clerk, the new unit mail clerk will receipt for the accountable mail by filling out the form in the appropriate blocks and sign for it. The unit postal officer will verify the delivery of all accountable mail daily by initialing all PS Form 3883's completed that day.

Delivery of Accountable Mail from Unit Mail Clerk to Authorized Agent

Article Number			* Code	Office of Origin (International)	Article Number			* Code	Office of Origin (International)
1.	Z 878 987 326		R		11.				
2.					12.				
3.					13.				
4.					14.				
5.					15.				
6.					16.				
7.					17.				
8.					18.	Received By: Authorized Agent			
9.					19.	Sign: <i>Authorized Agent</i>			
10.					20.				

* CODE: DC = Received in Damaged Condition. R = Return Receipt Requested. RS = Returned to Sender.

Date of Delivery 20041220	Number of pieces described above (1) One	Recipient signs Form 3849. ERM sites: send Form 3849 to CFS MRM sites: file Form 3849 with Form 3883	Postmark – Delivery Office <i>APD</i> Unit Postal Officer Int's
Delivered By: (Clerk/Carrier) Cpl Unit Mail Clerk	Form 3849 Barcode Number		

PS Form 3883, February 2002
Follow proper scanning procedures for all articles.

Figure #39

28.1.4. Official Accountable mail will not be kept overnight in the UMR. It will be returned to the serving post office in the following manner: (fig #40)

28.1.4.1 Take a PS Form 3883 and the article to the serving post office.

28.1.4.2 Write **RETURNING TO SERVING POST OFFICE** in ‘Mail for /Bill number’ on the PS Form 3883.

28.1.4.3 Have the accepting Postal Clerk All-Purpose Date Stamp (AP Chop) and sign.

28.1.4.4 The Unit Postal Officer will then place his initials in the Postmark block, verifying delivery of the Accountable mail.

Delivery of Accountable Mail from Unit Mail Clerk back to Serving Post Office.

Article Number			* Code	Office of Origin (International)	Article Number			* Code	Office of Origin (International)
1.	Z 878 987 326		R		11.				
2.					12.				
3.					13.				
4.					14.				
5.					15.				
6.					16.				
7.					17.				
8.					18.	Received By: Sgt Postal Clerk			
9.					19.	Sign: <i>Postal Clerk</i>			
10.					20.				

* CODE: DC = Received in Damaged Condition. R = Return Receipt Requested. RS = Returned to Sender.

Date of Delivery 20041220	HQSPBN	Number of pieces described above (1) One	Recipient signs Form 3849. ERM sites: send Form 3849 to CFS MRM sites: file Form 3849 with Form 3883	Postmark – Delivery Office APDS After delivery Unit Postal Officers Int's <i>UPD</i>
Delivered By: (Clerk/Carrier) Cpl Unit Mail Clerk	Form 3849 Barcode Number			

PS Form 3883, February 2002
Follow proper scanning procedures for all articles.

Figure #40

28.2 Personnel Accountable Mail at the Serving Post Office-

28.2.1 Delivery- The serving post office will prepare a PS Form 3849 (Delivery Notice/Reminder/Receipt) (fig #41-42) give it to the Unit Mail Clerk who will deliver the PS Form 3849 as a piece of First Class mail to addressee.

Front of PS Form 3849

United States Postal Service Sorry We Missed you! We Redeliver for You		Today's Date 20050928	Sender's Name JONES, C.
Item is at: <input type="checkbox"/> Post Office (See back) <input checked="" type="checkbox"/> 14 Area	Available for Pick-up After M,T,T,F 0900-1600 Date: W 0900-1200		We will redeliver or you or your agent can pick up. See reverse
<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item			
<input type="checkbox"/> Letter <input type="checkbox"/> Large envelope, magazine, catalog, etc. <input checked="" type="checkbox"/> Parcel <input type="checkbox"/> Restricted Delivery <input type="checkbox"/> Perishable Item <input type="checkbox"/> Other	For Delivery: (Enter total number of items delivered by service type) For Notice Left: (Check applicable item) <input type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you call the post office to hold it) <input type="checkbox"/> Certified <input type="checkbox"/> Recorded Delivery <input type="checkbox"/> Firm Bill <input checked="" type="checkbox"/> Registered <input type="checkbox"/> Insured <input type="checkbox"/> Return Receipt for Merchandise Delivery Confirmation Signature Confirmation		Record Article Number(s) Here: RR 641 579 128
Article Requiring Payment <input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs		Amount Due \$	Notice Left Section Customer Name and Address JOE SMITH HQ SPT BN MCB
<input type="checkbox"/> Final Notice: Article will be returned to sender on		Delivered By and Date	
PS Form 3849 , November 1999		102595-99-M-0191	Delivery Notice/Reminder/Receipt

Figure #41

Back of PS Form 3848

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's name here):

1. Customer: a. Check all that apply in section 3; b. Sign in section 2 below; and c. Leave this notice where the carrier can see it.	Delivery Section
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign For You: X	
3. <input type="checkbox"/> Redeliver (Enter day of week): (Allow at least two delivery days for redelivery, or call your post office to arrange delivery.) <input type="checkbox"/> Leave item at my address (Specify where to leave; example: "porch", "side door".) (This option is not available if box is checked on the front requiring your signature at time of delivery.) <input type="checkbox"/> Refused <input type="checkbox"/> Forward <input type="checkbox"/> Return	Signature Printed Name Delivery Address
 1234 5678 3455 1966	
Ps Form 3849 , October 1998 (Reverse)	

Figure #42

28.2.2 Readdress – Directory service for PS Form 3849, on reverse side of PS Form 3849 Endorse: Reason for directory service (FWD/NR/MLNA)/ Unit name/ Date/ Clerk Card Number. If forwarding a complete forwarding address must be provided (fig #43-44).

Front PS Form 3849

United States Postal Service Sorry We Missed you! We Redeliver for You		Today's Date 20050928	Sender's Name JONES, C.
Item is at: <input type="checkbox"/> Post Office (See back) <input checked="" type="checkbox"/> 14 Area	Available for Pick-up After M,T,T,F 0900-1600 Date: W 0900-1200		We will redeliver or you or your agent can pick up. See reverse
<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item			
<input type="checkbox"/> Letter <input type="checkbox"/> Large envelope, magazine, catalog, etc. <input checked="" type="checkbox"/> Parcel <input type="checkbox"/> Restricted Delivery <input type="checkbox"/> Perishable Item <input type="checkbox"/> Other	For Delivery: (Enter total number of items delivered by service type) For Notice Left: (Check applicable item) <input type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you call the post office to hold it) <input type="checkbox"/> Certified <input type="checkbox"/> Recorded Delivery <input type="checkbox"/> Firm Bill	<input checked="" type="checkbox"/> Registered <input type="checkbox"/> Insured <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Delivery Confirmation <input type="checkbox"/> Signature Confirmation	Record Article Number(s) Here: RR 641 579 128
Article Requiring Payment <input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs \$		Amount Due HQ SPT BN MCB	
<input type="checkbox"/> Final Notice: Article will be returned to sender on		Delivered By and Date	
PS Form 3849 , November 1999		102595-99-M-0191 Delivery Notice/Reminder/Receipt	

Figure #43

Back of PS Form 3849

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 er

1. Customer: a. Check all that apply in section 3; b. Sign in section 2 below; and c. Leave this notice where the carrier can see it.	FWD: 1832 Park Ln AnyTown CA 92999 FWD/HQSPBN/050928/54-04
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign For You: <input checked="" type="checkbox"/>	Delivery Section
3. <input type="checkbox"/> Redeliver (Enter day of week): (Allow at least two delivery days for redelivery, or call your post office to arrange deliverv.) <input type="checkbox"/> Leave item at my address (Specify where to leave; example: "porch", "side door".) (This option is not available if box is checked on the front requiring your signature at time of delivery.) <input type="checkbox"/> Refused <input type="checkbox"/> Forward <input type="checkbox"/> Return	Signature Printed Name Delivery Address
Ps Form 3849 , October 1998 (Reverse)	 1234 5678 3456 1966

Figure #44

28.2.3 Do not hold PS Form 3849 in the mailroom for more than two days. Deliver to addressee or return it to serving post office with reason of non-delivery. (Leave/TAD with address/Hosp. /IHCA) (fig #45)

Back of PS Form 3849

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 er

<p>1. Customer: a. Check all that apply in section 3;  b. Sign in section 2 below; and c. Leave this notice where the carrier can see it.</p>	<p>On Leave until 20051030 Leave/HQSPBN/050928/54-04</p>	
<p>2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign For You: </p>	<p>Delivery Section</p>	
<p>3. <input type="checkbox"/> Redeliver (Enter day of week):</p>	<p>Signature</p>	
<p>(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)</p>	<p>Printed Name</p>	
<p><input type="checkbox"/> Leave item at my address (Specify where to leave; example: "porch", "side door".) (This option is not available if box is checked on the front requiring your signature at time of delivery.)</p> <p><input type="checkbox"/> Refused <input type="checkbox"/> Forward <input type="checkbox"/> Return</p>	<p>Delivery Address</p>	
<p>Ps Form 3849, October 1998 (Reverse)</p>		<p> 1234 5678 3456 1966 </p>

Figure #45

29 Deployed Mail-

29.1 Mail Routing Request- All commands planning a deployment or field exercise contact the serving post office (operations section) and submit a mail routing request, (fig #47) **45** days prior to departure.


	UNITED STATES MARINE CORPS
<hr/>	
From:	Commanding Officer, _____
To:	Postal Officer, (Serving) Post Office
Subj:	MAIL ROUTING REQUEST
Ref:	(Local Postal Order) P5112.1F
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 briefings.	
2. Postal Officer's Point of Contact info	
Name and rank _____, phone _____	
Postal Officer's e-mail: _____	
Signature (Commanding Officer or Postal Officer)	
After completing this form e-mail it to: M_CAMLEJ_SMB_LEJEUNE@usmc.mil	

Figure #47

29.2 **Deployed Mail Cover Sheet** - Once Mail Handling Procedures (MHP) have been established (by the Station Post Office) the unit mail clerk will bundle mail in accordance to MHP. At a minimum two (2) deployed mail cover sheets (fig #48) will be attached to all deployed mail. Units can use three (3) deployed mail cover sheets so that they can maintain one (1) copy for their records. Mail will then be returned to the serving postal activity for forwarding to deployed personnel/unit.

DEPLOYED MAIL COVER SHEET																	
(FOR UNIT MAIL ROOM USE)																	
DATE: _____																	
UNIT: _____ (Title of Unit, Company, Squadron or Detachment)																	
Mail Clerk's Name	_____																
Mail Clerk's Signature	_____																
Mail Piece Count:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Letters:</td> <td style="width: 50%;"></td> </tr> <tr> <td>Flats:</td> <td></td> </tr> <tr> <td>Parcels:</td> <td></td> </tr> </table>	Letters:		Flats:		Parcels:											
Letters:																	
Flats:																	
Parcels:																	
Title of Operation	_____																
(Below is for Postal Use)																	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	(Serving Post Office) Accepting Postal Clerk's Signature																
	(Deployed Mail Section) Accepting Postal Clerk's Signature																
<table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Standard Mail Removed</td> <td style="width: 50%; text-align: center;">Mail Dispatched</td> </tr> <tr> <td> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Letters:</td><td></td></tr> <tr><td>Flats:</td><td></td></tr> <tr><td>Parcels:</td><td></td></tr> </table> </td> <td> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Letters:</td><td></td></tr> <tr><td>Flats:</td><td></td></tr> <tr><td>Parcels:</td><td></td></tr> </table> </td> </tr> </table>		Standard Mail Removed	Mail Dispatched	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Letters:</td><td></td></tr> <tr><td>Flats:</td><td></td></tr> <tr><td>Parcels:</td><td></td></tr> </table>	Letters:		Flats:		Parcels:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Letters:</td><td></td></tr> <tr><td>Flats:</td><td></td></tr> <tr><td>Parcels:</td><td></td></tr> </table>	Letters:		Flats:		Parcels:	
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Parcels:																	
Remarks: _____																	

Deployed Mail Cover Sheet.xls

Revised 05/05/2000

30 **Postal Offenses and Losses**- The following is taken from DoD 4525.6M, U.S. Code Annotated, Title 18. Crimes and Criminal Procedures of June 1948, Chapter 83, Postal Service Section 1691 through 1732.

30.1 The DoD is responsible to USPS for reimbursement for the loss of funds, postage stock, and Accountable Mail because of embezzlement, negligence, or theft while in custody of the MPS. Investigations by the Military Services may be required to determine individual liability. The term “investigating officer” is defined as a commissioned officer, warrant officer, or senior postal enlisted person (E-6 through E-9) appointed to investigate postal offenses or losses.

30.2 The proper use of postal effects and supplies and the protection and timely transmission of mail are essential elements of an efficient postal system. The administration of the MPS shall focus on maintaining these elements under the USPS-DoD Postal Agreement and with DoD service standards.

30.3 Postal offenses are occurrences that violate laws, agreements, or USPS and DoD regulations and that jeopardize the secrecy of mail and other USPS and DoD property. These offenses include the following:

30.3.1 Mailing of illegal drugs, pornographic material, or other prohibited matter. UMR’s and PSC’s shall contact their serving post office for guidance.

30.3.2 Theft, rifling, delay, destruction, or interception of mail while under jurisdiction or custody of the MPS, at all levels.

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

30.3.4 Use of mails to defraud.

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

30.3.6 Abuse or Unauthorized use of MPS privileges; i.e. allowing unauthorized personnel to use your address to receive mail.

30.4 **Postal Offense Reporting**- UMR’s must report to the Military Post Office within **24** hours of the discovery of offense.

30.5 **Designation of Investigating Officers**- Postal offenses and losses involving unit mail clerks or mail orderlies may require investigation (fig #49) to determine monetary liability. Investigations shall be conducted in accordance with established service procedures.

30.5.1 Postal Violation Investigation Format:



UNITED STATES MARINE CORPS
Unit NAME

5040

From: Postal Officer, Unit Name
To: Commandant of the Marine Corps (MRP-3), 3280 Russell Rd, Quantico, VA 22134-5103
Via: Serving Post Office (Inspectors)

Subj: POSTAL VIOLATION OCCURING AT (Location)

Ref: (a) DOD 4525.6M Postal Manual

1. In accordance with DOD 4525.6M, Chapter 14, paragraph C14.1.3, the following information is provided:

- a. Date Incident Occurred:
- b. Organization Involved: Unit Name
'address"

c. Facts:

d. Circumstances:

- (1) Personnel Involved:

e. Information Relating to Recovery and Disposition of Mail:

- (1) Per authorization of the Postal Inspector, mail is currently being directorized and forwarded with an apology letter.
- (2) There were no Accountable mail pieces.

f. Investigating Agencies Involved:

- (1) Criminal Investigation Division
 - (a) Date: 29 August 2005
 - (b) Case Number:
 - (c) Agent assigned: Investigator
- (2) Date/ Location/ Name of USP Official Notified:
 - (a) Date: 15 April 2005
 - (b) Location: U.S. POSTAL INSPECTION SERVICE
Joint Military Postal Activity-PAC
2650 Bayshore Blv.
Daly City, CA 94013-0026
 - (c) USPS Inspector notified:
 - (d) USPS Case Number: # 0753-1526791-MTL

g. Current Status of Investigation:

- (1) On 28 April 2005, Postal Inspector ??. Per DOD 4525.6M, C14.1.6.2 the mail is being directorized and forwarded to the addresses as of 28 April 2005.
- (2) This incident is till being investigated and ?.
- (3) Point of contact is Capt ? at (XXX) XXX-XXXX or SSgt ? at (XXX) XXX-XXXX.

I. M. POSTAL

30.6. All offenses are **punishable under the Uniform Code of Military Justice**. The following are excerpts from U.S. Code Annotated, Title 18. Crimes and Criminal Procedures of June 1948, Chapter 83, Postal Service Section 1691 through 1732.

30.7 **Section 1700 (Desertion of Mail)** Whoever, having taken charge of any mail, voluntarily quits, or deserts the same before delivering to the Post Office at the termination route or to some known mail carrier. Messenger, agent, or other employee of the postal service who is not authorized to receive the same shall be fined not more than \$500.00 or imprisoned for not more than one year, or both. (25 June 1948, par 1, 62 Stat 778). A violation of this section is a misdemeanor.

30.8 **Section 1702 (Obstruction of Mail Generally)** Whoever takes any letters, postal cards, or packages out of any post office or any authorized depository for mail matter, or from any letter or mail carrier, or which has been in the post office or authorized depository, or in the custody of any letter or mail carrier, before it has been delivered to who it was directed, with the desire to obstruct the correspondence, or try to pry into the business or secrets of another, or opens, secrets, embezzles, or destroy the same, shall be fined not more than \$2000.00 or imprisoned for not more than five years, or both. (25 June 1948, ch 645, par 1, 62 Stat. 778) A violation of this section is a felony.

30.9. **Section 1703 (Delay or Destruction of Mail or Newspapers)** Whoever, being a Postmaster or Postal Service employee, unlawfully detains, delays, or opens any letter, post card, package, bag or mail entrusted, or which shall come into possession, and which was intended to be conveyed by mail, or carried or delivered by any carrier, or other employee of the postal service, or forwarded through or delivered from any post office or station there of, established by authority of the Postmaster General, secrets, or destroys any such letter, postal card, package, bag or mail. Shall be fined not more than \$500.00 or imprisoned for not more than five years, or both. (25 June 1948, ch 645, par 1, 62 Stat 778). A violation of this section can be either a felony or a misdemeanor, depending on the individual circumstances.

30.10. **Section 1704 (Key or Locks Stolen or Reproduced)** Whoever steals, embezzles or obtains by false pretense, any key suited to any lock adopted by the Postal Service Department or whoever knowingly and unlawfully makes, forges, or counterfeits any such key, or possesses with intent to unlawfully or improperly use, shall be fined not more than \$500.00 or imprisoned for not more than three years. (25 June 1948, ch 645, par 1, Stat. 778) A violation of this section is a felony.

30.11. **Section 1706 (Injury of Mail Bags)** Applies to the cutting or tearing of container used for conveying mail or the breaking or loosening of security devices affixed to such containers with the intention of stealing mail or renderings the container insecure. A violation of this section is a felony.

30.12. **Section 1707 (Theft of Property)** Covers the use of Postal Service property for other than it proper use and conveying away Postal Service property to the hindrance of detriment of public service. Basic application of this statue is self evident, as it applies to any Postal Service or non-postal person stealing anything belonging to or used by the Postal Service. 18 USC 641. covers the theft of government property.

30.13. **Section 1708 (Theft of Receipt of Stolen Mail Matter General)** Deals with the theft of possession of stolen mail matter. It does not require that the violator be a Postal Service employee, nor does the individual have to know the matter was stolen from the mail. This section is most commonly used to prosecute non-Postal Service employees for mail theft violations; However, it is used to prosecute Postal Service contractors, cleaners, and mail transporters. Occasionally, a Postal Service employee will be prosecuted under this section when there's evidence.

30.14 **Section 1710 (Theft of Newspapers)** Punishable by fine of \$100.00 or imprisonment of not more than one year, or both (25 June 1948, ch 645, par 1, Stat 78). A violation of this section is a misdemeanor.

30.15. **Section 1720 (Canceled Stamps and Envelopes)** Whom ever uses or attempts to use in a payment of postage, canceled postage stamps, or unlawfully and willingly removes from any mail matter stamps attached thereto in payment of postage, shall be fined not more than \$500.00 or imprisoned for more than one year, or both (if postal clerks, same fine or imprisoned for not more than three years, or both). (25 June 1948, ch 645, par 1, 62 Stat. 748).

30.16. **Accessory After the Fact** Whoever, knowing that an offense against the United States has been committed, receives, comforts, or assists the offender in order to hinder or prevent his apprehension; trial or punishment is an accessory after the fact. Except as otherwise expressly provided by congress, an accessory after the fact shall be imprisoned for not more than ten years. (Act of 25 June 1949, Title 18, U.S. Code Supp V-3).

30.17. **Offenses Punishable Under the Uniform Code of Military Justice.**

30.17.1 **Article 92** Failure to obey an order or regulation; Dishonorable Discharge, Bad Conduct Discharge; Willful dereliction in performance of duties; Bad Conduct Discharge, 6 months confinement; forfeiture of all pay and allowances.

30.17.2 **Article 107** False official statements; Dishonorable Discharge, Bad Conduct Discharge, 5 years confinement, forfeiture of all pay and allowances.

30.17.3 **Article 109** Property other than military property involving the loss, damage, destruction, disposition, wasting, spoiling. **Destroying or damaging property valued at:**

30.17.3.1 \$100.00 or Less: Bad Conduct Discharge, 1 year confinement, forfeiture of all pay and allowances.

30.17.3.2 \$100.00 or More: Dishonorable Discharge or Bad Conduct Discharge, 5 years confinement, forfeiture of all pay and allowances.

30.17.4 **Article 121** Larceny and wrongful appropriations: Bad Conduct Discharge, 6 months confinement, forfeiture of all pay and allowances.

30.17.5 **Article 134 (Sub section A Par. 93 4.115)** Mail, taking, opening, secreting, destroying or stealing; Bad Conduct Discharge, 6 months confinement, forfeiture of all pay and allowances.

31 Retention Periods-

31.1 Directory file card will be retained by UMR for **12** months after detachment of all **permanently** assigned personnel and **TAD** personnel attached for periods longer than **6** months. The cards for personnel in a TAD or student status for 6 months or less will be maintained for 3 months after the individual's departure.

31.2 DD Form 285- Destroyed immediately after revocation entry is made in the DD Form 2260. Submit revocation letter to the serving post office.

31.3 DD Form 2260 – Destroy each sheet 2 years after the last revocation entry

31.4 Letter of Authorization- Destroy 2 years after revocation. Includes Appointment of Postal Officer, Assistant Postal Officer, Official Mail Manager and Authorization to Receipt for and open Official/Official Accountable mail (one person changes, an entire new document is required. No pen changes allowed).

30.6 PS Form 3883- Destroy 2 years from date of last receipt/delivery.

31.6 Mailroom inspection checklist (AIR check list)- Weekly inspections conducted by the Unit Postal Officer are held until the next quarterly inspections. Quarterly inspections conducted by the Consolidated Post Office are destroyed 2 years from date of inspection

30.7 Mail Orderly Receipt Logs- Six months from date of pick-up

31.8 TAD Orders/Leave Papers- Destroy after personnel has returned and is getting their mail.

31.9 Unit Diary/Morning Reports- Six months

32 Suspicious Mail Alert and Indicators- The likelihood of ever receiving a life-threatening article of mail is very remote. However, in light of recent events and the current threat condition, it is prudent of us to heighten our awareness and implement force protection procedures. It is important that all personnel involved in mail handling duties receive training to recognize the typical characteristics and the immediate action to take should they discover a suspicious article of mail.

32.1 Recognition of Suspicious Articles: Due to the volume of mail that a large mail handling facility such as the Main Post Office processes, it would not be practical to conduct a detailed screening of every article of mail. However, facilities that handle a smaller volume of mail should establish screening procedures and understand the actions that should be taken if a suspicious article is discovered. Life-threatening articles may or may not exhibit one or more of the following characteristics:

- 32.1.1 Bear restricted endorsements such as “personal” or “private.”
- 32.1.2 Bear an inaccurate addressee’s name and or title.
- 32.1.3 Have distorted handwriting, or the name and address may be prepared with homemade labels or cut-and-paste lettering.
- 32.1.4 Have protruding wires, aluminum foil, or visible oil/grease stains.
- 32.1.5 Give off an unusual smell (almonds or marzipan).
- 32.1.6 Bear an excessive number of postage stamps.
- 32.1.7 Have a small pinhole in the wrapping for removal of a safety wire.
- 32.1.8 Feel heavier than it looks.
- 32.1.9 Feel rigid or appear uneven or lopsided.
- 32.1.10 Be unprofessionally wrapped with several combinations of tape.
- 32.1.11 Be endorsed “Fragile,” “Handle with care,” “Rush,” or similar markings.
- 32.1.12 Make a buzzing or ticking noise, or a sloshing sound.
- 32.1.13 Presence of any unusual material, especially a powder-like substance, either outside or when opening the package.
- 32.1.14 Fictitious or non-existent return address.
- 32.1.15 Cancellation or postmark from a different location

32.2 Recommended Preventive Measures: NCIS has recommended that all mail handlers immediately implement the following standard mail safety procedures:

- 32.2.1 Wearing of rubber gloves by all individuals that handle mail.
- 32.2.2 Keep large zip-lock bags nearby for isolating suspicious mail and possibly contaminated clothing

32.3 Immediate Action for Chemical/Biological Agent: In the event that a suspicious article is identified, and you have sufficient reason to believe that it contains a chemical or biological agent, follow the steps listed below. Upon discovery of a suspicious article:

- 32.3.1 Do not open or handle the suspect package.
- 32.3.2 Isolate the package and evacuate the immediate area. If you have already handled

the package, isolate it by sealing it in a plastic bag. If the package has not been handled, simply evacuate the area immediately.

32.3.3 Ensure all persons who have touched the package wash their hands thoroughly with soap and warm water.

32.3.4 Contact base PMO/Security @ **911** and request assistance. Make sure to emphasize that you suspect a biological agent.

32.3.5 Prepare a list of all persons who have touched the package and contact information to provide to authorities.

32.3.6 Place all items of clothing worn when in contact with the package in plastic bags. Seal the bags and be prepared to provide the bags to law enforcement agents.

32.3.7 As soon as practical, shower with soap and warm water.

32.4 **Immediate Action For a Suspected Mail Bomb:** In the event that a suspicious article is identified, and you have sufficient reason to believe that it contains an explosive device, follow the steps listed below:

32.4.1 Do not attempt to open the article.

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

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

32.4.4 Immediately notify PMO/Security @ **911** informing the dispatcher that you have identified a possible mail bomb.

32.4.5 Do not completely seal off the room or building. Leave doors and windows open to allow for rapid expansion of exploding gasses. However, never unnecessarily expose personnel to danger in an effort to open doors and windows.

32.4.6 Post a guard in the vicinity of each entrance to the building to ensure no one inadvertently enters the building and becomes exposed to a hazardous environment. Ensure guards are placed at safe distance from the building.

32.5. **Conclusion:** It is important that all personnel involved in mail handling duties receive training to recognize the typical characteristics of a suspicious article, and the immediate action that should be taken upon discovery of that article. Immediate action may differ for each location, so adjustments to the above listed immediate action procedures may be needed.

33 **Helpful Hints** –

33.1 Ensure that all references are on hand.

33.2 Ensure that information contained in the Unit Mail Handling Order is current (i.e., mail call hours, building numbers).

33.3 Do hours posted on DD Form 1115 (Mail room No Admittance) coincide with those published in the mail handling order?

33.4 Are there at least two (2) mail orderlies per section?

33.5 Are DD Form's 285 (Appointment of Unit Mail Clerk/Orderly) properly prepared and maintained (pay particular attention to block #9).

33.6 Ensure the Postal Officer conducts weekly inspections.

33.7 Ensure mail orderlies pick-up daily.

33.8 Ensure mail orderlies have DD Form 285 each time they pick-up mail.

33.9 Ensure Authorized Agent signs for Ordinary Official Mail every day on the mail orderly receipt log.

33.10 Ensure mail for personnel due to report is held for only Fifteen (15) days past their EDA (unless additional information indicates a new reporting date).

33.11 Ensure orderlies return all undeliverable mail to the UMR the same day receipt.

33.12 Ensure mail orderlies pick-up only at times established in the mail handling order and posted on door.

33.13 Ensure documentation is provided immediately to the UMR for leave/TAD personnel.

33.14 Ensure all copies of PS Form 3883 (Firm Delivery Receipt for Accountable Mail) are maintained in sequential order.

33.15 Ensure the Postal Officer verifies PS Form 3883 by initialing annotating the date in the appropriate box daily.

33.16 Under no circumstances is official accountable mail kept in the UMR overnight. Return it to the serving Post Office.

33.17 Ensure Directory File Cards (DFC's) contain complete names and date joined.

- 33.18 There should be no geographical location included in the mailing address of deployment commands (i.e. Okinawa, Saudi Arabia, Iraq).
- 33.19 Ensure all mail forwarded to military commands include the EDA date.
- 33.20 Ensure temporary changes in status (except annual leave) are annotated on the back of the DFC's when forwarding mail.
- 33.21 Ensure applicable DFC's are destroyed within the first week of each month.
- 33.22 Ensure the UMR is included on the commands check in/out sheet and that it is enforced.
- 33.23 Ensure that no excess gear is inside the UMR (i.e. wall locker, extra filing cabinets, personal gear, stereo equipment, etc.).
- 33.24 Official mail consolidation point can't be located inside the unit mailroom.
- 33.25 Ensure official mail has been properly receipted for.
- 33.26 The mail clerk's personal mail should never be opened in the unit mailroom.
- 33.27 The unit mailroom will be secured in the event of a possible postal offense until the appropriate military representative arrives.
- 33.28 The unit should notify the Serving Post Office 45 days in advance of the unit going on an exercise or deployment.
- 33.29 Monthly courtesy inspections, pre-deployment, and post deployment inspections can be conducted in addition to the quarterly inspections upon request to the Serving Post Office.
- 33.30 Hospital annotations and addresses must include Room #, Floor, Ward #, City, State and ZIP. Also ZIP+4 if known.
- 33.31 Use leave papers, TAD orders, SIQ chits to show mail disposition.