



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 5110.1H
POSTAL
11 MAR 2021

DEPOT ORDER 5110.1H

From: Commanding General, Marine Corps Recruit Depot Parris Island, Eastern
Recruiting Region
To: Distribution List

Subj: OPERATING PROCEDURES FOR POSTAL AFFAIRS

Ref: (a) DoD 4525.6-M
(b) DoD 4525.8-M
(c) DoD 4525.09
(d) MCO 5110.4-A
(e) MCO 5110.6C
(f) MCO 5110.5D w/Ch 1
(g) OPNAVINST 5112.6E
(h) DepO 5110.1H

Encl: (1) Marine Corps Recruit Depot Parris Island-Eastern Recruiting Region
Operating Procedures

1. Situation. To disseminate procedures for Marine Corps Recruit Depot
Parris Island/Eastern Recruiting Region (MCRDPI/ERR) Postal Affairs.

2. Cancellation

a. DepO P5110.1G. W/Ch. 1 and w/Ch. 2.

b. Summary of Changes. This Order has been completely revised and
should be read in its entirety. It contains administrative changes to
mandatory procedures for the conduct of postal affairs and mail handling.

3. Mission. To provide consolidated procedures and guidelines for the
timely and accurate delivery of all mail aboard MCRDPI and throughout the
ERR. It is not published to conflict or replace orders issued by higher
headquarters.

4. Execution

a. Commander's Intent and Concept of Operations. To prescribe policy
and procedures, according to the references, for the processing and delivery
of U.S. Marine Corps official mail. The procedures outlined in this Order
are applicable to all Marine Corps activities aboard MCRDPI/ERR that utilize
U.S. Marine Corps official mail.

b. Tasks

(1) Depot Postal Officer. Review all references of this Order and
ensure compliance. Review enclosure (1) in its entirety and adhere to the
responsibilities of enclosure (1).

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(2) Depot Postal Chief. Report directly to the Depot Postal Officer for all Postal matters. Review all references of this Order and ensure compliance with Depot Post Office and subordinate unit Post Offices. Serve as the Postal Affairs 5110 Inspector for Inspector General Inspections aboard MCRDPI and the ERR. Ensure compliance with the Postal Affairs checklist for the Depot Postal Office at all times. Review enclosure (1) of this Order and familiarize themselves with the responsibilities of enclosure (1).

(2) Commanding Officers. Ensure that the Commanding Officer responsibilities listed in enclosure (1), page 1-2 are adhered to. Furthermore, ensure that the procedures throughout this Order are followed.

5. Administration and Logistics. Recommendations for changes or modifications to this Order will be provided to the AC/S, G-1.

6. Command and Signal

a. Command. This Order is applicable to all MCRDPI/ERR commands and organizations.

b. Signal. This Order is effective on the date signed.



J. L. NETHERCOT

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Chapter 1

Responsibilities

1. Depot Postal Officer. The Depot Postal Officer will serve as the senior postal representative for Marine Corps Recruit Depot Parris Island, Eastern Recruiting Region (MCRDPI/ERR). In the absence of the Postal Officer the Postal Chief will assume all duties and responsibilities of the Postal Officer. Postal Officer's responsibilities include but are not limited to the following:

a. Keep the Commanding General, MCRDPI/ERR advised on all mail matters affecting this Command.

b. Serve as the MCRDPI/ERR Official Mail Manager.

c. Maintain liaison with appropriate postal civilian and military authorities.

d. Coordinate/supervise the receipt, processing, and dispatch of mail for MCRDPI/ERR in the area of operation (AO).

e. Investigate irregularities in postal and mail handling procedures within the command.

f. Conduct or designate representatives to conduct unannounced audits and inspections of MCRDPI/ERR postal operations established by reference (a).

g. Conduct or designate representatives to conduct monthly/quarterly MCRDPI unit mailroom (UMR) inspections.

h. Prepare/submit required reports and directives pertaining to postal matters.

i. Provide postal directory service for MCRDPI/ERR. This service will be in compliance with the instruction established in reference (a). Postal directory information will be provided via Postal Affairs, Headquarters Marine Corps (HQMC).

j. Ensuring that adequate postal services are provided to personnel.

k. Ensure official mail programs are inspected annually.

2. Depot Postal Chief. The Postal Chief is responsible for the supervision, operation, and administration of postal services within the command. These responsibilities include, but are not limited to the following duties:

a. Advise the Manpower Division and Postal Officer on all postal matters.

b. Maintain liaison with civilian postal officials and other commands concerning postal matters.

c. Conduct quarterly unit mail room inspections. The result of these inspections will be reported to the Commanding Officer of that unit.

- d. Prepare and submit directives and reports pertaining to postal matters.
- e. Determine if investigative assistance is required on reports of irregularities involving U.S. Mail or postal funds and equipment.
- f. Route all personal mail to appropriate Unit Mailrooms for further delivery to addressee.
- g. Ensure that the Depot Postal Order is current, up to date, and all annual reviews are completed in a timely manner.

3. Commanding Officer. Responsibilities include, but are not limited to:

- a. Appoint a Unit Postal Officer in writing that is responsible for supervising (e.g. daily operation, security, etc.) of all mail handling procedures within the command. Personnel appointed as Unit Postal Officer will be commissioned, warrant, or staff noncommissioned officers in the grade of E-6 or above or civilian (GS-6 or above). Letters of appointment for Unit Postal Officers will conform in both content and format with the sample letter shown in figure 1-1.

- b. Appoint an Assistant Unit Postal Officer in writing which will assist the Unit Postal Officer as required. The Assistant Unit Postal Officer will carry out the duties of the Unit Postal Officer when that individual is unavailable. Personnel appointed as Assistant Unit Postal Officers will be commissioned, warrant, or staff noncommissioned officers in the grade of E-6 or above or civilian (GS-6 or above). Letters of appointment for Assistant Unit Postal Officers will conform in both content and format with the sample letter shown in figure 1-2.

- c. Appoint a Unit Official Mail Manager (OMM) in writing who will be responsible for the supervision of the Official Mail Program (OMP). Appointed unit OMMs will be commissioned, warrant, or staff noncommissioned officers in the grade of E-6 or above; or Department of Defense (DoD) civilians in the grade of GS-6 or above. A single individual may serve as both the Unit Postal Officer and the unit OMM due to constraints/similar functions. Letters of appointment for unit OMMs will conform in both content and format with the sample letter shown in figure 1-3.

- d. Appoint a Unit Assistant Official Mail Manager (AOMM) in writing who will assist the OMM as required. The AOMM will carry out the duties of the OMM when that individual is unavailable. Personnel appointed as AOMMs will be commissioned, warrant, or staff noncommissioned officers in the grade of E-6 or above; or DoD civilians in the grade of GS-6 or above. A single individual may serve as both the Unit Assistant Postal Officer and the Unit AOMM due to constraints/similar functions. Letters of appointment for unit AOMMs will conform in both content and format with the sample letter shown in figure 1-4.

- e. Authorize specific individuals in writing to receive/open official mail. This includes all forms of official accountable mail addressed to the Commanding Officer. This appointee will make subsequent distribution as required. All authorized individuals must be listed on a single letter signed by the unit commander. Signing these letters of authorization "By direction" is not authorized. Letters of authorization will conform in both content and format with the sample letter shown in figure 1-5.

f. Establish and maintain a UMR at the battalion or regiment level and provide for adequate security of that UMR in accordance with references (a) and (b).

g. Establish and maintain a unit Official Mail Control Point (OMCP), per reference (b).

h. Ensure that all appointed unit mail handling personnel are provided training upon appointment/designation and prior to assuming mail-handling duties. Additionally, ensure they receive supplemental remedial training as required.

i. Ensure that all unit mail handling personnel are afforded the adequate time, equipment and supplies to effectively and efficiently perform their duties.

j. Units required to maintain a unit UMR will publish a mail handling order per references (a) and (c). Unit mail handling orders will include the following information:

(1) The unit's complete official mailing address and relevant information regarding its use.

(2) The location and hours of operation of the UMR.

(3) Mail call hours and method of mail distribution.

(4) The location and times of collection of receptacles provided for outgoing mail.

(5) The location and hours of operation of the post office that serves the unit.

(6) Instructions on customs regulations.

(7) Instructions for correct change of address procedure to include USPS website.

(8) Information concerning non-mailable items.

(9) Information concerning the security of mail and postal effects e.g. transportation, access, storage, etc.

(10) Information pertaining to the unit's classified material screening point.

(11) Information pertaining to the unit's official mail program.

(12) Procedures for handling mail for personnel who are temporarily absent from the unit.

(13) Any other information deemed appropriate, relevant by the promulgating authority, or information required by other directives.

k. Ensure that a copy of the unit mail handling order is maintained in the UMR.

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1. Ensure that all personnel reporting/detaching from the unit are required to report to the UMR.
 - m. Ensure members are notified and using the correct mailing address.
 - n. Only authorized members of the command will receive personal mail through the unit mailroom.
 - o. Ensure that Unit Mail Clerks receive daily information concerning all changes in personnel status. Unit diaries, rosters, leave papers, etc. will be used for this purpose.
 - p. Investigate, report, and take appropriate action concerning suspected postal offenses or irregularities in mail handling procedures.
4. Unit Postal Officer/Assistant Unit Postal Officer. Unit Postal Officers are responsible to the Unit Commanding Officer for the detailed supervision of mail handling functions. Responsibilities will include, but are not limited to, the following:
 - a. Familiarize themselves with all applicable references pertaining to their duties and the duties of appointed Unit Mail Clerks/Orderlies.
 - b. Keep the Commanding Officer advised on all postal matters.
 - c. Ensure that copies of all letters of appointment for Unit Postal Officers/Assistant Unit Postal Officers are provided to the unit's serving post office. A copy of each appointment letter will be maintained in the unit mailroom.
 - d. Maintain strict control of all keys or combinations to the unit mailroom.
 - e. Ensure the unit mailroom meets or exceeds all established security requirements.
 - f. Appoint and revoke Unit Mail Clerks/Orderlies using DD Form 285/2260, PS Form 3801, or letters of authorization.
 - g. Ensure that all personnel who are selected to serve as Unit Mail Clerks/Mail Orderlies meet all eligibility criteria outlined in reference (a).
 - h. Ensure that all appointed Unit Mail Clerks/Orderlies receive proper training prior to assuming their mail handling duties. Supplemental/remedial training is necessary to maintain and improve their proficiency. Unit Postal Officers/Assistant Unit Postal Officers will conduct thorough training briefs for all appointed Mail Orderlies.
 - i. Supervise the daily activity of all appointed Unit Mail Clerks. Maintain the unit mailroom functions efficiently per applicable regulations.
 - j. Supervise the daily activity of all appointed section Mail Orderlies. Mail-handling and delivery practices will be conducted per applicable regulations.

k. Ensure that all unit mail-handling personnel are afforded adequate time, equipment, and supplies to enable them to perform their duties.

l. Verify the daily delivery of all official accountable mail, e.g., registered, express, certified, numbered-insured, and return receipt for merchandise on PS Form 3883. Validate authorized delivery of official accountable mail listed on the current Commanding Officer's letters of authorization. The Unit Postal Officer/Assistant Unit Postal Officer will initial each accountable mail entry in the PS Form 3883 to verify proper delivery.

m. Unit Postal Officers will conduct random, unannounced, weekly mailroom inspections. Care will be taken to ensure these inspections are accurate. Inspections may result in the discovery of postal offenses or existing improprieties in mail handling procedures. Inspections must not establish a predictable pattern. Inspections should be performed occasionally by the Assistant Unit Postal Officer.

n. The Unit Mailroom will maintain on file the weekly unannounced Functional Area (FA) checklist until the unit is inspected by Postal Inspector. The FA checklist and summary report will be maintained on file for two years.

o. Make liaison with the serving MPO in advance for unit/detachment deployments. Arrange the establishment of mailing addresses and coordinate mail routing/delivery for deploying personnel.

p. Ensure sufficient numbers of Unit Mail Clerks/Orderlies are appointed in the forward-deployed element(s) and rear party, as appropriate, to allow for continuous mail delivery to all unit personnel.

q. Maintain control of all blank DD Forms 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly.) Ensure completed DD Forms 285 are sequentially numbered for accountability.

r. Ensure that United States (U.S.) Mail bags are utilized only for the authorized transportation of U.S. Mail.

s. Immediately report all known/suspected postal offenses to the Unit Commander, Quality Assurance/Quality Control (QA/QC) Chief, and the appropriate investigative agency.

t. Keep the Depot Postal Chief informed of complaints, inquiries and suggestions concerning postal affairs.

u. Ensure immediate corrective action is taken on all findings, discrepancies, and notes annotated during inspections.

v. Use of complete official mailing address (including the nine digit ZIP code) in both the return address and delivery address.

w. Print or type addresses. Return/delivery addresses will be typewritten or machine printed in black ink using upper case letters. Address characters must not touch and will be equally spaced. The print size for address character is 10 or 12 pitch. Handwritten and rubber stamped addressing is not authorized. The hyphen is part of the nine digit zip code

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and will be used to separate the four digit add on from the five digit zip code. No other punctuation or special characters is authorized.

x. Use the correct address format. Official mailing addresses (both delivery and return) are limited to five lines and formatted with a uniform left margin. The attention line is an optional line, which may be used when the name of the activity does not adequately identify addresses or if the correspondence is directed to a specific person or section. Whenever possible, a person's title/billet will be used vice a person's name. This prevents official mail intended for the command from being forwarded to the person after he or she transfers to a new command.

y. The following is a sample format:

COMMANDING OFFICER ATTN _____ UNIT TITLE BOX 18XXX PARRIS ISLAND SC 29905-5500
--

z. Incorrect and incomplete addresses are the greatest cause of delay or non-delivery of U.S. mail and are usually attributed to the lack of familiarity with existing military information.

aa. Correct and complete return addresses are essential so that correspondents may use this address when making a reply and in the case when undeliverable mail has to be returned to the sender.

ab. Postal Officers shall ensure that all personnel are aware of their correct military addresses, that samples of mailing addresses are published in the unit mail handling orders, and that personnel are instructed to use their correct and complete return address on all correspondence.

ac. Geographical locations will not be used as an address for any overseas unit.

5. Change of Address Cards. The civilian section of the postal office shall maintain an adequate supply of OPNAV 5110/5 (Change of Address Cards) to be utilized by individuals checking into their unit. Each individual will be directed to notify their correspondents and publishers of their new mailing address, including the correct and complete zip+4.

6. Sample Mailing Addresses. The following units and directorates will use the mailing address as listed below.

**SUPPORT BN
OFFICIAL MAILING ADDRESSES**

COMMANDING OFFICER
ATTN:
SUPPORT BN MCRD ERR
BOX 15001
PARRIS ISLAND SC 29905-5001

COMMANDING OFFICER
ATTN:
INSTRUCTIONAL TRNG CO MCRD ERR
BOX 15300
PARRIS ISLAND SC 29905-5300

COMMANDING OFFICER
ATTN:

COMMANDING OFFICER
ATTN:

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HEADQUARTERS MCRD ERR
BOX 15100
PARRIS ISLAND SC 29905-5100

RECRUIT PROCESSING CO MCRD ERR
BOX 15400
PARRIS ISLAND SC 29905-5400

COMMANDING OFFICER
ATTN:
SPECIAL TRNG CO MCRD ERR
BOX 15200
PARRIS ISLAND SC 29905-5200

DIRECTOR
ATTN:
DRILL INSTRUCTOR SCHOOL MCRD ERR
BOX 15500
PARRIS ISLAND SC 29905-5500

**SUPPORT BN
PERSONAL MAILING ADDRESSES**

SPECIAL TRNG CO

RECRUIT (FIRST AND LAST NAME)
SPECIAL TRNG CO (FRP/MRS/PCS/EHS)
BOX 15210
PARRIS ISLAND SC 29905-5210

RECRUIT (FIRST AND LAST NAME)
SPECIAL TRNG CO (MRP)
BOX 15220
PARRIS ISLAND SC 29905-5220

RECRUIT (FIRST AND LAST NAME)
SPECIAL TRNG CO (PCP)
BOX 15230
PARRIS ISLAND SC 29905-523

**SPECIAL TRNG CO
DRILL INSTRUCTOR SCHOOL**

RECRUIT (FIRST AND LAST NAME)
RANK AND NAME
SPECIAL TRNG CO (BMP)
BOX 15240
PARRIS ISLAND SC 29905-5240

RECRUIT (FIRST AND LAST NAME)
SPECIAL TRNG CO (EHP)
BOX 15250
PARRIS ISLAND SC 29905-5230

RECRUIT PROCESSING CO

RECRUIT (FIRST AND LAST NAME)
RPC (FRSP)
BOX 15410
PARRIS ISLAND SC 29905-5410

RECRUIT (FIRST AND LAST NAME)
RPC (RSP)
BOX 15420
PARRIS ISLAND SC 29905-5420

D. I. SCHOOL CLASS #
BOX 15510
PARRIS ISLAND SC 29905-5510

**RECRUIT TRAINING REGIMENT
OFFICIAL MAILING ADDRESSES**

RTR HEADQUARTERS

COMMANDING OFFICER
ATTN:
RECRUIT TRNG REG MCRD ERR
BOX 16001
PARRIS ISLAND SC 29905-6001

1ST RTBN MCRD ERR

2ND RTBN MCRD ERR

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COMMANDING OFFICER
ATTN:
1ST RTBN MCRD ERR
BOX 16100
PARRIS ISLAND SC 29905-6100

COMMANDING OFFICER
ATTN:
HQ CO 1ST RTBN MCRD ERR
BOX 16110
PARRIS ISLAND SC 29905-6110

COMMANDING OFFICER
ATTN:
ALPHA CO 1ST RTBN MCRD ERR
BOX 16120
PARRIS ISLAND SC 29905-6120

COMMANDING OFFICER
ATTN:
BRAVO CO 1ST RTBN MCRD ERR
BOX 16130
PARRIS ISLAND SC 29905-6130

COMMANDING OFFICER
ATTN:
CHARLIE CO 1ST RTBN MCRD ERR
BOX 16140
PARRIS ISLAND SC 29905-6140

COMMANDING OFFICER
ATTN:
DELTA CO 1ST RTBN MCRD ERR
BOX 16150
PARRIS ISLAND SC 29905-6150

3RD RTBN MCRD ERR

COMMANDING OFFICER
ATTN:
3RD RTBN MCRD ERR
BOX 16300
PARRIS ISLAND SC 29905-6300

COMMANDING OFFICER
ATTN:
HQ CO 3RD RTBN MCRD ERR
BOX 16310
PARRIS ISLAND SC 29905-6310

COMMANDING OFFICER
ATTN:
INDIA CO 3RD RTBN MCRD ERR
BOX 16320
PARRIS ISLAND SC 29905-6320

COMANDING OFFICER
ATTN:

COMMANDING OFFICER
ATTN:
2ND RTBN MCRD ERR
BOX 16200
PARRIS ISLAND SC 29905-6200

COMMANDING OFFICER
ATTN:
HQ CO 2ND RTBN MCRD ERR
BOX 16210
PARRIS ISLAND SC 2905-6210

COMMANDING OFFICER
ATTN:
ECHO CO 2ND RTBN MCRD ERR
BOX 16220
PARRIS ISLAND SC 29905-6220

COMMANDING OFFICER
ATTN:
FOX CO 2ND RTBN MCRD ERR
BOX 16230
PARRIS ISLAND SC 29905-6230

COMMANDING OFFICER
ATTN:
GOLF CO 2ND RTBN MCRD ERR
BOX 16240
PARRIS ISLAND SC 29905-6240

COMMANDING OFFICER
ATTN:
HOTEL CO 2ND RTBN MCRD ERR
BOX 16250
PARRIS ISLAND SC 29905-6250

4TH RTBN MCRD ERR

COMMANDING OFFICER
ATTN:
4TH RTBN MCRD ERR
BOX 16400
PARRIS ISLAND SC 29905-6400

COMMANDING OFFICER
ATTN:
HQ CO 4TH RTBN MCRD ERR
BOX 16410
PARRIS ISLAND SC 29905-6410

COMMANDING OFFICER
ATTN:
NOVEMBER CO 4TH RTBN MCRD ERR
BOX 16420
PARRIS ISLAND SC 29905-6420

COMMANDING OFFICER
ATTN:

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KILO CO 3RD RTBN MCRD ERR
BOX 16330
PARRIS ISLAND SC 29905-6330

COMMANDING OFFICER
ATTN:
LIMA CO 3RD RTBN MCRD ERR
BOX 16340
PARRIS ISLAND SC 29905-6340

COMMANDING OFFICER
ATTN:
MIKE CO 3RD RTBN MCRD ERR
BOX 16350
PARRIS ISLAND SC 29905-6350

OSCAR CO 4TH RTBN MCRD ERR
BOX 16430
PARRIS ISLAND SC 29905-6430

COMMANDING OFFICER
ATTN:
PAPA CO 4TH RTBN MCRD ERR
BOX 16440
PARRIS ISLAND SC 29905-6440

COMMANDING GENERAL MCRD ERR
OFFICIAL MAILING ADDRESSES

COMANDING GENERAL
ATTN:
BOX 19001
PARRIS ISLAND SC 29905-9001

AC/S G-1

COMMANDING GENERAL
ATTN: G-1 MANPOWER
BOX 19100
PARRIS ISLAND SC 29905-9100

COMMANDING GENERAL
ATTN: ADJUTANT
BOX 19110
PARRIS ISLAND SC 29905-9110

OFFICER IN CHARGE
ATTN: DCAC
BOX 19120
PARRIS ISLAND S C 29905-9120

DEPOT MILITARY POST OFFICE
BOX 19130
PARRIS ISLAND SC 29905-9130

AC/S G-4

COMMANDING GENERAL
ATTN: G-4
BOX 19400
PARRIS ISLAND SC 29905-9400

AC/S G-3

COMMANDING GENERAL
ATTN: G-3
BOX 19300
PARRIS ISLAND SC 29905-9300

OFFICER IN CHARGE
ATTN: CVIC
BOX 19310
PARRIS ISLAND SC 29905-9310

COMMANDING GENERAL
ATTN: MUSEUM
BOX 19320
PARRIS ISLAND SC 29905-9320

COMMANDING GENERAL
ATTN: DEPOT BAND
BOX 19330
PARRIS ISLAND SC 29905 9330

FIRE DEPT
ATTN:
BOX 19450
PARRIS ISLAND SC 29905-9450

AC/S G-4

FMEO
ATTN:
BOX 19440
PARRIS ISLAND SC 29905-9440

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OFFICER IN CHARGE
DEPOT ARMORY
BOX 19410
PARRIS ISLAND SC 29905-9410

AC/S G-6

OFFICER IN CHARGE
TELE-COMELEC BRANCH
BOX 19420
PARRIS ISLAND SC 29905-9420

OFFICER IN CHARGE
CSSF
BOX 19430
PARRIS ISLAND SC 29905-9430

AC/S G-4

COMMANDING GENERAL
ATTN: NREAO
BOX 19480
PARRIS ISLAND SC 29905-9480

COMMANDING GENERAL
ATTN: ROICC
BOX 19490
PARRIS ISLAND SC 29905-9490

DIRECTOR SUPPLY & SVCS

COMMANDING GENERAL
ATTN: DIRECTOR OF SUPPLY & SVCS
BOX 19520
PARRIS ISLAND SC 29905-9520

OFFICER IN CHARGE
DEPOT CLOTHING
BOX 19530
PARRIS ISLAND SC 29905-9530

OFFICER IN CHARGE
DEPOT FOOD SVC
BOX 19540
PARRIS ISLAND SC 29905-9540

AC/S QUALITY MANAGEMENT

COMMANDING GENERAL
ATTN:
BOX 19580
PARRIS ISLAND SC 29905-9580

COMMANDING GENERAL
ATTN: HOUSING OFFICE
BOX 19460
PARRIS ISLAND SC 29905-9460

OFFICER IN CHARGE
MOTOR TRANSPORT
BOX 19470
PARRIS ISLAND SC 29905-9470

AC/S RECRUITING

COMMANDING GENERAL
ATTN: AC/S RECRUITING
BOX 19510
PARRIS ISLAND SC 29905-9510

COMMANDING GENERAL
ATTN: RCT LIASION SECT
BOX 19515
PARRIS ISLAND SC 29905-9515

DIRECTOR SUPPLY & SVCS

OFFICER IN CHARGE
TMO
BOX 19550
PARRIS ISLAND SC 29905-9550

OFFICER IN CHARGE
VETERINARIAN
BOX 19560
PARRIS ISLAND SC 29905-9560

OFFICER IN CHARGE
ASP
BOX 19570
PARRIS ISLAND SC 29905-9570

AC/S RELIGIOUS MINISTRIES

RELIGIOUS MINISTRIES
ATTN:
BOX 19601
PARRIS ISLAND SC 29905-9601

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AC/S STAFF JUDGE ADVOCATES

STAFF JUDGE ADVOCATES OFFICE
ATTN:
BOX 19610
PARRIS ISLAND SC 29905-9610

AC/S COMPTROLLER

COMMANDING GENERAL
ATTN: COMPTROLLER
BOX 19630
PARRIS ISLAND SC 29905-9630

OFFICER IN CHARGE
DISBURSING/FINANCE
BOX 19640
PARRIS ISLAND SC 29905-9640

OFFICER IN CHARGE
FISCALSVCS/ LIASION DIV
BOX 19650
PARRIS ISLAND SC 29905-9650

6TH MARINE CORPS DISTRICT

OFFICIAL MAILING ADDRESS

COMMANDING OFFICER
ATTN:
BOX 19201
PARRIS ISLAND SC 29905-9201

BRANCH MEDICAL CLINIC

OFFICIAL MAILING ADDRESS

OFFICER IN CHARGE
ATTN:
BOX 19501
PARRIS ISLAND SC 29905-95109501

OFFICIAL MAILING ADDRESS

OFFICER IN CHARGE
BRANCH DENTAL CLINIC
BOX 19701
PARRIS ISLAND SC 29905-97109701

AC/S G-8

COMMANDING GENERAL
ATTN:
BOX 19620
PARRIS ISLAND SC 29905-9620

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Chapter 2

Operation of the Recruit Depot Post Office

1. General. This section covers operation procedures of the Parris Island, Recruit Depot Post Office and USPS branch post office. The operation of the post office will be in compliance with the postal laws of the United States, the USPS, regulations, instructions, and directives from other competent authorities.

2. USPS Branch Post Office Location and Hours of Operation. The Parris Island Branch of the U.S. Post Office, Beaufort, SC is located in building #292 Boulevard de France. The hours of operation are:

<u>SERVICE</u>	<u>MON-FRI</u>	<u>SAT-SUN-HOL</u>	<u>Lunch</u>
Stamp Sales	0900-1600	CLOSED	1300-1400
Registry/Money Order Services	0900-1600	CLOSED	
Express Mail	0900-1600	CLOSED	1300-1400

a. Post Office Boxes. Lobby doors will be open at all times for the convenience of patrons who rent post office boxes

b. Outgoing mail is collected daily with an exception of Sundays and Holidays from letter drop boxes throughout the Depot. The hours of collection are posted on the boxes. Official mail will not be deposited in drop boxes.

3. Parris Island Recruit Depot Post Office (Military). The Parris Island Branch of the U.S. Post Office, Beaufort, SC is located on the backside of building #292 Boulevard de France. The hours of operation are:

<u>SERVICE</u>	<u>MON, TUES, THURS, FRI</u>	<u>WED</u>	<u>SAT-SUN-HOL</u>
Operations	0830-1500	0830-1300	CLOSED
Mail Clerks Service	0830-1430	0830-1300	CLOSED
Official Mail Metering	0830-1400	0830-1300	CLOSED

Note: All outgoing official mail received after 1400, will not be post marked until the next business day.

4. U.S. Mail Collection Boxes

a. U.S. mail collection boxes located throughout the Recruit Depot are the property and are under the control of the local postmaster. Collection of mail will be in accordance with dispatch schedules, which are subject to change. The time of collection is posted on each mail collection receptacle.

b. Request for increases or decreases of the number of changes of location of receptacles will be submitted in writing to the Commanding General.

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c. Installation or removal of mail receptacles by other than the post office is prohibited. The USPS does not accept responsibility for mail deposited in other than authorized U.S. mail collection boxes.

5. Mail Dispatch and Receipt. The military post office shall process official and personal mail promptly, efficiently, and economically in support of the defense mission and consistent with the required security, accountability, delivery date, and class of mail.

a. The following services will be performed by the Depot Post Office (Military Section):

(1) Accept and process inquiries and claims concerning loss, rifling, delay or damage of mail matter.

(2) Provide directory service as required by Department of Defense.

(3) Receive and process incoming mail from the Beaufort Post Office for distribution to the Battalion level.

(4) Ensure that unit re-addressed mail is correct and complete.

(5) Control and delivery to authorized agent official accountable mail.

(6) Maintain an "Official Mail Cost Program".

(7) Ensure outgoing official mail meets postal requirements.

(8) Meter official outgoing mail.

6. Mailing Address. Incorrect and incomplete addresses are the greatest cause of delay or non-delivery of mail.

a. The correct mailing address for personnel of this command will include rank, full name, battalion, company, section, box number, city, state, and zip code.

b. The DoD has established the U.S. Postal Service nine-digit Zip Code as the standard Zip Code for all DoD components. The nine-digit Zip Code consists of a five digit Zip Code and a four-digit add-on. The four digit add-on numbers are unit identifiers. The add-on numbers expedite mail sorting and must be used on both personal mail and official mail. The nine-digit Zip Code will be used when addressing outgoing mail and on the unit's return address.

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Chapter 3

Responsibilities and Duties1. Pertinent Regulation/Required Orders and Directives

a. Mail handling within the Depot will meet the provisions of references (a) through (g) and this manual.

b. Orders and directives for handling and processing mail must be readily available to mail clerks at all times. The following order/directives must be on file in unit mailrooms:

(1) DoD 4525.6M (DoD Postal Manual)

(2) OPNAVINST 5112.6C (Department of the Navy Postal Instruction).

(3) MCO P5110.4 (The Marine Official Mail Program).

(4) MCO P5110.6B (The Marine SOP for Unit Mailroom).

(5) MCO 5110.5D (Official Mail Address Listing for Marine Corps commands).

(6) DepO 5110.1H (SOP for Mail Handling Aboard MCRD/ERR, PI)

(7) Unit/Battalion Mail Handling Order. Battalion commanders are required to publish a battalion mail handling directive that includes but is not limited to the following information:

(a) The location and hours of operation of the UMR and the Depot post office.

(b) Collection hours and receptacle locations for outgoing mail.

(c) Mail call hours and mail distribution procedures.

(d) Instructions for using OPNAV 5110/5 (Change of Address Card).

(e) Information regarding the unit's official mail cost program to include consolidated mail procedures.

(f) Information on the security of mail and postal effects.

2. Responsibilities of the Assistant Depot Postal Officer

a. Detailed supervision of postal affairs and mail handling procedures aboard MCRD/ERR, PI.

b. Instructing personnel on postal and mail handling matters affecting the depot.

c. Investigating and appointing an investigator for reports found concerning suspected postal offenses or irregularities in postal and mail handling procedures within the depot.

d. Ensuring that required postal reports are prepared and submitted.

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- e. Ensuring that suspected cases of rifling, theft, destruction and other postal offenses are reported.
- f. Maintaining liaison with appropriate civilian and military postal authorities concerning postal matters.
- g. Ensuring that unannounced quarterly inspections of unit mailroom are conducted within the command.
- h. Coordinating the receipt processing and dispatch of mail to and from the depot.
- i. Ensure that adequate postal services are provided to personnel.
- j. Ensure official mail programs are inspected annually.

3. Depot Postal Clerks. All personnel assigned to the Depot Post Office are responsible to the Depot Postal Officer for the proper performance of their duties.

4. Battalion Commanding Officers. The following responsibilities and duties are in addition to those outlined in the publications and directives listed in Chapter 3. Commanding Officers shall:

- a. Assign in writing an E-6 or civilian GS-6 or above to be the Unit Postal Officer and Assistant Unit Postal Officer for the supervision of postal functions for the organization or unit. A copy of this assignment will be posted in the Unit Mailroom.

- b. Upon the establishment of a Unit Mailroom, no less than two Unit Mail Clerks will be assigned, and one will be designated as the primary Mail Clerk. A Unit Mail Clerk/Orderly Appointment Log (DD Form 2260) will be utilized by all organizations, staff sections, and other activities responsible for the appointment of Unit Mail Clerks. The log will be maintained for two years from the date of the last revocation entry. Upon revocation of a unit Mail Clerk a revocation letter and the Appointment Cards (DD Form 285) will be presented to the servicing Post Office. Mail Orderly Appointment Cards (DD Form 285) will be destroyed upon revocation.

- c. Ensure that all appointed Unit Mail Clerks (primary and alternate at all levels) are thoroughly instructed in their assigned mail handling duties prior to appointment. Ensure unit mail clerks have read and understand all applicable mail handling instructions and directives pertaining to correct procedures for handling U.S. Mail and have attended the Mail Indoctrination Course provided by the Military Post Office (MPO).

- d. Provide adequate facilities and transportation for handling and processing of U.S. Mail.

- e. Maintain the transparency of all mail, personal, and official.

- f. Promulgate a mail handling order as required by Chapter 2 of reference (c). A copy of this Order will be posted in the Unit Mailroom.

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g. Require Unit Mail Clerks operating Unit Mailrooms to maintain a complete and current mail directory. This directory will be operated in accordance with Chapter 6, paragraph 3 of reference (c).

h. Provide Unit Mail Clerks with necessary and current information to permit proper and expeditious delivery and forwarding of U.S. Mail.

i. Ensure all personnel of the organization or unit know their correct mailing address. Sample mailing addresses are to be included in the organization or unit mail handling order. Personnel are instructed to inform their correspondents (family, friends, etc.) and publishers of magazines and newspapers they subscribe to of their correct mailing address.

j. Keep the Postal Chief informed of all matters which will affect the timely delivery, dispatch, and routing of U.S. Mail.

k. Submit a Corrective Action Report (CAR) on all findings noted on the Functional Area (FA) Inspection Checklist when the report contains a grade of Mission Capable or Mission Non-Capable with findings. The CAR is to be submitted to the Postal Director no later than 30 days after the date the inspection report is received.

l. Ensure that U.S. Mail bags are utilized only for authorized transport of U.S. Mail. Use of mailbags for personal convenience (burn bags, trash containers, etc.) is strictly prohibited.

m. Ensure that vehicles assigned for transporting U.S. Mail are not utilized for any other purpose as long as U.S. Mail is aboard the vehicle.

n. Requisition and maintain a 30-day supply of:

(1) DD Form 285 (Unit Mail Clerk and Orderly Appointment Card)

(2) NAVMC Form 10572 (Mail Directory File Card)

o. Ensure the Unit Mailroom is promptly notified of all personnel changes within the organization.

5. Organization/Unit Postal Officers/Assistant Postal Officers. These responsibilities include, but are not limited to, the following:

a. Detailed supervision of all mail handling functions of their organization or unit.

b. Conduct unannounced weekly Unit Mailroom Inspections to ensure compliance with pertinent regulations and directives. The FA checklist will be used to document all inspections. Inspection reports will be kept on file in the Unit Mailroom for six months. Only one copy of the inspection report is needed. Weekly inspections are unannounced and will be conducted on alternate days of the week at no set time.

c. Maintenance and accountability of the unit Mail Clerk/Orderly Appointment Log (DD Form 2260) and blank Unit Mail Clerk/Orderly Appointment Cards (DD Form 285) are to be handled and prepared in accordance with Chapter 15, paragraph C15.6, of reference (a). The Mail Orderly Appointment Log and blank Mail Orderly Appointment Forms are controlled items and are to be stored in a secure place when not in use. The Unit Mailroom will not be considered a "secure place" for the storage of these forms.

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d. Instruct Mail Orderlies in the proper procedures for the safeguarding and processing of U.S. Mail.

e. Keep the Commanding Officer advised of all postal matters.

f. Keep the Depot Postal Chief informed of complaints, inquiries, and suggestions concerning mail matters.

g. Ensure immediate corrective action is taken on all discrepancies noted on inspections conducted by the Postal Inspectors. Postal Representatives from higher headquarters, and the U.S. Postal Service.

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Chapter 4

Inspections and Reports

1. Quarterly Mailroom Inspections

a. The Parris Island Depot Post Office, Postal Chief or the appointed representative shall inspect all organizational or unit mailrooms quarterly. The results of each inspection shall be reported on the Summary Mailroom Inspection Report utilizing detailed inspection checklist 5110 Postal Affairs, and a copy will be provided to the commanding officer concerned.

b. A debrief will be given to the commanding officer concerned on all inspections resulting in a mission capable with findings. In the event the commanding officer is not available at the completion of an inspection, debrief will be given at the earliest possible date. When the inspection results are other than mission capable with findings, debrief may be given to the commanding officer, adjutant, or the unit postal officer.

c. Commanding Officers shall submit a report of corrective action taken on all findings noted on the Battalions, Postal Officer's quarterly mailroom inspection.

2. Weekly Mailroom Inspections

a. Organizational or unit postal officers shall conduct weekly mailroom inspections to ensure compliance with all pertinent instructions relative to mail orderly service.

b. Weekly inspections will include a review of the directory files to ensure completeness and accuracy of all records and a careful scrutiny of facilities to ensure proper handling of all mail and reports.

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

d. The results of the weekly mailroom inspections will be reported on the most current detailed inspection checklist 5110 Postal Affairs.

Chapter 5

Unit Mail Clerk and Mail Orderly Services

1. Purpose. The purpose of Unit Mail Clerk/Mail Orderly is to provide mail collection and or directory service for military units which are serviced by a MPO. Unit Mail Clerk/Mail Orderly Service is considered an official part of the Marine Corps Postal Service and comes within the purview of the Department of Defense (DoD) and the United States Postal Service (USPS).
2. Definition of Unit Mail Clerk. A Unit Mail Clerk is a person designated by the Unit Postal Officer or Assistant Postal Officer to receive and deliver incoming mail from a serving Post Office for that unit. Unit Mail Clerks are normally enlisted personnel, however, officers and civilian personnel may be designated as Unit Mail Clerks. Unit Mail Clerks are not to be confused with Marine Corps Postal Clerks and are not to be classified with the Military Occupational Specialty of 0161.
3. Appointment of Unit Mail Clerk and Orderlies
 - a. Unit Mail Clerk. Commanding Officers requiring Unit Mail Clerk service will appoint no less than two Unit Mail Clerks to operate the Unit Mailroom. The unit Mail Clerks will be designated on DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly designation log). DD Form 285 will be prepared in triplicate. One card will be kept on file in the Unit Mailroom, the second on the unit Mail Clerk, and the third on file at the serving Post Office. One Unit Mail Clerk will be designated as the primary Unit Mail Clerk.
 - b. Section Mail Orderlies. Unit Mail Orderlies will be appointed by the Unit Postal Officer or Assistant Postal Officer. There will be at least two Unit Mail Orderlies appointed per section to which mail is to be delivered. Each section Mail Orderly is to be appointed on DD Form 285 and the same DD Form 2260 that the Unit Mail Clerk is designated on. A duplicate copy of each DD Form 285 is to be kept on file in the Unit Mailroom for each section Mail Orderly appointed.
 - c. Use of DD Form 285. DD Form 285s will be issued in numerical order consisting of the number of cards being issued that year and the last two numbers of the current year to be placed in block 2 of DD Form 285 (e.g. 1-10). The Unit Mail Clerk's block 7 of DD Form 285, will be the Unit he/she is authorized to pick up for, and Mail Orderlies will have the section he/she is designated to pick up for. All Unit Mail Clerks and Mail Orderlies are to have their DD Form 285 when picking up mail from the serving Post Office or from the Unit Mailroom. Mail for an organization or section will not be given to anyone who does not present a DD Form 285 designating them as an authorized Unit Mail Clerk or Mail Orderly for that organization or section. An individual may pick up personal mail from the Unit Mailroom upon presentation of proper identification (e.g. Military ID, Driver's License). DD Form 285s are to be retained only until revoked. Once revoked, they will be maintained in a destroy file for two years. It shall be the responsibility of the Unit Postal Officer to recover and destroy DD Form 285s when Unit Mail Clerks and Mail Orderlies are relieved of their duties and make the appropriate entries on the DD Form 2260. It shall also be the responsibility of the Unit Postal Officer to promptly notify the serving Post Office by memo when Unit Mail Clerks are revoke

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d. Appointment of Unit Mail Clerks and Mail Orderlies on DD Form 2260. DD Form 2260 will be used to designate Unit Mail Clerks and Mail Orderlies.

A single DD Form 2260 will have all Unit Mail Clerks and Mail Orderlies designated listed in numerical order of cards issued. An asterisk will be placed to the left of all Unit Mail clerks listed on DD Form 2260. DD Form 2260s are to be retained by the issuing authority for two years from the date of last revocation recorded.

4. Unit Mailrooms

a. A Unit Mailroom is a facility or area operated by a unit for the receipt and delivery of all Official Mail addressed to the unit as well as ordinary mail addressed to personnel assigned to that command. Unit Mailrooms shall not be referred to as a Post Office. The space provided must provide adequate security for the mail and will be maintained in a neat, clean, and orderly condition by the Unit Mail Clerks assigned to the Unit Mailroom. Nothing will be kept in the Unit Mailroom except essential furniture, mail and mail records. Doors will be provided with locks, windows will be barred or covered with a heavy wire mesh, and walls will be solidly constructed to prevent forcible entry. Pin type hinges on doors will be placed on the inner side or otherwise adequately secured (welded, etc.) to prevent removal.

b. Unit Mailrooms will not be used as living quarters.

c. DD Form 1115 (Mailroom-No Admittance) will be attached to the outside of the Unit Mailroom door. The hours of operation will be listed on the DD Form 1115. The hours of operation must coincide with the listed hours in the Unit's Mail Handling Order.

d. The only personnel authorized to enter the Unit Mailroom are the Commanding Officer, Executive Officer, Unit Postal Officer, Unit Assistant Postal Officer, Unit Mail Clerk assigned to the Unit Mailroom, Postal Quality Assurance/Quality Control Inspectors, and supervised working parties. Personnel and section Mail Orderlies receiving mail from the Unit Mailroom will not be permitted access to the Unit Mailroom.

e. Duplicate key(s) to the Unit Mailroom or copies of lock combinations will be placed in a sealed envelope, endorsed as to the contents, and will be maintained by the Unit Postal Officer. The duplicate key(s) must be maintained in a secure location with controlled access by authorized personnel only. Unit Mail Clerks cannot have access to the duplicate key(s).

f. Under no circumstances will the Unit Mailroom be utilized for the processing or storage of anything other than U.S Mail.

g. Wall lockers, file cabinets, desks, etc. are not considered adequate for proper storage or security of mail matter.

h. The following documents and directives shall be maintained in each mailroom:

(1) A copy of the current edition of each of the following:

(a) DoD Manual 4525.6M

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(b) OPNAVINST 5112.6E

(c) MCO 5110.6C

(d) CCO 5110.3 Current Series for Postal Affairs

(e) Unit Mail Handling Order

(2) Appoint a Staff Noncommissioned Officer (SNCO) or above, or civilian employee (GS-6 or above) in writing as a Unit Postal Officer to supervise the operation of the Unit Mailroom.

(3) A properly completed and signed DD Form 285 for each Unit Mailroom conducted by the Postal Officer or Assistant Postal Officer.

(4) A record of random weekly unannounced inspections of the Unit Mailroom.

(5) Instructions and memorandums periodically published by the Postal Director.

(6) A letter designating all personnel authorized to receipt for and open all Official Mail to include accountable.

(7) Mail orderly sign in log sheets.

5. Responsibilities

a. Unit Postal Officers are responsible to the Commanding Officer for the efficient operation of mail service in the unit. General responsibilities are outlined in Chapter 3, paragraph 3.

b. Unit mail Clerks are responsible for, but not limited to the following duties:

(1) Maintain a Mail Orderly Receipt Log which will record the following information concerning the delivery of mail to section Mail Orderlies.

(2) Date and time mail is delivered to a section Mail Orderlies receive mail from the unit Mailroom.

(3) Each time mail is delivered to a section Mail Orderly, the signature, DD Form 285 number and time of delivery are to be recorded in the log.

(4) All sections that receive mail from the Unit Mailroom will be listed each day. Even if a section will not be receiving mail that day, it will still be listed. If a section does not have mail to pick up from the Unit Mailroom on a given day, then the Unit Mail Clerk will annotate "no mail" in that sections listing. This procedure will allow for the proper monitoring of the sections concerning timely pick-up and delivery of mail.

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6. Safeguarding the Mail

a. Unit Mail Clerks shall treat the mail as inviolable and may be held responsible for any loss or damage brought about by their failure to properly handle the mail while entrusted to their care. They are also responsible for the following:

- (1) Transporting the mail in a safe and secure manner.
- (2) Guarding pouches and other mail in their custody against theft or damage.
- (3) Promptly and properly delivering or forwarding mail and unnecessary delay of the mail.

b. Unit must be transported in a closed body military vehicle with proper protection given to the mail.

c. Mail must be transported in a closed body military vehicle with proper protection given to the mail.

d. Mail is not to be left unattended in a vehicle, even at a mail platform, unless the vehicle is in complete sight and can be reached quickly in the event a theft is attempted.

e. U.S. Mail bags are not waterproof and must be guarded against water damage resulting from rain or standing water.

f. Transportation of U.S. Mail by Unit Mail Clerks to and from the serving Post Office is not authorized in Privately Owned Vehicles (POV).

7. Collection and Delivery of Ordinary Mail

a. Incoming Mail

(1) Properly designated Unit Mail Clerks will pick up the mail from the serving Post Office for separation delivery to subordinate units or addressees.

(2) Time and circumstances permitting, Unit Mail Clerks will check the mail prior to departing from the serving Post Office to ensure that they are not leaving with mail that cannot be delivered.

(3) Unit Mail Clerks will receipt for all mail by properly filling out the required information on the Unit Mail Clerk Receipt Log.

(4) Upon returning to the Unit Mailroom, the Unit Mail Clerk will immediately separate the mail and deliver it to addressees at mail call or by any other means the Commanding Officer deems best so long as personal delivery is provided. Under no circumstances will mail be left unprotected while awaiting delivery.

(5) Undeliverable mail will be appropriately processed immediately following mail call

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b. Outgoing Mail

(1) All outgoing Official Mail will be screened to determine that it is properly prepared. Refer to Chapter 1 for detailed instructions on the processing of outgoing Official Mail.

(2) Undeliverable mail and mail endorsed with a forwarding address will be bundled separately and returned to the serving Post Office.

c. Nonmailable Items:

(1) Any article or material that can harm personnel or property.

(2) Alcoholic beverages.

(3) Obscene material.

(4) Material that may injure a person's reputation, libelous material.

(5) Lottery materials or any written or printed matter intended to swindle or defraud.

(6) Subversive matter.

(7) Concealable firearms or dangerous martial arts weapons.

8. Accountable Mail

a. Accountable email, for the purposes of this Order, is Registered, Certified, Insured (over \$200), Signature Confirmation, Return Receipt for Merchandise, and Express Mail. Such mail will be covered by receipts from the time of acceptance by the Unit Mail Clerk until delivery has been accomplished.

b. The delivery of personal accountable mail will be made at the serving Post Office to the addressee or his agent upon presentation of proper identification. Unit mail Clerks are not authorized to handle personal accountable mail except when specifically authorized by the Postal Chief.

c. Official accountable mail may be handled by Unit Mail Clerks at the discretion of Commanding Officer. This type of mail, addressed to the Commanding Officer, may be delivered by the unit Mail Clerk to an agent of the Commanding Officer. The authorized agent shall be designated in writing, by name, and a copy of the signed designation letter must be posted in the Unit Mailroom. Letters of authorization must be signed by the Commanding Officer or responsible officer only. The use of "By direction" is not authorized.

d. When Unit Mail Clerks report to the serving Post Office to receive mail for the Unit, they shall check in with the Registry Section and inquire if there is any accountable mail on hand for their activity.

e. When the serving Post Office has received personal accountable mail for any member of this activity, the Accountable Mail Section will issue a completed PS Form 3849 (Delivery Notice/Reminder Receipt) and given to the

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Unit Mail Clerk for each such article on hand. Arrival notices shall be delivered to the addressee of the accountable mail article by the mail orderly in the same manner as letter mail. Addressees may then receipt for their accountable mail at the serving Post Office upon presentation of the arrival notice and proper identification.

f. When a "Delivery Notice/Reminder Receipt" (PS Form 3849) is undeliverable, suitable notation will be made in the space provided on the form stating the reason for non-delivery or giving the new forwarding address for the addressee. The form will then be immediately returned to the serving Post Office. If the addressee is on leave or is temporarily absent for any reason, the form shall be appropriately endorsed by the Unit Mail Clerk (e.g. on leave, due to return and promptly returned to the serving Post Office).

g. Official accountable mail will not be held overnight in the Unit Mailrooms. If official accountable mail cannot be delivered on day of receipt, it must be returned to the serving Post Office before the close of business that same day.

9. Accountable Mail Received by Mistake

a. If the Unit Mail Clerk receives personal accountable mail by mistake, it is to be returned immediately to the servicing Post Office so that the proper chain of receipts can be maintained and the accountable item properly delivered to the addressee. Official Accountable mail mistakenly delivered to the wrong unit is to be handled in the same manner.

b. Under no circumstances will Unit Mail Clerks accept receipt of any personal accountable mail from the serving Post Office. Personal accountable mail includes Registered, Certified, Insured (over \$200), Signature Confirmation, return receipt for merchandise, and Express Mail.

10. Handling of Mail Received in Damaged Condition or Without Content. Upon delivery of articles that are endorsed "Received in Damaged Condition" or Received without Contents, the addressee will be so advised as to the location of the Post Office where an inquiry or complaint can be filed. The Mail Orderly will instruct the addressee to present the damaged article together with the wrapper and packing material in which it was received if addressee desires to file an inquiry or complaint.

11. Mail Received by Mistake. Personnel receiving mail not intended for them must immediately return such mail unopened to the Unit Mailroom or the serving Post Office.

12. Mail Received and Opened by Mistake

a. A person opening U.S. Mail by mistake will immediately reseal and endorse mail on the face of the cover as shown in the below example and return it to the orderly or serving Post Office.

Opened by mistake 10 Dec 2016
I. M. Marine (Signature)

b. Personnel shall not examine the contents of the mail opened by mistake but will treat it as if it were sealed.

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13. Mail Received in Open Condition. If a Unit Mail Clerk received letter mail from the serving Post Office that is unsealed or in an open condition, the articles are to be endorsed as follows:

Received in open condition
Time and Date
Signature of Unit Mail Clerk

14. Emergency Disposition of Mail and Postal Effects. All units operating Unit Mailrooms shall provide for the disposition of mail and any other postal effects subject to danger of capture in an emergency situation. Plans for emergency disposition of mail will include the following:

a. When sufficient advance warning is received:

(1) Deliver or dispatch mail on hand.

(2) Suspend operations and transport all mail to safe area.

b. When insufficient advance warning is received to permit carrying out completely the provision of the aforementioned paragraph and upon order of the Commanding Officer or senior officer present, evacuate or destroy all mail and postal effects.

Chapter 6

Mail Directory Service

1. Organizations are required to Maintain Directory Service. Every activity that maintains a Unit Mailroom is required to maintain a complete and current directory file card in accordance with reference (f) of this Order and supplemental instructions received from higher headquarters.

2. Directory

a. General. Accurate and timely directory service is an important mail handling responsibility.

(1) Transferred personnel should receive their mail as soon as possible. The individual service member is responsible for providing current directory file information to the Unit Mailroom/Mail Distribution Center (MDC) when checking in and out.

(2) The command will ensure all personnel checks in and out with the Unit Mailroom/MDC.

3. Transferred Personnel. All service members being transferred are required to check out with the Unit Mailroom/MDC and provide a forwarding address or instructions on how to handle any mail received after transfer. Failure to do so may result in the delay of forwarding or delivery for their mail.

4. Directory File System. Marine Corps commands will maintain a directory file system for all personnel attached to the unit.

a. Unit Mail Clerks and Postal Clerks will fill out a NAVMC 10572 (Directory File Card) with information the service member provides when checking in or checking out. The unit diary is the preferred source document that should be used to extract information to complete the directory file for service members who fail to check in/out of the Unit Mailroom/MDC. Directory File Cards shall be utilized as follows:

(1) When a service member checks in, enter the following information on the Directory File Card; last name, first name, middle initial, grade, unit joined from (complete address not required), date, and unit/section to which assigned (or other information necessary to ensure mail delivery).

(2) Changes in status are recorded in the appropriate spaces on the Directory File Card. Changes such as Temporary Additional Duty (TAD), sick, Unauthorized Absence (UA), confinement, or In Hands of Civilian Authorities (IHCA) are entered on the back side of the Directory File Card when applicable. Leave entries are not required on the Directory File Card.

(3) When a service member checks out, enter the following information on the Directory File Card; new complete military address, including an Estimated Date of Arrival (EDA), or a complete home address and have the service member sign and date the card. When a service member cannot or does not provide a forwarding address, this information can be located on the unit diary. A unit diary number must be entered on the card only when the unit diary is used as the source of the information to forward mail. The unit diary will be utilized to forward mail to military addresses only.

(4) Deserters. When a service member is declared a deserter, return to sender all mail with the endorsement "Moved Left No Forwarding Address" (MLNA). The Unit Mail Clerk will enter the following information on the Directory File Card:

(a) Write the work "Deserter" in the new duty station block, enter the desertion date, and discard date.

(b) The unit diary will be used as the source document for this entry. Enter the unit diary number in the appropriate block.

b. All Unit Mailrooms/MDC will provide directory service for all "No Record" First Class Mail to include Priority Mail by utilizing the Marine Corps Total Force System (MCTFS) 3270 or Postal Automated Locator System (PALS). Post Office, Unit Mailrooms, Inspectors, and directory sections will ensure compliance. In addition, servicing Post Offices will check all mail identified above to ensure directory service is performed. Mailroom/MDC(s) will endorse "No Record" First Class Mail in the following manner:

(1) NO RECORD, UNIT NAME, DATE, and UNIT MAIL CLERK CARD NUMBER.

(2) Other guidelines include: NO = No Record, MLNA = Moved Left No Address, MS Missent, and FWD= Forward.

5. Retention Periods. All documentation for the Unit Mailroom are required before they can be destroyed.

a. Directory File Cards for service members on TAD status and attached to a unit for six months or less will be maintained per reference (c).

b. The Unit Mail Clerk and Postal Clerks will purge the Directory File Cards during the first week for each month and destroy all cards containing a discard date for that month.

6. Readdressing Mail. Unit Mail Clerks will endorse all mail requiring directory service. Place the correct address to the right of the original address, including an EDA if the new address is a military unit. Permanent mailing addresses going to a civilian location are not authorized to be obtained from the unit diary. If the service member has not provided proper forwarding instructions and a new military address is not available then mail will be returned to the Military Post Office with the endorsement, "Moved Left No Address."

7. Sources of Information for Updating the Directory File. The individual service member is responsible for keeping the Unit Mailroom/MDC informed as to their status to ensure the timely delivery of their mail. The Unit Mailroom will still require other source documents to provide information when the individual service member does not or cannot provide this information. The unit diary is the best source of documentation to provide this information due to the complete data it maintains on individual service members. When feasible, the Unit Mailroom/MDC will be provided a copy of each unit diary in order to update the Directory File Cards. The date will be written on the unit diary when it is received in the Unit Mailroom/MDC, when it has been reviewed, and when it is used to update the Directory File Cards. When the unit diary cannot be provided to the Unit mailroom/MDC, the command will provide other documentation, such as morning reports, that provide all the necessary information to update the Directory File Card

8. Disposition of Undeliverable Mail

a. Mail Orderlies who are not assigned to the serving Unit Mailroom (e.g. company or section Mail Orderlies) are required to return all undeliverable mail to the serving Unit Mailroom or Post Office from which received by the close of business that same day. Under no circumstance will Mail Orderlies keep the mail overnight. Mail which cannot be delivered that day but can be delivered at a later date will be retained in the serving Unit Mailroom until delivery can be affected. Mail for personnel for whom there is no record will be endorsed as such on the back side (not address side) of the envelope using the letters "NR" along with the unit and date (e.g. NR, HQBN, 12 Dec 16, 5-11). Mail for personnel with a forwarding address on file will be properly endorsed by drawing a single diagonal line through the old address (do not obliterate the old address), recording the new address and circling it. Forwarding addresses will be recorded on the front (address side) of the envelope.

b. Mail for casualties shall not be forwarded to the next of Kin (NOK) or returned to sender until absolute verification has been made that the NOK has been notified. Once verification has been made, the casualty mail will be returned to the servicing post office to be forwarded to the NOK or returned to sender per the wishes of the NOK. Unit Mailroom personnel will make no endorsements on casualty mail, or write any message to indicate casualty status. Casualty mail may be held as long as necessary to preclude inadvertent disclosure of casualty status prior to the official notification of the NOK. Casualty mail may be held as long as necessary to preclude inadvertent disclosure of casualty status prior to the official notification of the NOK.

c. Mail for personnel in an Unauthorized Absence (UA) status shall be retained in the Unit Mailroom until returned from UA status or a maximum of 30 days. After 30 days mail shall be processed in a Deserter Status.

d. Correctional Facility. Mail service will be extended to confined prisoners. Outgoing mail from confined personnel will have no obvious external markings that the individual is confined. Building numbers and/or box numbers will be used in both the return address used by confined individuals and when mail clerks are forwarding mail to confined individuals. The address to be used when forwarding mail to confined personnel aboard the Depot is:

LCPL JOHN J. DOE
BLDG 3107
1050 REMOUNT RD
CHARLESTON, SC 29406

e. Mail for personnel who are IHCA will be forwarded under separate official cover in an Official Mail envelope to the appropriate official for delivery at the jail, prison or other institution where the individual is confined. A letter of transmittal will be enclosed with the individual's mail. A business reply envelope addressed back to the serving Unit Mailroom will also be enclosed to facilitate the return of the individual's mail in the event of release from jail, or delivery of the mail is refused.

f. The words "brig," "confined," "UA," "deserter," or similar derogatory notations shall not be placed on the cover or used as part of the address on any mail matter.

g. Mail for which a forwarding address is available will be properly endorsed and forwarded by the next working day following the date of receipt. The name of the addressee shall not be written, marked or stamped over. Only omit the incorrect old address. Abbreviations shall not be used as part of the forwarding address except those abbreviations which may normally be used in civilian addresses. For example, "CLNC" will not be used for Camp Lejeune and "PI" would not be used for Parris Island.

9. Undeliverable Recruit Mail is further addressed in reference (h). Undeliverable recruit mail will not be left adrift or stored in the squad bay, DI office, platoon area, or vehicles. It will be returned by the drill instructor or mail orderly to the unit mail room (UMR) immediately after mail call. Additionally, all persons are prohibited from reading a recruit's mail except at the request of the recruit concerned or pursuant to a prior command authorization for search and seizure.

10. Mail Cut-Off Date for Recruits. Recruits should send letters to their families prior to training day 50 to stop the overflow of incoming mail received after graduation.

Chapter 7

Postal Cost Management Program

1. General. It is a DoD policy that mailing costs be kept to the minimum necessary to essential government business. In compliance with this policy, the Marine Corps promulgated reference (e), which establishes current and clearer guidelines for all Marine Corps activities to follow.

a. Policy. The contents of Chapter 8, reference (e) will be reviewed by all activities to ensure that all applicable cost saving practices are utilized.

b. Procedures. The following measures were designed to reduce the cost of official mailings in the Marine Corps and the verbatim wording contained below is required by references (a) through (g), and must be added to all organizational/unit mail handling directives required by the references.

(1) Letter Mail. All unclassified official correspondence weighing 11 ounces or less, will be sent first class mail. Unclassified official correspondence weighing more than 11 ounces will be sent by the most cost effective means unless otherwise requested.

(2) Classified Mail. Classified mail shall be prepared and transmitted as prescribed by DoD regulations.

(3) Substance Abuse Mailings. Urinalysis samples shall be prepared and transmitted as prescribed by DoD regulations and Marine Corps directives.

(4) Publications and Blank Forms. All bulk distribution of publications (i.e. directives, instructions, regulations, and manuals) will be sent at the special fourth class book rate if they qualify, or as third or fourth class mail.

(5) Periodicals. When eligible, periodicals not qualifying for the special fourth class rate mailed to individuals or organizations will be sent at the controlled circulation or third class bulk rate. When ineligible for these rates, periodicals shall be sent as third or fourth class mail.

2. Cost Management Measures

a. Commanding officers shall establish and maintain an official mail consolidation point for the purpose of monitoring the official mail program and to ensure that official mailings are consolidated to reduce costs. Routine correspondence or documents intended for entry into the USPS system and destined for Marine Corps activities, will be delivered to the consolidation point for consolidation prior to mailing.

b. The command consolidation point will determine which correspondence and documents are to enter the USPS system, and which are to be sent by intra-command messenger/guard mail. In no case should documents destined for organizations or units aboard the originating base, or served by the originator's command courier service, be entered into the USPS system.

c. Routine correspondence or documents destined for a single location will be consolidated by the consolidation point, addressed to the commanding

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general or commanding officer of that activity, and forwarded under a single cover (i.e. large envelope or box), not to exceed 70 pounds. The endorsement "Contains Consolidated Correspondence" in bold letters will be placed in the lower left quadrant of the address side of the container.

d. Guard mail or command courier service will be utilized to the maximum extent possible for the delivery of items destined for activities located within the originators geographical location.

e. The smallest possible envelope suitable for a single mailing will be utilized in all cases. The USPS restrictions with regard to nonstandard envelopes are outlined in reference (b) and (e), and they must be strictly followed to avoid unnecessary surcharges.

f. All personnel concerned with the preparation of official matter for mailing will thoroughly familiarize themselves with the instructions contained in reference (b) and (e).

3. Standard "A" Bulk Mailings

a. General. Standard "A" mail or bulk business mail, commonly referred to as bulk rate mail, consists of articles sent at the third class rate of postage, that contain a general message aimed at all who receive it rather than a personal message aimed at a particular individual. Standard "A" mail or bulk business mail is a domestic service only. It is not used for mailing items to foreign countries. To increase the efficiency of bulk mailings, mailers must ensure that all addresses are current and complete to include address, city, state and zip code. The greatest cause for non-delivery is incorrect addressing.

b. Mail Preparation. Each Standard "A" or third class bulk mailing must contain a minimum of 200 pieces. All pieces in the mailing must belong to the same processing category and must be identical in weight. For example, all letters or all flats. Letter size dimensions are between 3 1/2" x 5 1/2" and 6 1/8" and 11 1/2" and between .007" and 1/4" inch thick. The maximum weight is 3.3087 ounces. Flat size dimensions are more than 6 1/8 x 11 1/2 but not more than 15" long, 12" high and 3/4" thick. The maximum weight is no more than 16 ounces.

(1) Savings on postage cost occur with bulk business mail because the mailer does the presorting. By separating the mail into the different rate categories increased savings are possible. The first two are basis presort and 3/5 presort. If at least 150 pieces or 15 pounds are going to the same 5 digit or 3 digit zip code, this mail qualifies for the 3/5 presort rate. The remaining mail will qualify for the basic presort rate.

(2) Permit imprints must appear in the upper right hand corner where the postage stamp would normally be placed. The permit number for the Combat Center is #8. It must be imprinted on all pieces of the mailing.

(3) Packaging allows the postal system to sort, dispatch and deliver mail, quickly and easily, and allow the mailer to experience the lowest rates. To comply with these requirements the following must be done by the mailer:

1 1 MAR 2021

(a) All pieces must face the same direction and be secured with rubber bands. Bundles should be 4 inches thick but no more than 6 inches total.

(b) Each piece must include a complete delivery address with the correct zip code or zip+4 code.

(c) All mailing must be brought to the military post office for processing.

4. Special Services

a. The use of express, certified, and registered mail services shall be restricted to those items requiring special handling as specified in Chapter 2 and 3 of reference (e).

b. All official matter requiring special services shall be brought to the military post office for mailing.

c. Registered mail provides for proof of mailing and delivery, a chain of receipts from the time of acceptance until delivery, separate handling from ordinary mail, and indemnity in case of loss or damage. It will only be used for official mission essential mail requiring the highest degree of security.

(1) Any currency, vouchers or high value items.

(2) Mailable shipments of government owned firearms.

(3) Calibration equipment and sensitive, controlled, pilferable or irreplaceable material.

(4) For the transmission of classified material.

(5) Criminal investigative evidence.

(6) Material required to be sent as registered mail by law, DoD instructions, federal directing or USMC directives.

(7) Items with return receipts; environmental samples, notification of radiation exposure, mailing former evidence to its owner

d. Certified mail provides proof of deposit at the point of mailing and receipt at the point of delivery of First-class and Priority mail. It does not provide any protection en-route in that it is handled as ordinary mail from the time of presentation while in transit, and until delivery. Certified mail is restricted for use within the Domestic Postal System and will only be used with those items having no intrinsic value.

(1) Notification to obligated reservists of failure to complete required training.

(2) Proof of delivery or an attempt to deliver legal documents.

(3) Letters to establishments declared "off limits.

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(4) Adverse enlisted and officer efficiency reports and other similar actions.

(5) Items with return receipts; adverse enlisted and officer efficiency reports and similar actions, adverse personnel actions for military and civilian personnel, traffic or driving violations, letters of revocation or suspension of installation driving privileges, records of trial for all special and general courts martial, decisions of the courts of military review, and officer elimination cases.

e. Numbered insured mail may be used for accountability reasons when proof of delivery is required for valuable administrative or logistical equipment, supplies, and printed matter.

f. Certificates of Mailing (PS Form 3817) provide proof of mailing and are available at the time of mailing.

5. Official Mail Cost Control Measures

a. Special delivery and special handling is not authorized for official mail.

b. The use of first class and priority mail will be as directed by the references.

c. The smallest available envelope will be used when mailing official mail. Larger envelopes incur higher postal costs.

d. Guard mail and intra-command messenger service will be utilized to the maximum extent in lieu of the U.S. mail.

e. All outgoing mail will be submitted to the OMM, who will screen the official mail and ensure the official mailings are consolidated when destined to the same address in order to reduce postal costs. The OMM will determine which correspondence and documents are to enter the USPS system, and which are to be sent via guard mail.

DepO 5110.1H

11 MAR 2021

APPENDIX A

FORMAT LETTER FOR MILITARY PERSONNEL APPOINTMENT TO BATTALION OFFICIAL MAIL
MANAGER

UNITED STATES MARINE CORPS

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

PO BOX XXXXX

PARRIS ISLAND SOUTH CAROLINA 29905-XXXX

IN REPLY REFER TO:

5041

G1PK

From: Commanding Officer/Director, Battalion/Activity

To: RANK AND FULL NAME

Subj: APPOINTMENT AS BATTALION OFFICIAL MAIL MANAGER

Ref: a. DoD 4525.8M

b. MCO P5110.4

1. Per the reference you are here by appointed as the Battalion Postal
Officer.

2. The Unit Mail Room contains all directives concerning the performance of
your duties.

3. Official Mailing Address:

COMMANDING OFFICER

1ST BATTALION

PO BOX XXXXX

PARRIS ISLAND SC 29905-XXXX

4. Telephone: COMM XXX-XXX-XXXX

DSN XXX-XXXX

Note: This authority supersedes all previous authorizations.

I. M. COMMANDER

Copy To:

Post Office

1 FEB 2021

APPENDIX B

FORMAT LETTER FOR MILITARY PERSONNEL APPOINTMENT TO UNIT POSTAL OFFICER

UNITED STATES MARINE CORPS

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

PO BOX XXXXX

PARRIS ISLAND SOUTH CAROLINA 29905-XXXX

IN REPLY REFER TO:

5041

G1PK

From: Commanding Officer/Director, Battalion/Activity

To: RANK AND FULL NAME

Subj: APPOINTMENT AS UNIT POSTAL OFFICER

Ref: a. DoD 4525.6M
b. MCO P5110.6B

1. Per the reference you are here by appointed as the Battalion Postal Officer.
2. The Unit Mail Room contains all directives concerning the performance of your duties.
3. Official Mailing Address:

COMMANDING OFFICER

2nd BATTALION

PO BOX XXXXX

PARRIS ISLAND SC 29905-XXXX

4. Telephone: COMM XXX-XXX-XXXX
DSN XXX-XXXX

Note: This authority supersedes all previous authorizations.

I. M. COMMANDER

Copy To:
Post Office

11 MAR 82

APPENDIX C

FORMAT LETTER FOR MILITARY PERSONNEL TO RECEIPT FOR OFFICIAL MAIL ADDRESSED
TO THE "COMMANDING OFFICER," COMMANDING OFFICER OF"

UNITED STATES MARINE CORPS

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

PO BOX XXXXX

PARRIS ISLAND SOUTH CAROLINA 29905-XXXX

IN REPLY REFER TO:

5041

G1PK

From: Commanding Officer/Director, Battalion/Activity
To: Personnel authorized to receipt for all official mail

Subj: AUTHORIZATION TO RECEIPT FOR OFFICIAL MAIL ADDRESSED TO THE COMMANDING
OFFICER OR COMMANDING OFFICER OF

Ref: a. DoD 4525.6M
b. MCO P5110.6B

1. Per the reference you are authorized to receipt for all official mail
addressed to the Commanding Officer, (Name of Organization).

NAME	SIGNATURE
_____	_____
_____	_____

2. Per the references, you are authorized to receipt for and opened all
official accountable mail addressed to the Commanding Officer, (Name of
Organization).

NAME	SIGNATURE
_____	_____
_____	_____

3. This authority supersedes all previous authorizations.

I. M. COMMANDER

Copy To:
Post Office

11 MAR 201

APPENDIX D

FORMAT LETTER FOR MILITARY PERSONNEL TO RECEIPT FOR OFFICIAL ACCOUNTABLE MAIL
ADDRESSED TO THE "COMMANDING OFFICER," COMMANDING OFFICER OF"

UNITED STATES MARINE CORPS

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
PO BOX XXXXX
PARRIS ISLAND SOUTH CAROLINA 29905-XXXX

IN REPLY REFER TO:
5041
G1PK

From: Commanding Officer/Director, Battalion/Activity
To: Personnel authorized to receipt for all official mail to include
Office mail to include official accountable mail.
Subj: AUTHORIZATION TO RECEIPT FOR AND OPEN ALL OFFICIAL MAIL TO INCLUDE
OFFICIAL ACCOUNTABLE MAIL
Ref: a. DoD 4525.6M
b. MCO P5110.6B

1. Per the reference, you are authorized to receipt for and open all
official accountable mail addressed to the Commanding Officer, (Name of
Organization).

NAME	SIGNATURE
_____	_____
_____	_____

2. This authority supersedes all previous authorizations.

I. M. COMMANDER

Copy To:
Post Office