

Unit Postal Officer, Unit Assistant Postal Officer, and Unit Mail Clerk



Indoctrination Course

Postal:
Admin 763-1196
Inspectors 763-4180/763-6896

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Consolidated Post Office Web Site: http://www.i-mef.usmc.mil/external/1stmlg/special_staff_sections/postal/postal_orders.jsp

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Situation. To publish a revised Indoctrination Course for the Unit Postal Officer, Assistant Postal Officer, and Unit Mail Clerks.

Mission. To increase the knowledge of the Unit Mail Clerks and Section Mail Orderlies in the performance of their mail handling duties.

Execution. Upon completion of this course, the Unit Postal Officer, Assistant Postal Officer, and Mail Clerks will be able to:

- a. Know the proper procedures for designating the Unit Postal Officer, Unit Mail Clerks and Section Mail Orderlies.
- b. Know the required information that must 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 procedures for receipt and delivery of personal mail and personal accountable mail (if applicable).
- e. Know the proper procedures for receipt and delivery of official mail and official accountable mail.
- f. Know the proper procedures for handling leave, TAD, casualty, confined and deserter personnel mail.
- g. Know how to properly process “Rework” mail.
- h. Know the proper procedures for processing deployed mail.

Administration and Logistics.

- a. Unit Postal Officers: Ensure Unit Mail Clerks and Section Mail Orderlies are properly trained.
- b. Unit Mail Clerks: Each UMR must maintain a copy of the Mail Clerk Indoctrination Course booklet as a reference guide for operating the UMR and training Section Mail Orderlies.

Command and Signal.

- a. **Command:** The Unit Postal Officer, Assistant Postal Officer, and Unit 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 the Camp Pendleton Consolidated Post Office.

**Unit 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 4525.6M Postal Manual dated 15 Aug 2002

1.1.2. MCO 5110.6C Conduct of Marine Corps Unit Mailrooms and Mail Distribution Centers dated 21 January 2009.

1.1.3. OPNAVINST 5112.6D dated 19 Mar 2007.

1.1.4. MARFORPACO P5112.1C w/Ch 1 SOP for Postal Affairs dated 12 Jun 1990.

1.1.5. BO 5110.1B Base Order for the Postal Affairs dated 16 Nov 1984.

1.1.6. Squadron/Unit/Battalion Mail Handling Order.

2. **Character of Personnel** All personnel performing mail handling duties outside of a section of a Military Post Office shall be designated as a "Unit Mail Clerk" or "Section Mail Orderly". Unit Mail Clerks and Section Mail Orderlies must meet the required specifications:

2.1. Have no record of the following:

2.1.1. Conviction by court-martial.

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

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

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

2.3. Not having a psychiatric, alcoholic, or drug abuse condition.

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

2.5. 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 with an Entrance National Agency Check (ENTNAC) or National Agency Check (NAC) on file.

3. **Training Requirements** Before assuming mail handling duties, all selected personnel must be instructed in the proper performance of their duties. **Upon designation Unit Postal Officers, and Unit Mail Clerks shall complete the annual training provided by the Consolidated Post Office.** Training will emphasize the importance of safeguarding mail, handling accountable mail, timely delivery and the serious consequences of negligence of duty. To ensure the Section Mail Orderly fully understands their duties, it is highly recommended that the Unit Postal Officer implement the Section Mail Orderly Statement of Understanding.

5. **Section Mail Orderly Statement of Understanding (SOU)** This form is used to assist the Unit Postal Officer in the guidance and training of the Section Mail Orderlies and to ensure they fully understand their duties. This SOU must be resigned annually.

Date _____

DD Form 285 Card Number _____

**SECTION MAIL ORDERLY
STATEMENT OF UNDERSTANDING**

1. GENERAL INFORMATION

a. With my appointment as an authorized agent to receipt for mail on a DD Form 285 or Letter of Authorization. I understand that I am a direct representative of the Military Postal Service and, as such, have been entrusted with the responsibilities associated with the daily handling and delivery of U. S. Mail to the members of my section. Personnel appointed as a mail orderly must meet strict eligibility criteria and clearly demonstrate the highest levels of trustworthiness and integrity at all times.

b. I understand that I am legally bound to perform my duties in strict accordance with this Statement of Understanding. Further, I understand that I am morally obligated to my fellow section members, to perform my duties in a highly proficient and professional manner. 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 Section Mail 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 Consolidated Post Office, Postal Officer.

c. They must never violate the sanctity or private nature of U.S. Mail and postal records specifically, they must never;

1) Break or allow to be broken, the seal of any mail matter.

2) Read or allow others to read magazines, newspapers or other mail matter addressed to the members of their section.

3) Remove stamps or other forms of postage from the mail entrusted to them for delivery.

4) Make any record, written or otherwise, of any information (originators name, return address, etc.) contained on any piece of mail for any purpose.

5) Release any information regarding mail or postal records (including personal or home addresses, names and/or addresses of correspondents, etc.) to any individual for any purpose. They will refer all inquiries and requests for such information to the Consolidated Post Office Postal Officer.

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

3. RECEIPT OF MAIL

a. They must understand that they must report to the serving Mailroom every workday in accordance with the schedule established by that command, to receipt for incoming mail for the members of their section. If for any reason they are unable to fulfill this daily requirement, they must ensure that another appointed individual from the section does so.

b. When receipting for the mail for their section, they must carefully screen all mail received, immediately remove all missent mail, accountable mail and any official mail whose delivery address includes a billet title and return it to the Unit Mail Clerk prior to leaving the vicinity of the serving mail room

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 Section Mail Orderly 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 Section Mail Orderly Receipt Log and sign /date the entry.

e. To assist in the timely and efficient delivery/forwarding of mail, they must make every effort to know every member of their section and what their current status is each day (TAD, on leave, UA, hospitalized, special liberty, transferred, secured early, etc.). They may use up-to-date rosters, morning reports and other official source documents to accomplish this.

4. HANDLING AND DELIVERY OF PERSONAL MAIL

a. DD Form 285 authorizes them to receipt for, handle, and deliver all forms of non-accountable personal mail addressed to the members of their section. They must understand that they are not authorized to handle or deliver personal accountable mail (registered, numbered insured, certified, and express). Any personal accountable mail that they may inadvertently receive from the Mailroom must be **immediately** returned.

b. They must **personally deliver** all non-accountable personal mail that they receive from the serving 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 Section Mail Orderly.

6. CERTIFICATION. By my signature hereon, I certify that I have read this Statement of Understanding and fully understand my duties and responsibilities as outlined herein. Further, I have been personally briefed by my Section OIC/SNCOIC or Supervisor with regard to my duties and responsibilities, and fully understand the consequences of my failure to perform them precisely as described above. I have received a copy of this Statement of Understanding to guide me in the daily performance of my duties as an authorized Section Mail Orderly for this section.

Unit Postal Officer
Printed Rank/Name

Unit Postal Officers
Signature & Date

Section Mail Orderly
Printed Rank/Name

Section Mail Orderly
Signature & Date

4. **Space and Equipment** All UMR's 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 records and essential furniture will be kept in the UMR.

4.1. Unauthorized in a Unit Mailroom.

4.1.1. Personal items (music CD, MCI) (**Note:** radio **without** cassette or CD player is authorized.)

4.1.2. Opened mail.

4.1.3. Outgoing official mail.

4.1.4. Food or drinks. (Water is authorized)

4.1.5. Non military related posters.

4.1.6. Gym bags or day packs.

4.1.7. UPS or FEDEX.

5. **Unit Postal Officer Designation** Unit Postal Officers (E-6 and above or GS-6 and above) and Assistant Postal Officers (E-6 and above) will be designated in writing (Fig #1) or with a unit special order signed by the Commanding Officer. DD Form 285 (Fig #3-5) will not be used to appoint a Unit Postal Officer or Assistant Postal Officer. However, Unit Postal Officers involved in mail handling duties are required to have a DD Form 285 to perform those duties. A designation letter must be signed by the current Commanding Officer. Only one Unit Postal Officer can be assigned, **but more than one Unit Assistant Postal Officer can be assigned.**

	UNITED STATES MARINE CORPS UNIT NAME BOX 555--- CAMP PENDLETON CA 92055-5---	1650 Origin Code 17 Nov 10
	From: Commanding Officer of _____ To: Name of appointee Via: Consolidated 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 Unit Postal Officer. 2. The Unit Mailroom 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

6. **Unit Mail Clerk & Section Mail Orderly Designation Log (DD Form 2260)** The DD Form 2260 (Fig #2) is used to record Unit Mail Clerk and Section Mail Orderly appointments. All information on the log, to include the appointing official's signature must coincide with information contained on the DD Forms 285. Only Unit Mail Clerks are authorized to receipt for official accountable mail. An **asterisk (*)** will be placed in the left margin of the DD Form 2260. The DD Form 2260 will be retained in the UMR for 2 years from the last revocation date on the log.

o ***NOTE:** The Unit Mailroom must have an equal number of DD Form 285's on hand in the mailroom as open entries on the DD Forms 2260. (**No date in date revoked block.**)

o ***NOTE:** Once the DD Form 285 is revoked, the Mail Clerk will place the date in the "Date Revoked" column and highlight the entry with a highlighter.

UNIT MAIL CLERK/ORDERLY DESIGNATION LOG

Card No.	Date Issued	Date Revoked	Activity	Name of Designee	Designee	Appointing Official	Pay
Card No.	(Yr, Mo, Day)	(Yr, Mo, Day)	Identifier	(Print) Last,First, MI	(Signature)	(Signature)	Grade
*21-07	20070825		Mail Clerk	Cole, Robin F	Unit Mail Clerk Signature	Appointing Official Signature	02/1ST LT
*22-07	20070825		Mail Clerk	Johnson, Jack R.	Unit Mail Clerk Signature	Appointing Official Signature	02/1ST LT
23-07	20070825	20070928	Section	Sams, Rick H.	Unit Mail Orderly Signature	Appointing Official Signature	02/1ST LT

DD FORM 2260 (JAN 82)

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

Figure #2

6. Unit Mail Clerk & Section Mail Orderly Designation (DD Form 285)

7.1. Designations - The command must have a minimum of **two** Unit Mail Clerks and two Section Mail Orderlies assigned per section at all times. Smaller sections such as the "S" shops can consolidate into one section (S-1, S-2, S-3, S-4, and S-6 can be one section. These consolidations must be stated on Block 7 of the DD Form 285 (Appointment of Unit Mail Clerk or Section Mail Orderly).

7.2. Procedures - The Unit Postal Officer or Assistant Postal Officer will use a DD Form 285 (Fig #3-5) to designate Unit Mail Clerks and Section Mail Orderlies prior to assuming their mail handling duties. Three DD Forms 285 will be prepared for each Unit Mail Clerk (Fig #3 or #4). All three DD Forms 285 will be taken to the servicing Military Post Office where they will be checked by a Postal Clerk and All-Purposed Date Stamped. One DD Form 285 will be retained by the serving Military Post Office (MPO), one DD Form 285 will be retained by the UMR and one DD Form 285 will be retained by the Unit Mail Clerk when handling mail. The Unit Mail Clerk must present their DD Form 285 to the Postal Clerk prior to receiving mail from the Post Office every day. The Unit Mail Clerks must check each Section Mail Orderlies DD Form 285 prior to handing out mail. Two DD Forms 285 will be prepared for each Section Mail Orderly (Fig #5). One DD Form 285 will be retained by the UMR and one DD Form 285 will be retained by the Section Mail Orderly. The Section Mail Orderlies must present their DD Forms 285 to the Unit Mail Clerks prior to receiving mail from the UMR every day. Prepare the DD Form 285 as follows:

7.2.1. Block 1 - Effective date (actual date the card is signed by the appointing official).

7.2.2. Block 2 - Disregard "Date Revoked" and assign a card number. The first numbers should reflect how many cards have been given out for that year. The second set of numbers should reflect the current year. If a DD Form 285 has a card number 5-07, it would be reflecting that this was the fifth DD Form 285 assigned for the year of 2007.

7.2.3. Block 3 - Last Name, First Name, Middle Initial.

7.2.4. Block 4 - Grade

7.2.5. Block 5 - SSN or Last 4 is **NOT** required. (Leave blank or N/A)

7.2.6. Block 6 - Title (Unit Mail Clerk or Section Mail Orderly)

7.2.7. Block 7 - Organization and Section

7.2.8. Block 8 - Installation Name (Camp Pendleton CA 92055)

7.2.9. Block 9 - Indicate the type of mail authorized to be picked up. Unit Mail Clerks will be authorized to receive "**PERSONAL** (except accountable)" or "**PERSONAL** (ALL)" [If applicable] and "**OFFICIAL**" (ALL) mail. Section Mail Orderlies will be authorized to receive "**PERSONAL** (Except Accountable)" mail only. The appointing official (Unit Postal Officer or Assistant Postal Officer) must initial block 9 (see Fig #3-5).

7.2.10. Block 10 - The MPO will use the All Purpose Date Stamp to validate all DD Forms 285 for designated Unit Mail Clerks. This block will be left blank for Section Mail Orderlies who pick up from the UMR.

7.2.11. **SIGNATURE OF APPOINTING OFFICIAL** - The Unit Postal Officer or Assistant Postal Officer will sign each DD Form 285. It must be the same individual whom initialed block 9.

7.2.12. **SIGNATURE OF APPOINTEE** - The Unit Mail Clerk or Section Mail Orderly must sign each DD Form 285.

Practical Applications for the Mail Indoctrination Course

DD Form 285 (Practical Application)

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <i>(See Instructions on Reverse)</i>		1. DATE EFFECTIVE	2. DATE REVOKED
3. NAME OF APPOINTEE <i>(Last, First, Middle Initial)</i>			
4. NAME OR GRADE	5. SSN	6. TITLE OF APPOINTEE	
7. ORGANIZATION/ACTIVITY		8. APO, MPO, OR CONUS INSTALLATION	
9. MAIL AUTHORIZED TO RECEIVE <i>(Check and Initial)</i>		10. THIS FORM MUST BE VALIDATED BY THE SERVING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICIAL SEAL.	
PERSONAL <i>(ALL)</i> <input type="checkbox"/>	OFFICIAL <i>(Except accountable)</i> <input type="checkbox"/>		
PERSONAL <i>(Except accountable)</i> <input type="checkbox"/>	OFFICIAL POUCHES ONLY <input type="checkbox"/>		
OFFICIAL <i>(ALL)</i> <input type="checkbox"/>	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL		SIGNATURE OF APPOINTEE	

SCENARIO # 2

- Name: Robin F. Cole
- Date: Dec 20, 2010
- Card #: 21-10
- Authorized personal accountable mail: NO
- Title: Mail Clerk
- Installation: Camp Pendleton CA
- Rank: PFC
- Activity: HQSPBN
- Postal Officer Name: Unit P. Officer
- DOB: November 25, 1986
- SSN (N/R)

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <small>(See Instructions on Reverse)</small>		1. DATE EFFECTIVE 070825	2. DATE REVOKED 21-07
3. NAME OF APPOINTEE (Last, First, Middle Initial) Cole, Robin F.			
4. NAME OR GRADE PFC	5. SSN N/A	6. TITLE OF APPOINTEE Unit Mail Clerk	
7. ORGANIZATION/ACTIVITY Unit/Squadron (name)		8. APO, MPO, OR CONUS INSTALLATION Camp Pendleton CA 92055	
9. MAIL AUTHORIZED TO RECEIVE <small>(Check and Initial)</small>		10. THIS FORM MUST BE VALIDATED BY THE SERV- ING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICIAL SEAL.	
PERSONAL (ALL) <input type="checkbox"/>	OFFICIAL (Except accountable) <input type="checkbox"/>		
PERSONAL (Except accountable) <input checked="" type="checkbox"/> UPO	OFFICIAL POUCHES ONLY <input type="checkbox"/>		
OFFICIAL (ALL) <input checked="" type="checkbox"/> UPO	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL Unit Post Officer		SIGNATURE OF APPOINTEE Robin F Cole	
DD 285 S/N 0102-LF-002-9201 EDITION OF THIS FORM NOT HAVING SSN IS OBSOLETE AFTER 30 JUNE 00			

Unit Mail Clerk

Figure #3

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <small>(See Instructions on Reverse)</small>		1. DATE EFFECTIVE 090327	2. DATE REVOKED 22-07
3. NAME OF APPOINTEE (Last, First, Middle Initial) Johnson, Jack R.			
4. NAME OR GRADE PFC	5. SSN N/A	6. TITLE OF APPOINTEE Unit Mail Clerk	
7. ORGANIZATION/ACTIVITY Unit/Squadron (name)		8. APO, MPO, OR CONUS INSTALLATION Camp Pendleton CA 92055	
9. MAIL AUTHORIZED TO RECEIVE <small>(Check and Initial)</small>		10. THIS FORM MUST BE VALIDATED BY THE SERV- ING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICIAL SEAL.	
PERSONAL (ALL) <input checked="" type="checkbox"/> UPO	OFFICIAL (Except accountable) <input type="checkbox"/>		
PERSONAL (Except accountable) <input type="checkbox"/>	OFFICIAL POUCHES ONLY <input type="checkbox"/>		
OFFICIAL (ALL) <input checked="" type="checkbox"/> UPO	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL Unit Post Officer		SIGNATURE OF APPOINTEE Jack R Johnson	
DD 285 S/N 0102-LF-002-9201 EDITION OF THIS FORM NOT HAVING SSN IS OBSOLETE AFTER 30 JUNE 00			

Unit Mail Clerk
(Authorized
Personal
Accountable)

Figure #4

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <small>(See Instructions on Reverse)</small>		1. DATE EFFECTIVE 090329	2. DATE REVOKED 23-07
3. NAME OF APPOINTEE (Last, First, Middle Initial) Sams, Rick H.			
4. NAME OR GRADE LCpl	5. SSN N/R	6. TITLE OF APPOINTEE Mail Orderly	
7. ORGANIZATION/ACTIVITY Unit and Section		8. APO, MPO, OR CONUS INSTALLATION Camp Pendleton CA 92055	
9. MAIL AUTHORIZED TO RECEIVE <small>(Check and Initial)</small>		10. THIS FORM MUST BE VALIDATED BY THE SERV- ING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICIAL SEAL.	
PERSONAL (ALL) <input type="checkbox"/>	OFFICIAL (Except accountable) <input type="checkbox"/>		
PERSONAL (Except accountable) <input checked="" type="checkbox"/> UPO	OFFICIAL POUCHES ONLY <input type="checkbox"/>		
OFFICIAL (ALL) <input type="checkbox"/>	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL Unit Post Officer		SIGNATURE OF APPOINTEE Rick H. Sams	
DD 285 S/N 0102-LF-002-9201 EDITION OF THIS FORM NOT HAVING SSN IS OBSOLETE AFTER 30 JUNE 00			

Section Mail Orderly

Figure #5

9. **Revocation Letter** When Unit Mail Clerk is relieved from mail handling duties, the DD Form 285 maintained in the UMR and the appointees DD Form 285 copy must be stapled to the revocation letter and submitted to the serving military post office (Fig #6).

Revocation Letter

	UNITED STATES MARINE CORPS UNIT NAME BOX 555--- CAMP PENDLETON CA 92055-5---	1650 Origin Code 25 Aug 07
	<p>From: Commanding Officer or Unit Postal Officer To: Consolidated Post Office Via: Serving Post Office</p> <p>Subj: REVOKING OF UNIT MAIL CLERK</p> <p>Ref: DoD 4525.6M</p> <ol style="list-style-type: none">1. Per the reference, LCpl Sams, Rick H. DD Form 285 card number 23-07 is hereby revoke as Unit Mail Clerk.2. POC and phone number. <p>NOTE: THIS AUTHORITY SUPERSEDES ALL PREVIOUS AUTHORIZATIONS.</p> <p style="text-align: center;">I. M. COMMANDING</p>	

Figure #6

10. **Unit Mail Handling Order** All commands operating a UMR must publish a Unit Mail Handling Order that provides personnel with sufficient information about their unit's mail services. To include:

- 10.1. Information about the security of mail and postal effects.
- 10.2. Instructions relative to customs regulations.
- 10.3. The correct and complete mailing address.
- 10.4. Mail call hours and mail distribution procedures.
- 10.5. Location and hours of operation of the serving MPO.
- 10.6. Location and collection hours for outgoing mail receptacles in the area.
- 10.7. Information about the delivery of mail during field exercises.
- 10.8. Procedures for handling mail for personnel temporarily absent (TAD) from the unit.
- 10.9. Procedures on completing a Change of Address Card (PS Form 3575)
- 10.10. Procedures to establish a Classified Material Screening Point.

11. **Privacy and Security of Mail** The privacy of mail and postal records must not be violated. Unit Mail Clerks and Section Mail Orderlies will not break the seal of any mail matter and are not 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 addresses. At no time will purged directory file cards, old alpha rosters, old morning reports or revoked DD Form 285’s be put in the trash. **All MUST be shredded.**

12. **Unit Mailroom Inspections** The Unit Postal Officers/Assistant Postal Officer must conduct **weekly** unannounced Unit Mailroom inspections utilizing the current edition of an AIRS Checklist, functional area: Postal Affairs (Modified for Camp Pendleton). Inspections will be conducted randomly as not to develop a trend. All weekly unannounced Unit Mailroom inspections conducted must be maintained in the Unit Mailroom. Only after a quarterly inspection is conducted by a *Postal Inspector*, can the weekly inspections be disposed of. A current copy of Unit Mailroom Inspection AIRS Checklist can be found at the Consolidated Post Office Web Site (www.i-mef.usmc.mil/external/1stmlg/special_staff_sections/postal/postal_orders.jsp).

13. **Security** The following requirements and standards are applicable to all UMR’s:

13.1. Unit Mail Clerks and Section 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 Unit Mail Clerk is not present.

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

13.2.1. All locks and door hinges inside the UMR or in such a manner that prevents easy removal.

13.2.2. Any windows accessible from outside must be barred.

13.2.3. Construct walls and ceiling to prevent forcible entry.

13.3. The following personnel are authorized to enter the UMR: Unit Commanding Officer, Unit Executive Officer, Unit Postal Officer, Unit Assistant Postal Officer, Unit Mail Clerks, Postal Inspectors and supervised working parties. The Unit Mail Clerk must verify identification and authorization prior to allowing entry into the UMR. This includes the Postal Inspectors and supervised working parties must be supervised and cannot be left alone in the unit Mailroom at any time.

13.4. There are two ways the Unit Postal Officer may issue the UMR key to the Unit Mail Clerk.

13.4.1. The Unit Mail Clerk will sign for the unit Mailroom key from the Unit Postal Officer every morning of mail call and sign it back to the Unit Postal Officer at the end of each day. Every time the unit Mailroom key has to change possession between the Unit Mail Clerks, it must be resigned in and out with the Unit Postal Officer. Which ever Unit Mail Clerk has possession of the unit Mailroom key must be the same Unit Mail Clerk that signed for the unit Mailroom key from the Unit Postal Officer. The Unit Mail Clerk will not be able to hold on to the unit Mailroom key overnight.

13.4.2. The Primary Unit Mail Clerk must sign for the unit Mailroom key from the Unit Postal Officer and retain the key in his possession until a new Primary Mail Clerk is assigned. A key control log must be maintained in the unit Mailroom at all times. Whenever the unit Mailroom key changes possession between the Unit Mail Clerks it must be recorded in the key control log. Which ever Unit Mail Clerk has possession of the unit Mailroom key must be the same Unit Mail Clerk that last signed for the unit Mailroom key in the key control log (Fig #7).

KEY CONTROL LOG

Date	Serial #	Last Name	First Name	MI	Signature

Figure #7

13.5. The duplicate key must be sealed in a PS Form 3977 (Duplicate Key Envelope), (Fig #8) or a plain envelope, (Fig #9) and controlled by the Unit Postal Officer or a representative designated by the Unit Commanding Officer. The Primary Unit Mail Clerk and the Unit Postal Officer, will both sign across the back flap of the envelope. Clear tape must be placed over the signatures to reflect any tampering. The front of the envelope must reflect: duplicate unit Mailroom key, unit name, Unit Postal Officers name printed, Primary Unit Mail Clerks printed name, witness printed and signed name and the date the envelope was sealed. The signed flaps must be taped over by clear tape to ensure no tampering. A new envelope must be prepared whenever the duplicate key is used.

PS Form 3977 (Duplicate Key Envelope) Front

The form is titled "Duplicate Key Inventory" and includes the USPS logo. It contains the following information:

- Employee Name (Print Last, First, & MI): MARINE, JOE A.
- Operating Unit: HQ & SUP BN
- Table with columns: Receptacle, No., No. Keys, Serial No.

Receptacle	No.	No. Keys	Serial No.
Cash Drawer			
MAILROOM KEY	XX	1	XXXXX
Stamp Cabinet			
Safe Compartment			
Envelope Drawer			
- Designated Witness Name (Print): MARINE, JOE A.
- Designated Witness Name (Print): MARINE, JOE B.
- Form PS Form 3977, April 1988

Instructions on the right side of the form state: "After the duplicate keys are enclosed and the flap is sealed, both you (the employee to whom the keys are assigned) and the witness to the sealing of this envelope must sign across both flaps on the reverse of this envelope. Affix a distinct and legible postmark across both envelope flaps. Give this signed and postmarked envelope to the appropriate supervisor who will be personally responsible for its protection. If it is necessary for you to withdraw keys temporarily, open this envelope in the presence of a witness. Cut along one end, leaving the signatures and postmarks intact. Both you and the witness must endorse and date this envelope. When the keys are returned, discard the opened envelope and prepare a new envelope. If access to one of your locked receptacles is necessary while you are absent from duty, the appropriate supervisor will remove the key from this envelope in the presence of a designated witness and both will endorse and date this envelope and show reason for withdrawing the key. The supervisor (or designee) and the witness must inventory the contents of the receptacle and certify the inventory. The supervisor must maintain the inventory with the opened envelope."

Figure #8

Regular Duplicate Key Envelope (Back)

The back of the envelope shows two diagonal lines for signatures. The left line is labeled "Unit Mail Clerk" and the right line is labeled "Unit Post Officer". In the center, there is a rectangular box labeled "DATE".

Figure #9

13.6. The following applies to the transportation of mail:

13.6.1. Unit Postal Officers are responsible for providing transportation via military vehicles to transport the unit's mail.

13.6.2. Commands will transport all mail to and from their serving MPO in a closed body military vehicle equipped with lockable doors. If such a vehicle is unavailable, Unit Mail Clerks or Section Mail Orderlies will ride in the compartment with the mail or at least maintain visual contact with the mail at all times. As a last resort the Unit Commanding Officer may contact the I MEF Postal Officer of the Consolidated Post Office and request permission to utilize a POV to pick up mail from the serving post office. Authorization of the use of a POV is on a temporary basis.

13.6.3. United States Postal Service (USPS) mailbags and equipment will only be used to transport mail excluding oversize pieces. Mailbags and equipment will be returned to the serving MPO 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.

13.6.4. Do not use privately owned vehicle (POV) to transport mail unless approved by the I MEF Postal Officer.

13.6.5. Mail can be hand carried by the Unit Mail Clerk to and from the serving MPO.

13.6.6. At no time may a Government Owned Vehicle (GOV) transporting US Mail make any other stops between the serving MPO and the unit Mailroom!

14. **Damaged Mail** Do not sign for damaged mail from the serving MPO unless it has been repaired and properly annotated. If damaged articles are received in closed bags, the Unit Mail Clerk will repair the package and endorse it Received in Damaged Condition, date, unit repairing the package and their DD Form 285 card number.

15. **Mail Call Hours** The 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 UMR hatch, using a DD Form 1115 (Mailroom No Admittance Form). These hours of operation must reflect the same hours listed in the Unit Mail Handling Order. (Fig #11)

<h1>MAIL ROOM</h1>		
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		
DD Form 1115	E-Form (DD Form 1115) Rev 05/19/00	

Figure #10

15.2. An example of the units' official mail and personal mail address must be displayed outside the UMR.

OFFICIAL ADDRESS

PERSONEL ADDRESS

1st Line: COMMANDING OFFICER
2nd Line: ATTN: (CO/PLT/SECTION)
3rd Line: HQSPT BN MCB
4th Line: BOX 555031
5th Line: CAMP PENDLETON CA 92055-5031

PVT CAROL SMITH
HQSPT BN MCB (CO/PLT/SECTION)
BOX 555031
CAMP PENDLETON CA 92055-5031

16. **Date of Receipt for Incoming Mail** The Unit Mail Clerk must date stamp all incoming mail on the **BACK** upon receipt from the serving MPO prior to sorting or distribution.

16.1. The date stamp on the mail will:

16.1.1. Indicate date received in the UMR, Identify old mail in the Unit Mailroom.

16.1.2. Help YOU the Mail Clerk identify the Section Mail Orderlies who are not returning undeliverable mail daily.

17. **Delivery of Personal Mail**

17.1. Mail will be delivered only to the addressee.

17.2. Mail will not be delayed, intercepted, opened, rifled, or left unattended in an unsecured area.

17.3. Section Mail Orderlies must sign the Section Orderly Receipt Log (Fig #11) prior to receiving the sections mail. Proper annotations will be made daily on the Section Orderly Sign in Sheet for all sections i.e. (No Pick Up, ect...). If a section does not pick up mail for that day, the Unit Postal Officer must be informed. The Section Mail Orderly Receipt Log is maintained on file in the UMR for 6 months.

Section Mail Orderly Receipt 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.				

Figure #11

18. **Due to Report** Mail addressed to inbound personnel must be handled as follows:

18.1. 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.**

18.2. If mail is still unclaimed after 30 days, endorse the article "No Record" and return to the servicing MPO.

19. **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 Unit Mail Clerks or Section Mail Orderlies write any messages on the envelope to indicate that the addressee is a casualty. Unit Mail Clerks will affix a copy of the Mail Disposition Form (Fig #12 & 13) to the mail and return to the servicing MPO for disposition. The Unit Mail Clerk and Unit Postal Officer must sign the mail disposition form.

Mail Disposition Form (Front)

MAIL DISPOSITION FORM			
(1) FULL NAME (Last, First, MI)	(2) RANK	SSN	N/A (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 (12) SPECIAL INSTRUCTIONS:	Unit Diary # DATE <hr/> Unit Diary # DATE <hr/> Unit Diary # DATE <hr/> Unit Diary # DATE <hr/> Unit Diary # DATE	(13) HOLD MAIL PERIODS COVERED FROM: <input style="width: 100%;" type="text"/> TO: <input style="width: 100%;" type="text"/> (14) DATE <input style="width: 100%; height: 40px;" type="text"/>	
(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 #12

Mail Disposition Form (Back)

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. Unit Mail Clerk and Unit Postal Officer signature required.

Block 6: Unauthorized absence (UA) must have unit diary (UD) number, Unit Mail Clerk and Unit Postal Officer signature verifying the information is correct along with date UA began.

Block 7: A new mail disposition form will be prepared with UD number and date the individual was declared a deserter. Unit Mail Clerk and Unit Postal Officer signatures required. Return mail to your serving post office with properly prepared Disposition Form.

Block 8: Mail for personnel in hands of civilian authority (IHCA) will be handled per MCO 5110.6 C (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 Unit Postal Officer signature.

Block 9: Mail for deceased personnel will be handled per MCO 5110.6C (Standing Operating Procedures for Unit Mailrooms). Enter the UD number, Unit Mail Clerk and Unit Postal Officer signatures.

Block 10: Mail for personnel hospitalized at Camp Pendleton will be handled per BO 5110.1A (Standing Operating Procedures for Mail Handling and Postal Affairs).

Block 11: Follow the instructions printed on the upper left corner of the envelope. Unit Mail Clerk and Unit Postal Officer signature are required. Return mail to the serving military post office with properly prepared Disposition Form.

Block 12: State any special circumstances in this block.

Block 13: Enter the "TO:" and "FROM" dates in which the mail will be held. Unit Mail Clerk and Unit Postal Officer signatures required.

Figure #13

20. **Deserter Mail** Mail for personnel with Unauthorized Absence (UA) status will be held in the UMR until the 30th day. On the 31st day, the member will be run as a deserter on the unit diary. At that time the Unit Mail Clerk will bring that mail to the serving MPO. A properly completed disposition form with all information to include date of entry, Unit Mail Clerk's signature, and the Unit Postal Officer's signature. Only one disposition form must be completed for each person's bundle of mail daily.

21. **Undeliverable Mail** Section Mail Orderlies must return all undeliverable mail to the UMR the same day of receipt with supporting documentation stating why it could not be delivered. Under no circumstances will Section Mail Orderlies write directly on the mail, but they may attach a "Post it" to the mail with forwarding instructions.

22. **Leave/TAD Mail** When Marines are on leave or temporarily absent from their unit (TAD), mail must be handled as follows:

22.1. Mail for personnel on leave or TAD for 30 days or less will be held in the UMR, unless forwarding has

Practical Applications for the Mail Indoctrination Course

Temporary Mail Disposition Form (Practical Application)

MAIL DISPOSITION FORM			
(1) FULL NAME (Last, First, MI)	(2) RANK	(3) SSN N/A	(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	Unit Diary #	DATE	(13) HOLD MAIL PERIODS COVERED FROM: <input style="width: 100%;" type="text"/> TO: <input style="width: 100%;" type="text"/>
	Unit Diary #	DATE	
	Unit Diary #	DATE	
	Unit Diary #	DATE	
	Unit Diary #	DATE	
	Unit Diary #	DATE	
(12) SPECIAL INSTRUCTIONS:			(14) DATE
(15) INDIVIDUAL'S SIGNATURE (TAD OR LEAVE ONLY)	(16) MAILCLERK'S SIGNATURE		(17) POSTAL OFFICER SIGNATURE: (Only required until a Diary Number is obtained)

SCENARIO #3

- **Name: Lucky Slevin**
- **Rank: Cpl**
- **Company/Section: Alpha Co**
- **Deceased**
- **Special Instructions**
 - **SNM parents have been notified. Special instructions are to forward all mail to NOK Mary Johnson 123 Johnson Rd., Alexandria, VA 22314**
- **Postal Officer Name: 1st Lt Unit P. Officer**
- **Mail Clerk: Cpl Johnson, Troy card # 11-10**
- **Unit Diary #: 12345-10**
- **Date ran on Diary: 1 Nov 10**

been specifically requested by the individual or the TAD location is within geographic location of the command. The UMR must have documentation showing leave or TAD dates for all mail being held, if unavailable; use a Mail Disposition Form until documents are obtained.

22.2. Mail for personnel TAD greater than 30 days will be forwarded until 3 days prior to the designated return date if within the geographic location of the command. If the TAD location is outside the geographical area, forward the mail until the cut off date. This allows the individual to receive all forwarded mail prior to returning.

22.3. Mail for TAD personnel is forwarded only when there is certainty of delivery.

23. **Confined Personnel** Mail for confined personnel must be processed as follows:

23.1. Camp Pendleton Correctional Facility- Unit Mail Clerks are prohibited from using forwarding addresses that bare the indication of a correctional facility (i.e. Brig). Unit Mail Clerks will use Box 555226, Camp Pendleton CA 92055-5226 OR Miramar Suite A, PO Box 452136, San Diego, CA 92145-2136 for all mail that will be forwarded to personnel in the correctional facility with an Estimated Date of Arrival (EDA) next to the forwarding address.

23.2. In Hands of Civilian Authorities (IHCA) - Prior to forwarding mail the Unit Mail Clerk must verify the individual is still confined at the facility. When sufficient time exists for mail to be forwarded and delivered, place all mail for the confined individual into an official mail envelope addressed to the person in charge of the facility. Enclose a letter (Fig #14) of explanation from the command that includes instructions to return the mail to the Military Member's unit if undeliverable. Enclose a self address stamped envelope addressed back to the Military Member's unit.

Letter to accompany IHCA mail:

	UNITED STATES MARINE CORPS UNIT NAME BOX 555--- CAMP PENDLETON CA 92055-5---	1650 Origin Code 25 Aug 10
	From: Commanding Officer, _____ To: Warden of the Facility Subj: MAIL FOR PRIVATE JOE A. MARINE 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 the mail to this command by placing it 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 please notify the command via letter of the SNM new address. 2. The point of contact for this matter is (Unit Postal Officer Name and phone number). I. M. COMMANDING	

Figure #14

24. **Morning Report** The command must provide a daily copy of the morning report (Fig #15) to the UMR. The morning report will be reviewed for information pertaining to the UMR. Directory File Cards (DFC) will be annotated to reflect all pertinent information. Unit Mail Clerks will ensure the information pertaining to TAD, hospitalization, UA, IHCA, and confinement on the morning report is documented on the DFC. The Unit Mail Clerk

must initial each morning report entry to indicate the report has been worked. The morning reports must be 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. Supporting documentation can be maintained electronically on a computer in the UMR instead of hard copies.

RECEIVED: 080715
WORKED: 080716
WORKED BY: JOE MARINE

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			
<input type="checkbox"/>	LCPL ALLEN, CHADRECK L.	33060-A-MPOS	TAD	TAD (31 days or more)	01 Dec 2005	07 Jan 2006	
<input type="checkbox"/>	SSGT BANKS, JOSEPH H.	33060-A-MPOS	On Hand	Present for Duty			
<input type="checkbox"/>	PVT BRITTAIN, JAY L.	33060-A-MPOS	On Hand	Present for Duty			
<input type="checkbox"/>	LCPL CAVADA, MARIA J.	33060-A-MPOS	On Hand	Present for Duty			
<input type="checkbox"/>	CPL CHAPMAN, DAMIANO D.	33060-A-MPOS	On Hand	Present for Duty			
<input type="checkbox"/>	LCPL CORLEYTHOMAS, CORNELL D.	33060-A-MPOS	On Hand	Present for Duty			
<input type="checkbox"/>	CWO3 DARLING JR, DONALD J.	33060-A-MPOS	Leave	Leave (Annual)	14 Dec 2005	17 Dec 2005	
<input type="checkbox"/>	SGT ESKRIDGE, CHRISTOPHE K.	33060-A-MPOS	On Hand	Present for Duty			
<input type="checkbox"/>	LCPL FEINSTEIN, MITCHELL A.	33060-A-MPOS	On Hand	Present for Duty			
<input type="checkbox"/>	CPL FOOTMAN, JONATHAN S.	33060-A-MPOS	On Hand	Present for Duty			
<input type="checkbox"/>	SSGT FRANKLIN JR, CARLTON R.	33060-A-MPOS	On Hand	Present for Duty			
<input type="checkbox"/>	CWO2 GADDIS, MARY F.	33060-A-MPOS	On Hand	Present for Duty			
<input type="checkbox"/>	LCPL GATTAN, DANYELL E.	33060-A-MPOS	On Hand	Medical (limited Duty)	20 Apr 2005	16 Dec 2005	
<input type="checkbox"/>	CPL GARCIA, LEONARDO	33060-A-MPOS	On Hand	Present for Duty			
<input type="checkbox"/>	CPL GARCIA, TRINISY	33060-A-MPOS	On Hand	Present for Duty			

Figure #15

25. **Types and Classes of Mail** There are many ways in which an individual may send a package. Depending on the sender's needs and specifications it may be sent out with a variety of services. The MPO's also receive a variety of different kinds of mail everyday. The section below will go into detail about some of the many different classes of mail for further clarification.

25.1. Types and Classes of Mail.

25.1.1. Accountable Mail

25.1.1.1. **Express Mail** - (Fig #16) The fastest mail service offered by the US Postal Service. It provides guaranteed expedited service for any mailable matter.

EXPRESS MAIL
UNITED STATES POSTAL SERVICE®
POST OFFICE TO ADDRESSEE

* E U 6 6 2 2 6 6 8 7 0 U S *

ORIGIN (POSTAL USE ONLY)

PO ZIP Code _____ Day of Delivery Next Second Flat Rate Envelope

Date In _____ Postage \$ _____

Mo. Day Year 12 Noon 3 PM Return Receipt Fee \$ _____

Time In _____ Military 2nd Day 3rd Day Alpha Country Code _____

Weight _____ lbs. _____ ozs. COD Fee \$ _____ Insurance Fee \$ _____

No Delivery Weekend Holiday Acceptance Clerk Initials _____ Total Postage & Fees \$ _____

DELIVERY (POSTAL USE ONLY)

Delivery Attempt _____ Time _____ Employee Signature _____

Mo. Day AM PM _____ Employee Signature _____

Delivery Date _____ Time _____ Employee Signature _____

Mo. Day AM PM _____ Employee Signature _____

WAIVER OF SIGNATURE (Domestic Only) Additional merchandise insurance is void if waiver of signature is requested. I wish delivery to be made without obtaining signature of addressee or addressee's agent (if delivery employee judges that article can be left in secure location) and I authorize that delivery employee's signature constitutes valid proof of delivery.

NO DELIVERY Weekend Holiday _____ Customer Signature _____

CUSTOMER USE ONLY

METHOD OF PAYMENT
Express Mail Corporate Acct. No. _____ Federal Agency Acct. No. or Postal Service Acct. No. _____

FROM: (PLEASE PRINT) _____ PHONE () _____

TO: (PLEASE PRINT) _____ PHONE () _____

ZIP + 4 _____

PRESS HARD. You are making 3 copies. **FOR PICKUP OR TRACKING CALL 1-800-222-1811** www.usps.com **EMS**

Mailing Label
Label 11-B June 2002

Figure #16

25.1.1.2. Certified Mail - (Fig #17) A service that provides a record of delivery.



Figure #17

25.1.1.4. Insured Mail - (Fig #18) A service that provides insurance on merchandise against loss, damage or theft. This insurance covers \$201. up to \$5,000.



Figure #18

25.1.1.5. Registered Mail - (Fig #29) A service that provides the maximum security on highly valuable items, worth up to \$25,000. **Most secure means of mailing!** Also the slowest service due to mail being signed for at each location within the postal system.



Figure #19

25.1.1.7. Return Receipt for Merchandise - (Fig #20) A service that provides a mailing receipt at the time of mailing, and a signed, dated return receipt when delivered.



Figure #20

25.1.1.8. Signature Confirmation - (Fig #21) A service that ensures a signature from the person that receives the parcel. The proof of delivery is a letter with the signature of the recipient that can be faxed or mailed to sender upon request.



Figure #21

25.1.2 Additional Services

25.1.2.1. Insured Mail - (Fig #22) A service that provides insurance on merchandise against loss, damage or theft. This insurance covers \$1 up to \$200.



Figure #22

25.1.2.2. Delivery Confirmation - (Fig #23) A service that verifies when the parcel was delivered, delivery attempts, forwarding, or returns.



Figure #23

25.1.2.3. Restricted Delivery - A service that ensures mail is delivered to a specific individual only. Only the individual specified is authorized to sign for the mail.

25.1.2.4. Return Receipt - A service that provides proof that a package was delivered. A postcard will be returned to sender, signed by the person receiving the package.

25.1.3. First Class Mail - (including Priority Mail) Anythingailable: bills, invoices, personal correspondence and merchandise.

25.1.4. **Periodical** - Newsletters and magazines.

25.1.5. **Bulk Mail** - Is usually advertisements, circulars and newsletters. Standard mail must weigh less than 16 ounces. It is the cheapest way for businesses to send out large volumes of mail.

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

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

26.1. For Unit Mailrooms that have computers and Internet capabilities, the Manpower and Reserve Affairs Postal Section (MFP-3) has a program that is an internet based web site that provides assistance to the Unit Mail Clerks in processing the rework mail in the unit Mailroom.

**See Pages 26-31

Steps for MAPS/PALS Portal Request

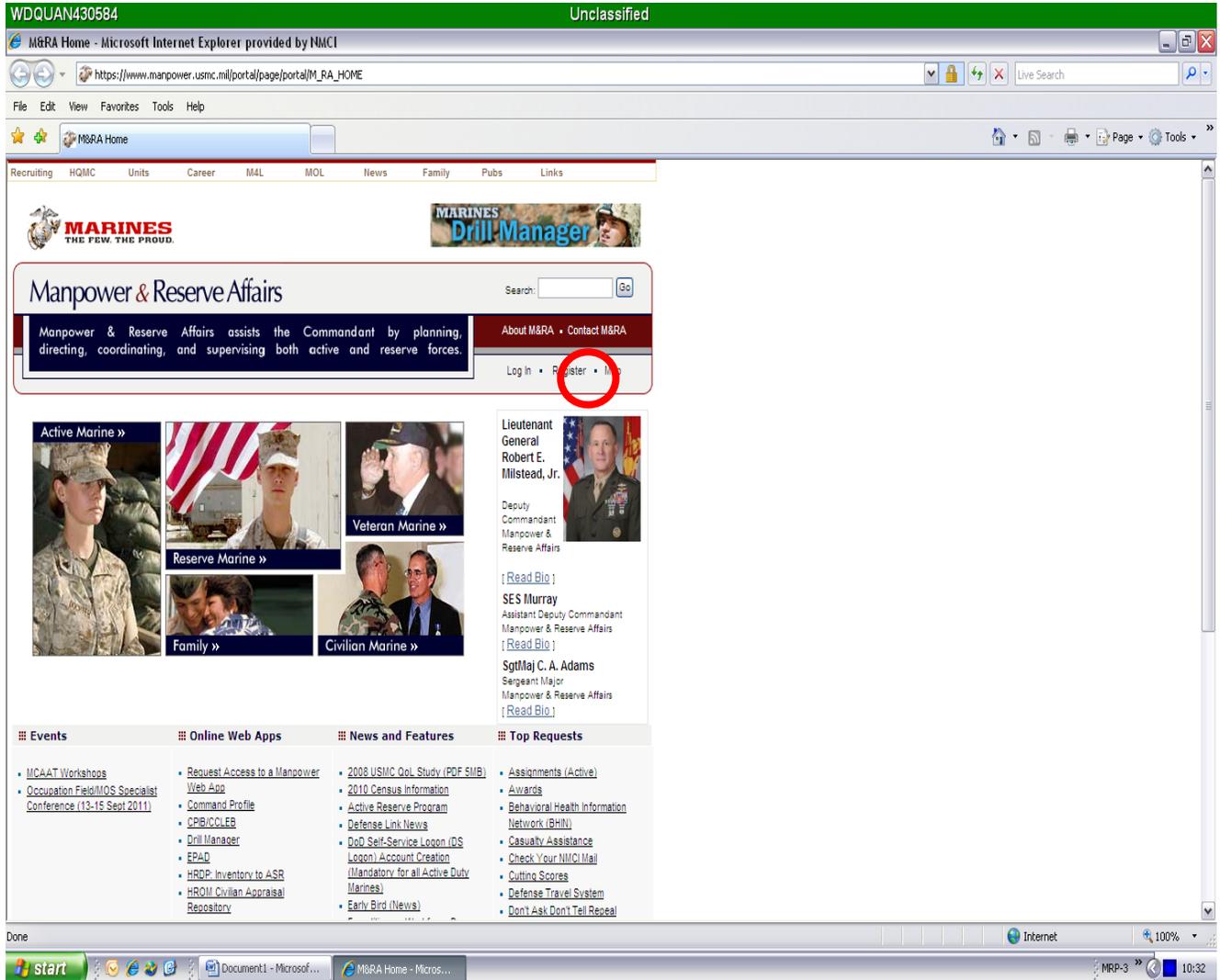
You must have a MAPS/PALS account created by contacting a SNCO at your servicing Military Post Office to ensure your account is processed correctly.

Have your ID (CAC) card inserted into the card reader.

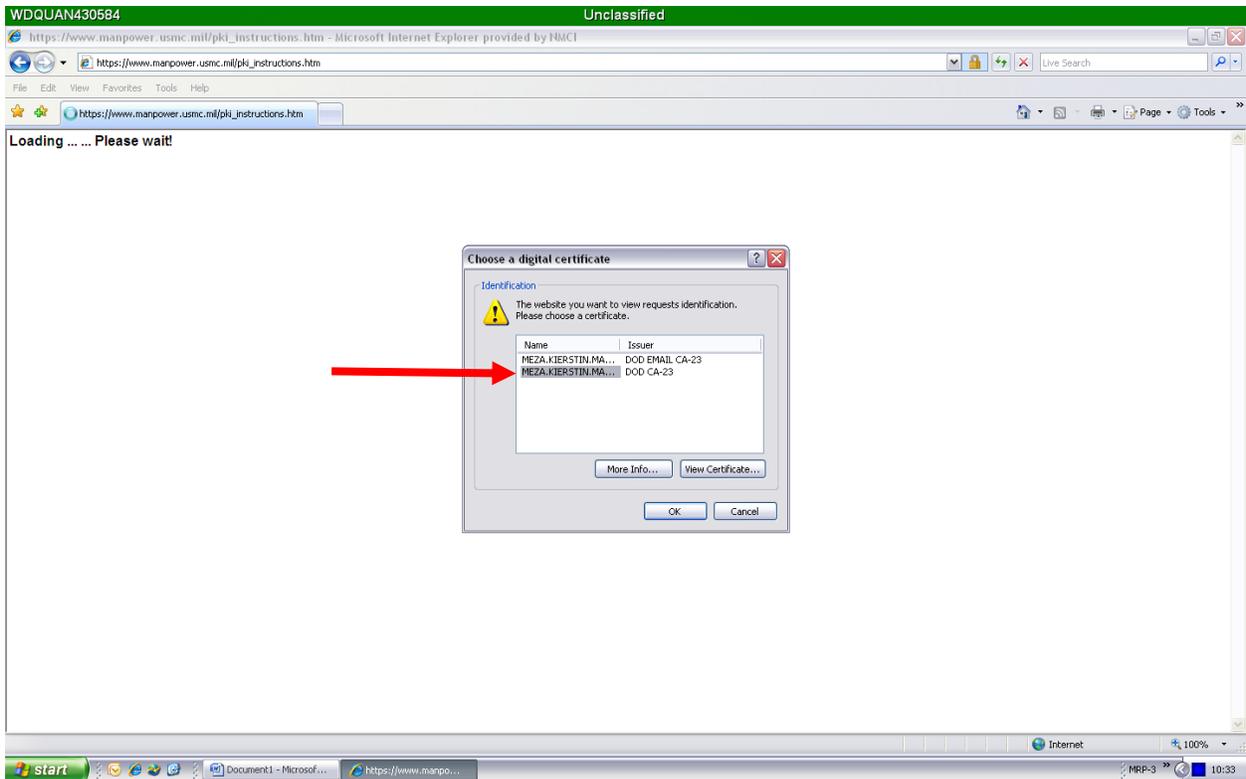
In order to access MAPS/PALS you must submit a portal request. The following steps will show you how to properly submit your request.

First you must access the Manpower & Reserve Affairs website: <https://www.manpower.usmc.mil>

In the Manpower & Reserve Affairs home page you will select the link titled Register.

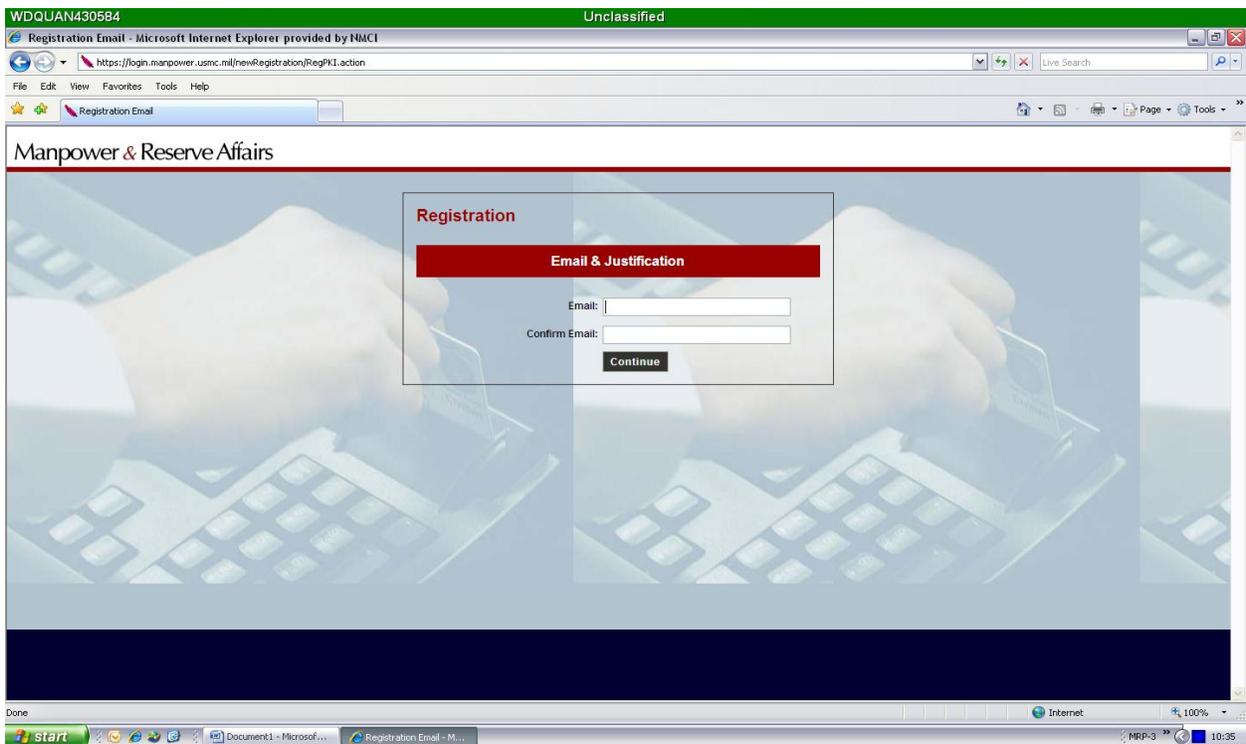


Ensure that you select the NON-EMAIL certificate. Click OK. Figure #24



Enter your official email address, select continue.

Figure #25



Select Manpower Portal Home.

Figure #26

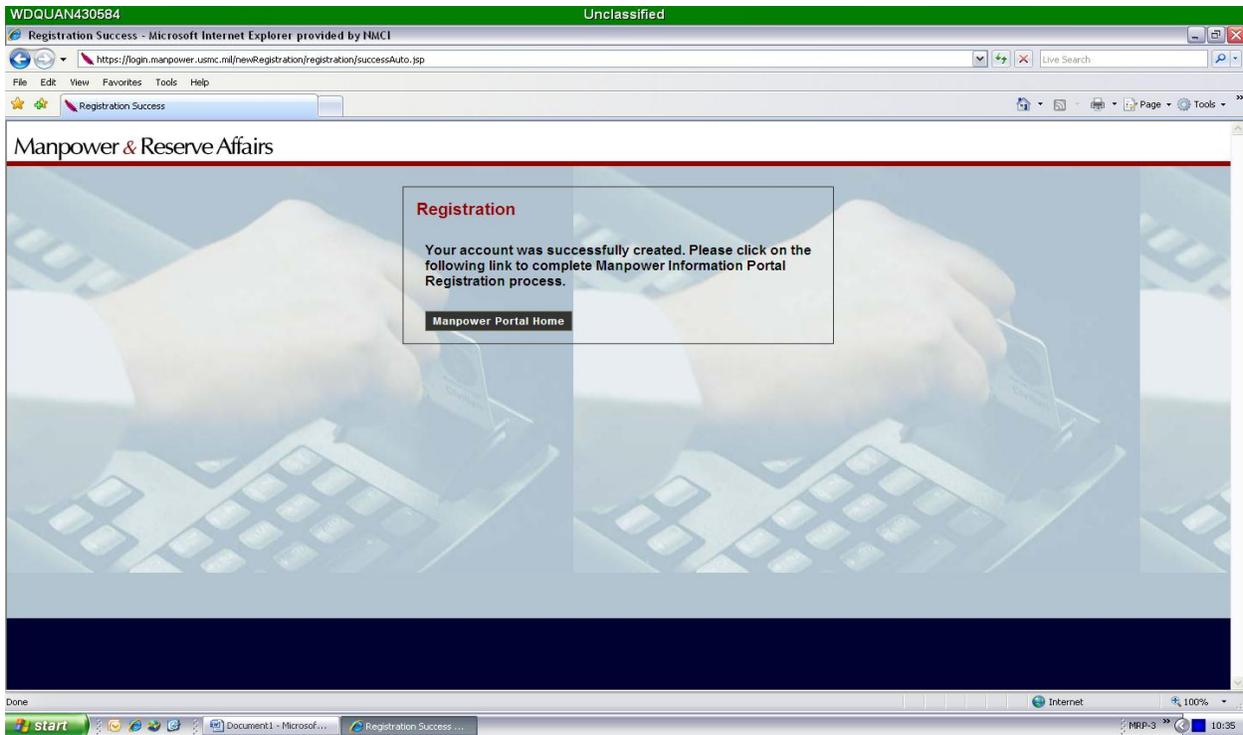


Figure #27

Select I Accept.

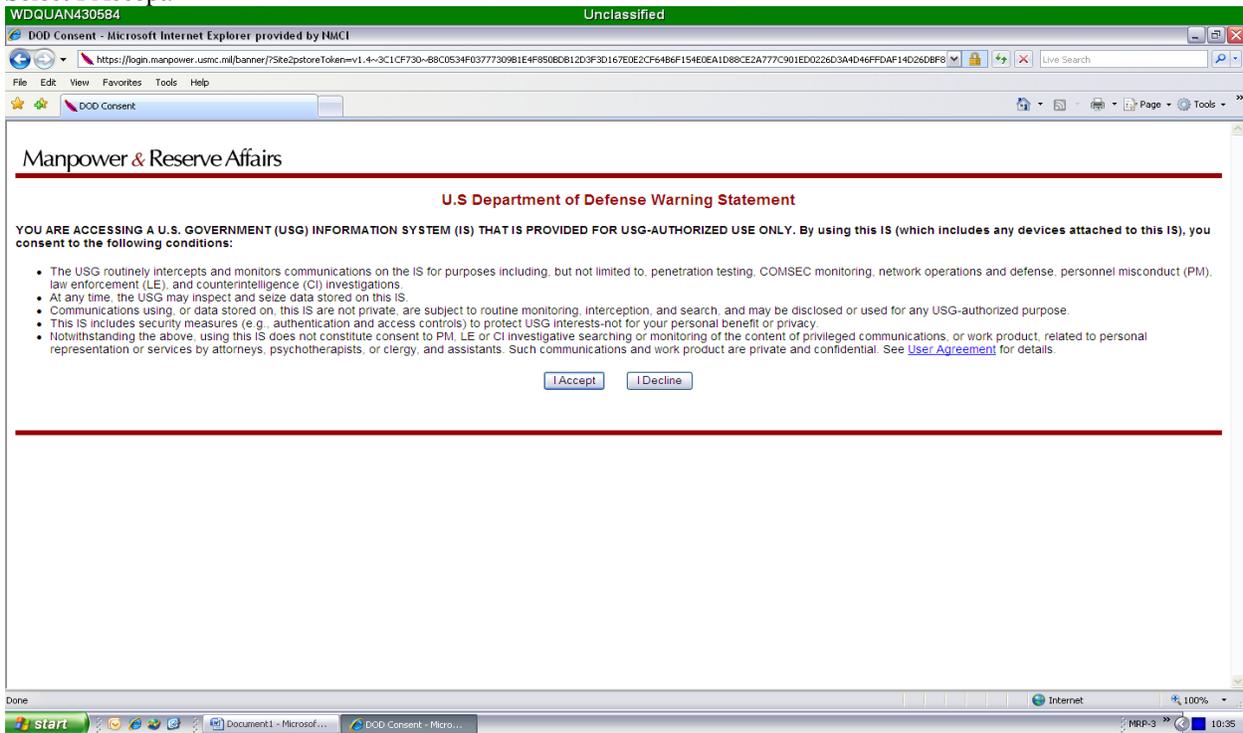
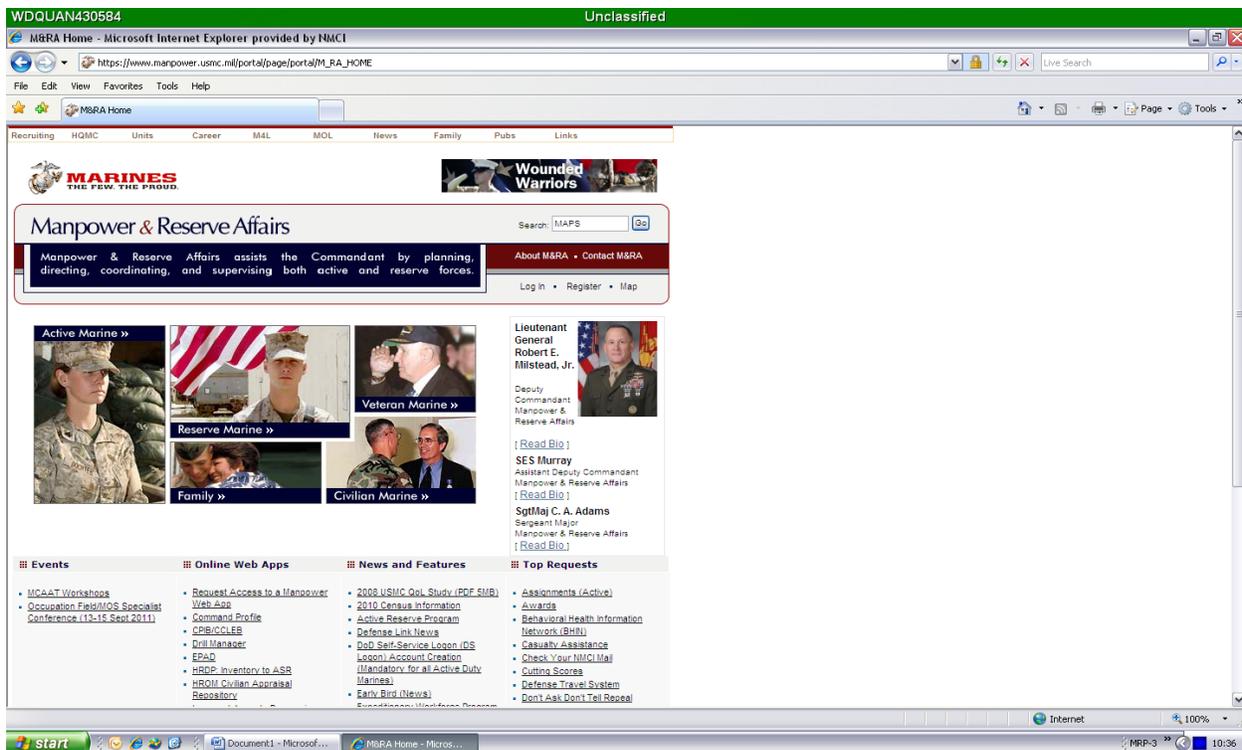


Figure #28

Once Email Verification is complete it will direct you back to the Manpower & Reserve Affairs homepage.



Scroll down to Top Requests, you will find the MAPS (Postal) link, select it.

Figure #29

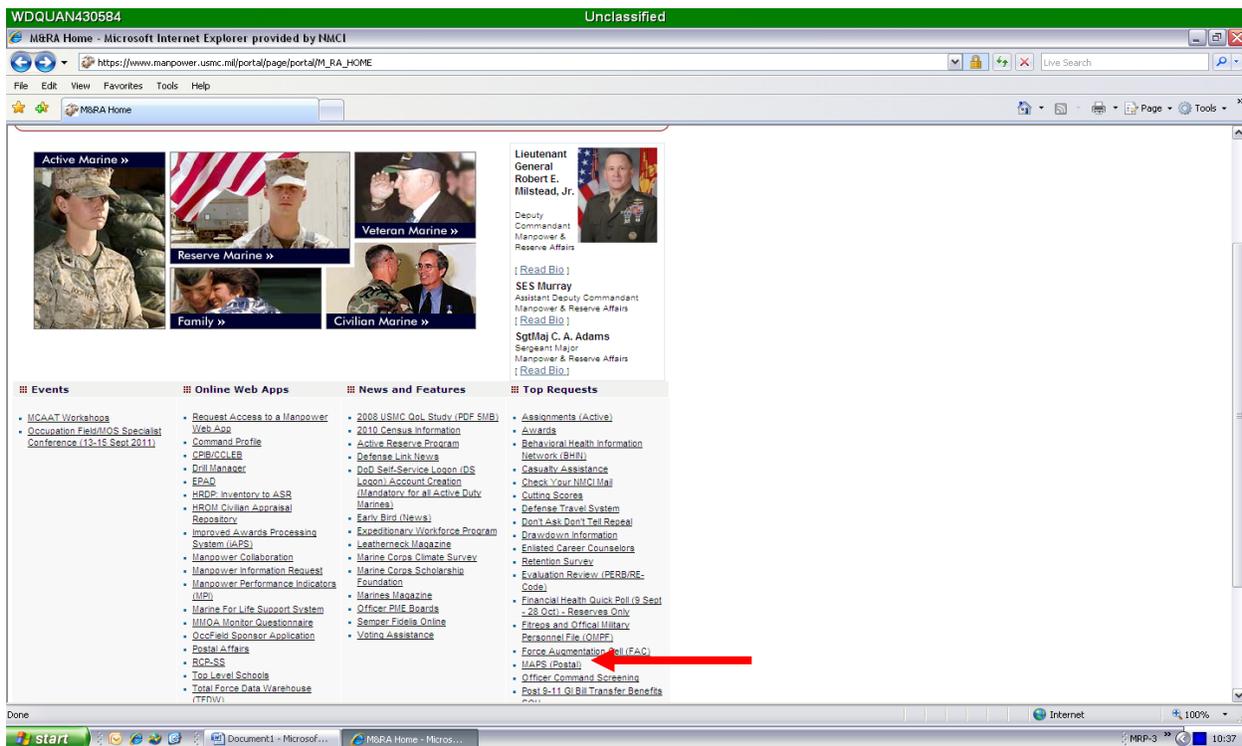
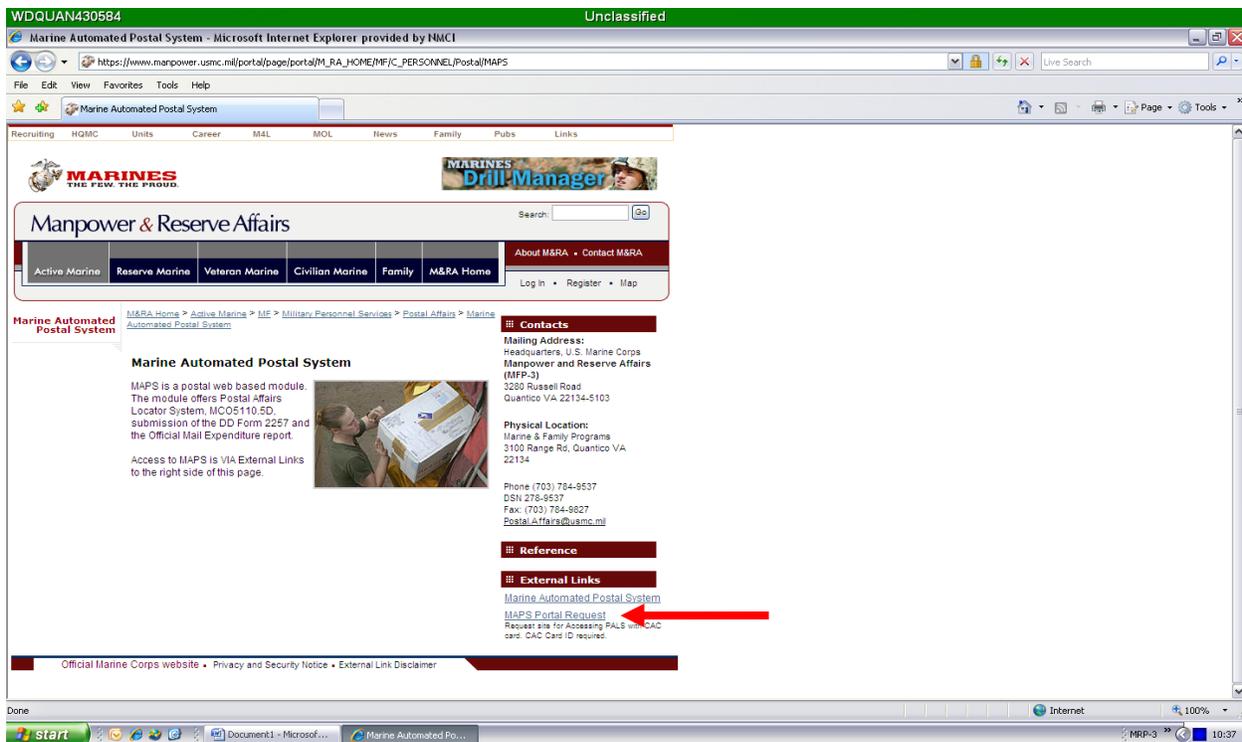


Figure #30

You will be directed to the Marine Automated Postal System page, under External Links select [MAPS Portal Request](#). *Note save this page to Favorites. Once you have access you will select the [Marine Automated Postal System](#) link to access PALS and process your mail.



Select I Accept.

Figure #31

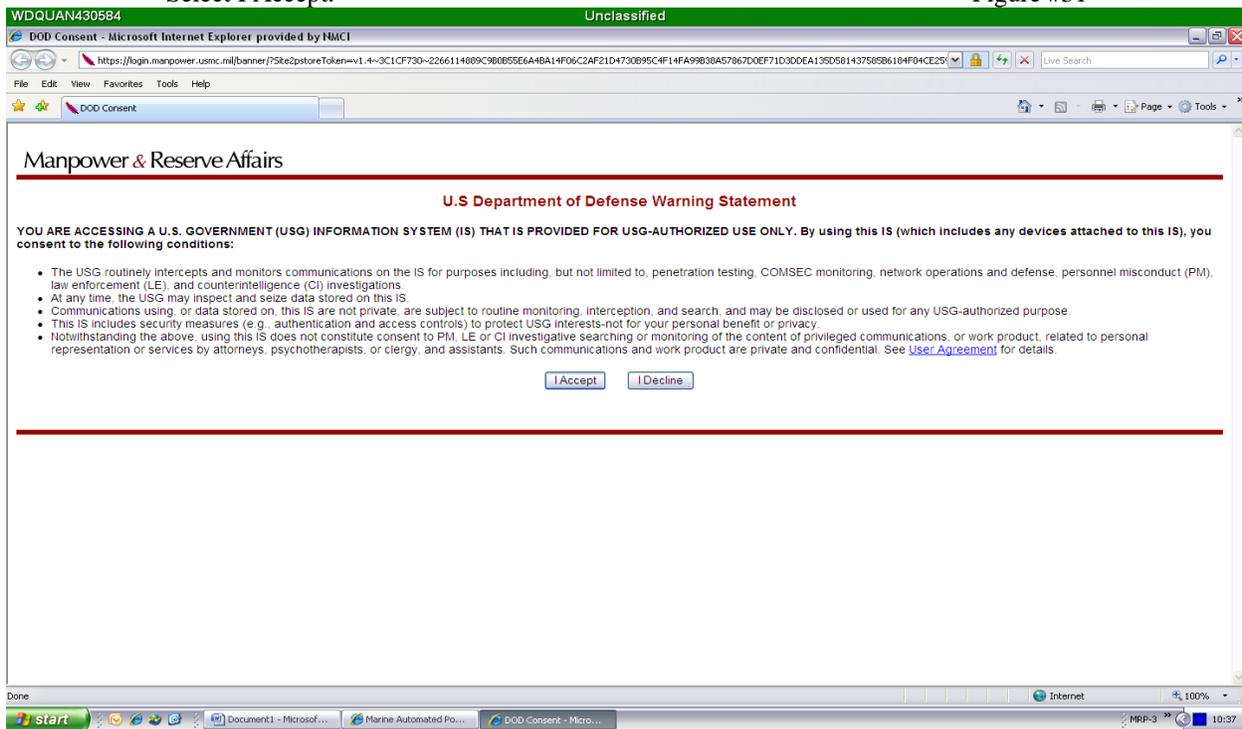


Figure #32

Next you must check the box, and enter justification for access to the MAPS/PALS website.

Justification must be as follows or it will be denied:

Mail Clerk/Unit/SSgt Marine

Postal Clerk/ SSgt Marine

Prior to submitting a portal request you must contact the servicing post office, the SNCO responsible for creating the account will be the SSgt (or higher) listed in the justification.

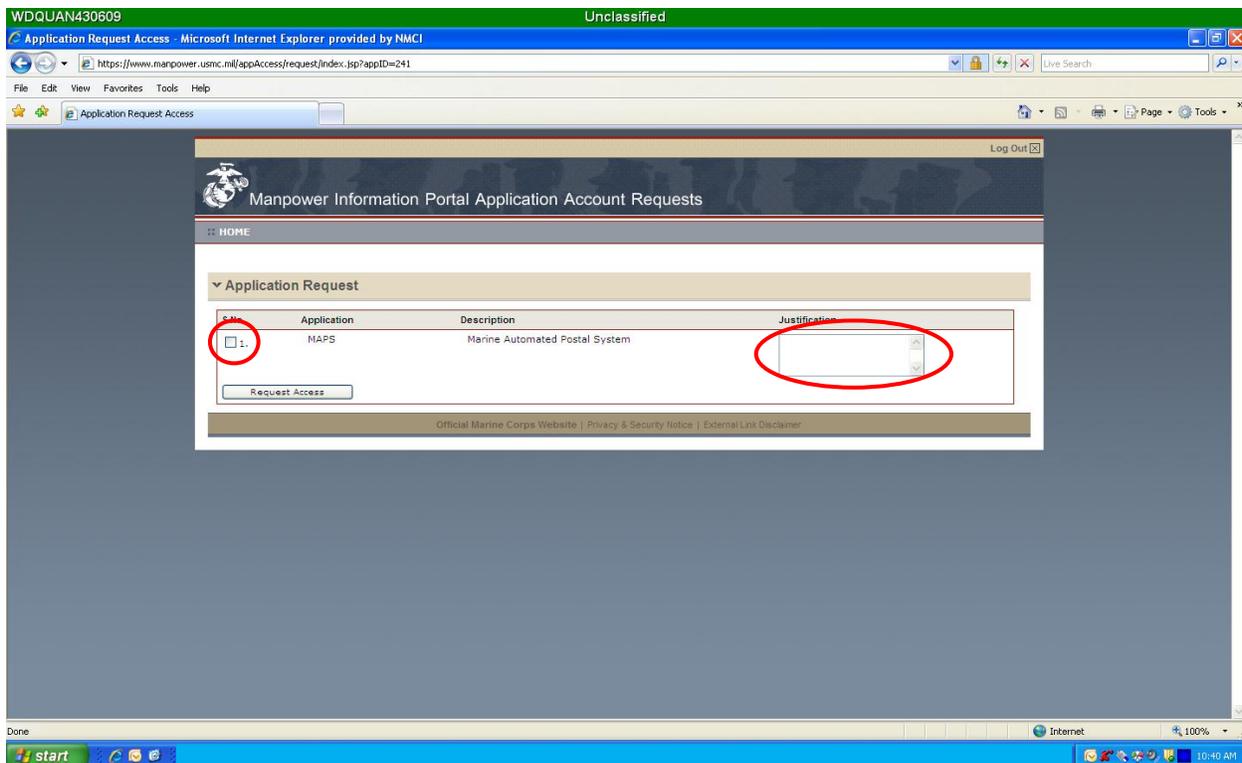


Figure #33

Once you have submitted your portal request you will receive an approval/denial email. If for any reason you are denied access, but access is required first contact the SNCO responsible for creating your account. Once approved, you should be able to access PALS right away however, please note that this is not always the case sometimes it can take a few hours to take effect. Any questions or problems may be directed to HQMC MFP-3: Sgt Meza, Kierstin M. meza.kierstin@usmc.mil Com 703-784-9537 DSN 94-278-9537

26.1.2. Here you have three types of searches

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

26.1.2.2.1. 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".

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

26.1.2.4. The **third** is by Former RUC/MCC. This is a listing of all the Marines that have transferred from the RUC/MCC you are searching.

26.2. **DYMO Label Writer** - DYMO Label Writers are purchased by the units from Serve Mart. The labels are provided by the serving MPO's free of cost. To print a label, click the box to put a check in it. Change the number to print more than one label. Click Print DYMO Labels and the selection will print. You may select more than one name to print.

27. **Change of Address Order (PS Form 3575)**

27.1.1. The Unit Mail Clerk will provide personnel checking **In** (Fig #34) and **Out** (Fig #35) of the unit with a Change of Address Order (PS Form 3575) for completion. Send the completed PS Form 3575 to the MPO each day when returning rework.

PS Form 3575 for Inbound Personnel

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER										OFFICIAL USE ONLY			
Please PRINT items 1-10 in blue or black ink. Your signature is required in item 9.										Zone/Route ID No.			
1. Change of Address for: (Read Attached Instructions)					2. Is This Move Temporary?					Date Entered on Form 3982			
<input checked="" type="checkbox"/> Individual (#5) <input type="checkbox"/> Entire Family (#5) <input type="checkbox"/> Business (#6)					<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					M M D D Y Y			
3. Start Date: (ex. 02/27/07)					4. If TEMPORARY move, print date to Discontinue forwarding: (ex. 03/27/07)					Expiration Date			
M M D D Y Y 0 4 0 5 0 7					M M D D Y Y					M M D D Y Y			
5a. LAST Name & Jr./Sr./etc										Clerk/Carrier Endorsement			
JAMES													
5b. FIRST Name and MI													
HARDCORE													
6. If BUSINESS Move, Print Business Name													
PRINT OLD MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX													
7a. OLD Mailing Address													
1 2 3 MARINE ROAD													
7a. OLD APT or Suite										7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate			
7c. OLD CITY													
ANYTOWN										7d. State CA 7e. ZIP 93616			
PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX													
8a. NEW Mailing Address													
BOX 555607													
8a. NEW APT/Ste or PMB										8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate			
8c. NEW CITY													
CAMP PENDLETON										8d. State CA 8e. ZIP 92055			
9. Print and Sign Name (see conditions on reverse)					10. Date Signed:					OFFICIAL USE ONLY			
Print JAMES HARDCORE					M M D D Y Y 0 4 0 5 0 7								
Sign JAMES HARDCORE					(ex. 01/27/07)								
PS FORM 3575 JANUARY 2007 Visit usps.com to change your address online or call 1-800-ASK-USPS (1-800-275-8777) 0107													

Figure #34

PS Form 3575 for Outbound Personnel

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER										OFFICIAL USE ONLY							
Please PRINT items 1-10 in blue or black ink. Your signature is required in item 9.																	
1. Change of Address for: (Read Attached Instructions)							2. Is This Move Temporary?										
<input checked="" type="checkbox"/> Individual (#5) <input type="checkbox"/> Entire Family (#5) <input type="checkbox"/> Business (#6)							<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No										
3. Start Date:			M	M	D	D	Y	Y	4. If TEMPORARY move, print date to Discontinue forwarding:			M	M	D	D	Y	Y
(ex. 02/27/07)			0	5	1	2	0	7	(ex. 03/27/07)								
5a. LAST Name & Jr./Sr./etc		JAMES															
5b. FIRST Name and MI		HARDCORE															
6. If BUSINESS Move, Print Business Name																	
PRINT OLD MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX																	
7a. OLD Mailing Address		BOX 555607															
7a. OLD APT or Suite		7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate															
7c. OLD CITY		CAMP PENDLETON							7d. State		CA		7e. ZIP			92055	
PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX																	
8a. NEW Mailing Address		PSC 561 BOX 0979															
8a. NEW APT/Ste or PMB		8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate															
8c. NEW CITY		FPO							8d. State		AP		8e. ZIP			96310	
9. Print and Sign Name (see conditions on reverse)										10. Date				OFFICIAL USE ONLY			
Print JAMES HARDCORE										Signed: (ex. 01/27/07)							
Sign <i>JAMES HARD CORE</i>										050507							
PS FORM 3575 JANUARY 2007 Visit usps.com to change your address online or call 1-800-ASK-USPS (1-800-275-8777) 0107																	

Figure #35

28. Directory File Card (DFC) (NAVMC 10572)

28.1. When personnel “Check In”, enter the following information on the Mail Directory File Cards (NAVMC 10572)(Fig #36).

28.1.1. **Block #1** Last name, first name, and middle initial.

28.1.2. **Block #2** (LAST 4) OK

28.1.3. **Block #3** Grade.

28.1.4. **Block #4** Unit joined from (complete address not required).

28.1.5. **Block #5** Date checked into the unit.

28.1.6. **Block #6** Unit and section to which assigned (or other local information, necessary to make sure of mail delivery).

#1	#2	#3	
NAME (Last First M Initial)	SSN	GRADE	DISCARD DATE (Mo., Yr)
DAVIS, JOHN A.	N/A	E5	
JOINED FROM	DATE	UNIT ASSIGNED	# 5
#4 29 PALMS CA 92278	20070725	B CO	
DROPPED (Wear duty station, home address etc. - complete address with EDA)			
#6			
SIGNATURE (Required)		DATE	UD NO. (Only if not signed)
MAIL DIRECTORY FILE CARD (6100) NAVMC 10572 (REV. 11-00) (EF) ENR 0103-LF-007-07 00 UAC 250 Per PWB [Previous editions are obsolete]			

Figure #36
(Check-In)

28.2. When personnel “Check Out”, enter the following information on Mail Directory File Card (NAVMC 10572). Civilian address (Fig #37) Military address (Fig #38)

28.2.1. **Block #7** Dropped (the full forward mailing address).

28.2.2. **Block #8** Signature (from the individual checking out).

28.2.2.1. Mail can only be forwarded to a civilian address when signed by the individual checking out (Mail can be forwarded to a Military Address without a signature).

28.2.3. **Block #9** Date (checking out).

28.2.4. **Block #10** Discard date (will be one year and one month past the date of checking out).

NAME (Last First Middle Initial) DAVIS, JOHN A.		SSN N/A	GRADE E5	DISCARD DATE (Mo., Yr) Sep 09 ← #10
JOINED FROM 29 PALMS CA 92278		DATE 20070725	UNIT ASSIGNED B CO	
DROPPED (Near duty station, home address etc. - complete address with EDA)				
#7 → 1966 Saddle Brook Dr Middletown VA 23645				
SIGNATURE (required) #8 → Signature			DATE 20 08 07 2	UD NO. (Only if no signature) #9
MAIL DIRECTORY FILE CARD (5118) NAVMC 10572 (REV. 11-04) (EF) GPO: 2005-1-007-0000 U.S. GOVERNMENT PRINTING OFFICE: 2005 Per PWS (Previous editions are also listed)				

Figure #37
(Individual Checks Out)

NAME (Last First Middle Initial) DAVIS, JOHN A.		SSN N/A	GRADE E5	DISCARD DATE (Mo., Yr) Sep 09 ← #10
JOINED FROM 29 PALMS CA 92278		DATE 20070725	UNIT ASSIGNED B CO	
DROPPED (Near duty station, home address etc. - complete address with EDA)				
#7 → EDA 050627 MAILS 12 UNIT 37161 FPO AP 96603-7161				
SIGNATURE (required) #8 →			DATE 20 08 07 2	UD NO. (Only if no signature) #9
MAIL DIRECTORY FILE CARD (5118) NAVMC 10572 (REV. 11-04) (EF) GPO: 2005-1-007-0000 U.S. GOVERNMENT PRINTING OFFICE: 2005 Per PWS (Previous editions are also listed)				

Figure #38
(Individual failed to check out, unit morning report is used to complete DFC)

28.3. When personnel leave the unit without checking out of the UMR then the following information must be annotated on the DFC (NAVMC 10572)(Fig #39).

28.3.1. **Block #7** Dropped (MLNA (Moved Left No forward Address) will be placed in the dropped box). **Exception: If morning reports shows a military address, then that address needs to be shown.** (As shown in Fig #30)

28.3.2. **Block #9** Date (will be the date of the morning report that reflects when the person checked out of the unit).

28.3.3. **Block #11** UD No (will be the **unit diary number** or date of the MR (Morning Report) for your unit that reflects *when* the individual left the unit).

NAME (Last First M Initial)		BEN	GRADE	DISCARD DATE (Mo., Yr)
DAVIS, JOHN A.		N/A	E5	Sep 09
JOINED FROM		DATE	UNIT ASSIGNED	
29 PALMS CA 92278		20070725	B CO	
UD NO.				
DROPPED (New duty station, home addresses etc. - complete address with EDA)				
#7	MLNA		#9	
SIGNATURE (required)		DATE	UD NO. (Only if not scheduled)	
		20 00002	MR	
MAIL DIRECTORY FILE CARD (6189) NAVIC 9872 (REV. 11-88) (EF)				
ENR: 01054-F-002-0700 UAC: 250 Per PWS [Permanence address are alternate]				

Figure #39

Practical Applications for the Mail Indoctrination Course

Directory File Card (Practical Application) (Inbound)

NAME (Last First Middle Initial)	SSN	N/R	GRADE	DISCARD DATE (Mo., Yr.)
JOINED FROM	DATE		UNIT ASSIGNED	
	UD NO.			
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)				

SCENARIO # 4

- Name: John A Davis
- Date: June 27, 2010
- Card #:22-10
- Old Command: Twenty-Nine Palms CA 92278
- New Command: B Co
- EDA: March 25, 2011
- Rank: Sgt
- Section: B Co
- Postal Officer Name: 1st Lt Unit P. Officer
- DOB: July 29, 1985

Practical Applications for the Mail Indoctrination Course

Directory File Card (Practical Application) (Outbound)

NAME (Last First Middle Initial)	SSN N/R	GRADE	DISCARD DATE (Mo., Yr.)
JOINED FROM	DATE	UNIT ASSIGNED	
	UD NO.		
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)			

SCENARIO # 5

- **Name: John A Davis**
- **Date: June 27, 2010**
- **Card #:22-10**
- **Old Command: Twenty-Nine Palms CA 92278**
- **New Command: B Co**
- **EDA: March 25, 2011**
- **Rank: Sgt**
- **Section: B Co**
- **Postal Officer Name: 1st Lt Unit P. Officer**
- **DOB: July 29, 1985**

28.4. Temporary change in status is recorded in the appropriate spaces on the back of the DFC card. All temporary changes such as (TAD), "Sick In Quarters" (SK), "Unauthorized Absence" (UA), "Confinement" (CONF), or "In Hand of Civilian Authorities" (IHCA) are entered (Fig #31) when applicable. Leave entries are not required, but may be desired by the command.

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

Figure #40

28.5. DFC's will be retained in the UMR for 12 months if personnel are attached to the unit for more than 6 months. DFC's will be retained in the UMR for 3 months if personnel are attached to the unit for less than 6 months.

Directory File Card (Practical Application) (TAD)

TEMPORARY STATUS (Tad, SK, UA, Conf, Ihca)	TO	FROM	TEMPORARY STATUS (Tad, SK, UA, Conf, Ihca)	TO	FROM
	DATE	DATE		DATE	DATE
	UD NO.	UD NO.		UD NO.	UD NO.

SCENARIO # 6

- Name: John A Davis
- Date: June 27, 2010
- Card #:22-10
- Old Command: Twenty-Nine Palms CA 92278
- New Command: B Co
- EDA: March 25, 2011
- Rank: Sgt
- Section: B Co
- Postal Officer Name: 1st Lt Unit P. Officer
- DOB: July 29, 1985
- TAD TO SNCOA Box 555104 Camp Pendleton, CA 92055-5104
- TAD dates: From-20100413/ To-100712

29. **Re-Addressing Letter Class Mail** Unit Mail Clerks will use a yellow gum label (labels can be obtained from regular supply channels) to annotate forwarding addresses. When the mail is brought to the serving MPO it must be in bundles as follows:

29.1. On Base

29.2. Off Base

29.3. Deployed

29.4. NR (No Record) - Person was never in the unit.

29.5. MS (Missent) - Sorted to the wrong unit.

29.6. MLNA - (Moved Left no Forwarding Address)

29.7 Bouncing Mail - Mail that went to a good address on base, then readdressed to a second unit on base, the second unit says that there is no record of the individual. When this happens the following procedures must be followed:

29.7.1. **Step 1:** The Unit Mail Clerk of the second unit must verify their unit's morning report to ensure the individual has not joined the unit in question. If the individual is with the unit, the Unit Mail Clerk will properly endorse the mail and update the units Directory File Cards'.

29.7.2. **Step 2:** If the individual has detached, further inquiry is necessary to see when and where the individual has been assigned.

30. **Forwarding of Civilian and Military Mail (Rework Letter Class Mail)** All rework mail must be properly marked to reflect the kind of mail it is.

30.1. EDA (Estimated Date of Arrival) mail – Used on military mail. The Unit Mail Clerks must write the correct forwarding address with an EDA below or to the right of the old address (Fig #41). The back of the envelope (Fig #42) will reflect in order:

- 30.1.1. FWD (forward)
- 30.1.2. Unit
- 30.1.3. Date
- 30.1.4. Unit Mail Clerks' DD Form 285 card number.

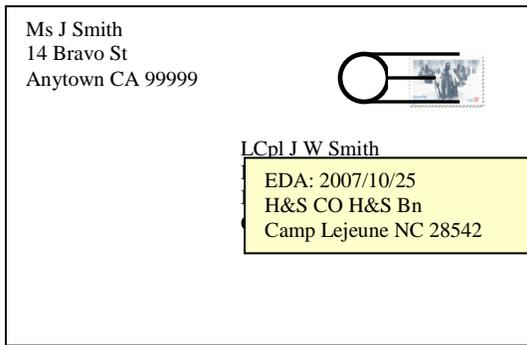


Figure #41

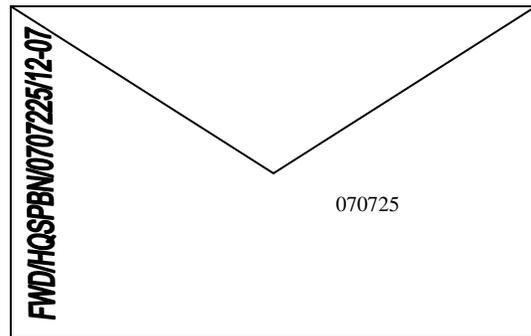


Figure #42

30.2. **Hospitalized** - If a member of the command is hospitalized, the Unit Mail Clerk will write the hospital's (Room number, Floor, Ward number, City, State and ZIP) below or to the right of the original address (Fig #43). The back of the envelope (Fig #44) will reflect in order:

- 30.2.1. FWD (forward)
- 30.2.2. Unit
- 30.2.3. Date
- 30.2.4. Unit Mail Clerks' DD Form 285 card number.

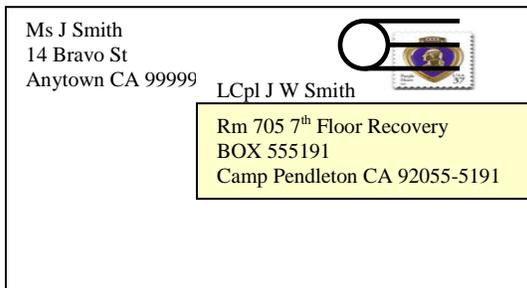


Figure #43

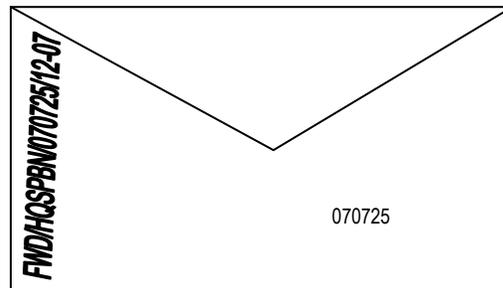


Figure #44

30.3. **MLNA** (Moved Left No Address) - If a member of the command did not provide a proper forwarding address and a new military address is not available, their mail will be returned to the serving MPO as shown in (Fig #45) and in (Fig #46). The front of the envelope is left as is and the back of the envelope will reflect in order:

- 30.3.1. MLNA
- 30.3.2. Unit
- 30.3.3. Date
- 30.4.4. Unit Mail Clerks' DD Form 285 card number.

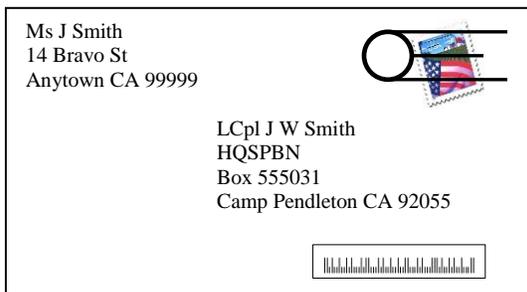


Figure #45

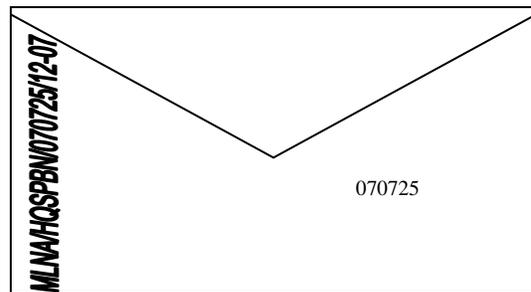


Figure #46

30.4. **NR** (No Record) - If the individual does not have a directory file card in the unit Mailroom with the proper forwarding address or the forwarding order has expired, mail will be returned to the servicing MPO as shown in (Fig #47) and in (Fig #48). The front of the envelope is left as is and the back of the envelope will reflect in order:

- 30.4.1. NR
- 30.4.2. Unit
- 30.4.3. Date
- 30.4.4. Unit Mail Clerks' DD Form 285 card number.



Figure #47

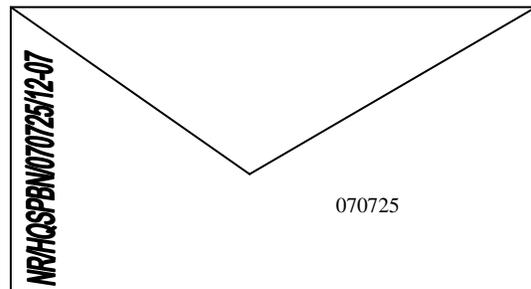


Figure #48

30.5. **MS** (Missent) - If the mail is missent to your unit, mail will be returned to the serving MPO as shown

in (Fig #49) and (Fig #50). The address on the front of the letter will be circled to reflect it was missent. The back of the envelope will reflect in order:

30.5.1. MS

30.5.2. Unit

30.5.3. Date

30.5.4. Unit Mail Clerks' DD Form 285 card number.

Note: If a bundle of mail is missent, return to serving MPO as a bundle with a post-it note indicating the discrepancy.

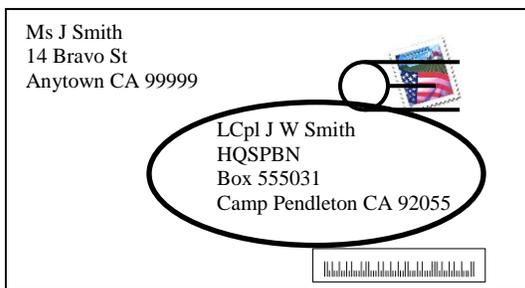


Figure #49

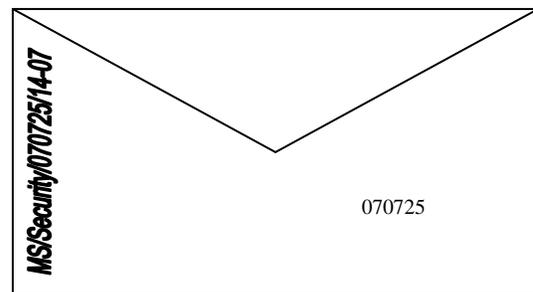


Figure #50

31. **Forwarding of Civilian and Military Mail (Rework Periodical Mail)** Magazines and newspapers will have no marking at all on the original mailing address. The proper procedures for reworking Forward, MLNA or NR periodical mail are as follows:

31.1. **EDA** (Estimated Date of Arrival) mail - All annotations will be placed on a yellow label on the address side of the periodical ensuring to **cover the old address**. (Fig #51). The only endorsement on the reverse side of the article will be the unit date stamp.

30.5.1. FWD

30.5.2. Unit

30.5.3. Date

30.5.4. Unit Mail Clerks' DD Form 285 card number.

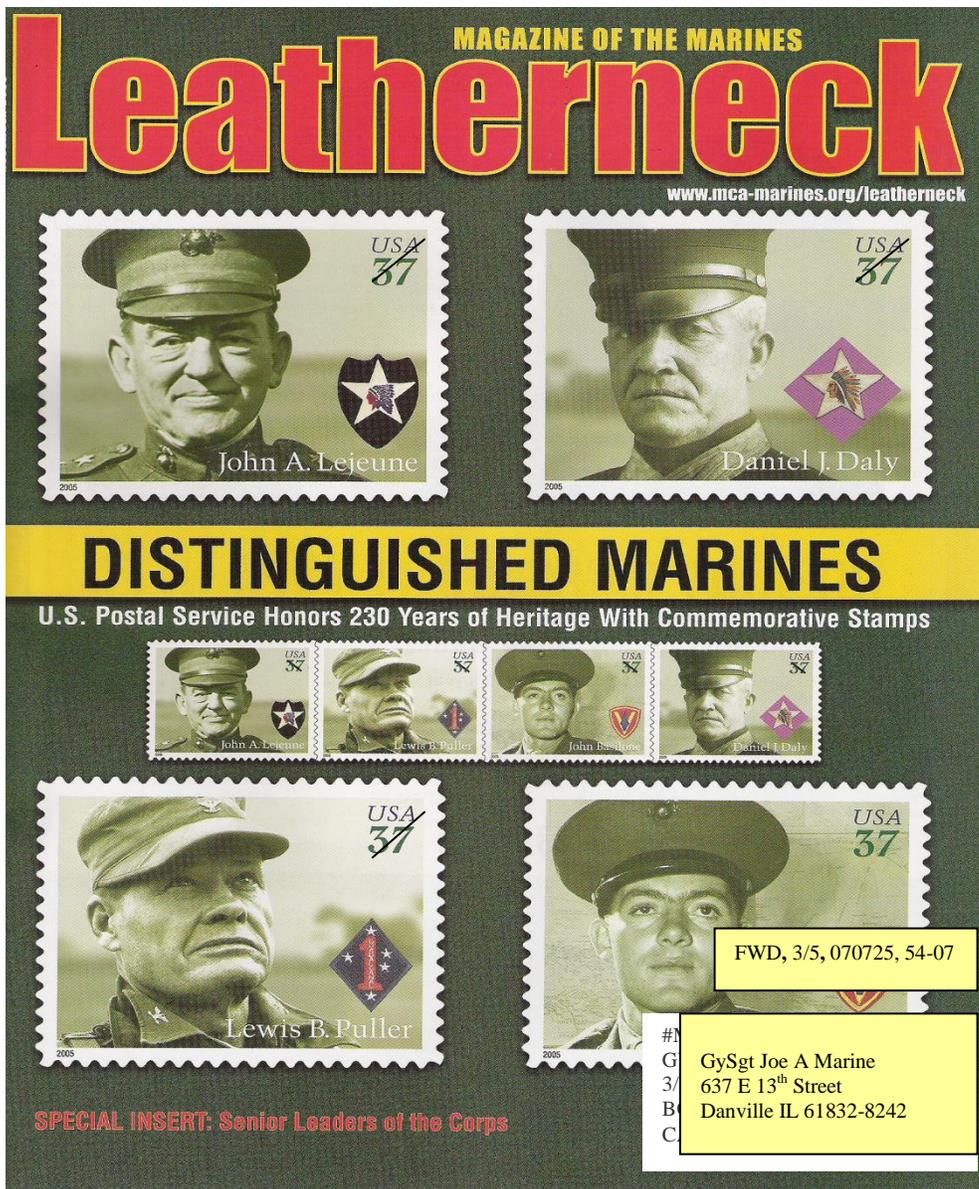


Figure #51

31.2. **MLNA & NR** - The proper procedure for reworking MLNA & N/R periodical mail will be reworked as follows (Fig #52): All annotations will be placed on a yellow label on the address side of the periodical ensuring to **cover the old address**. The only endorsement on the reverse side of the article will be the unit date stamp.

31.2.1. MLNA or NR

31.2.2. Unit

31.2.3. Date

31.2.4. Unit Mail Clerks' DD Form 285 card number.

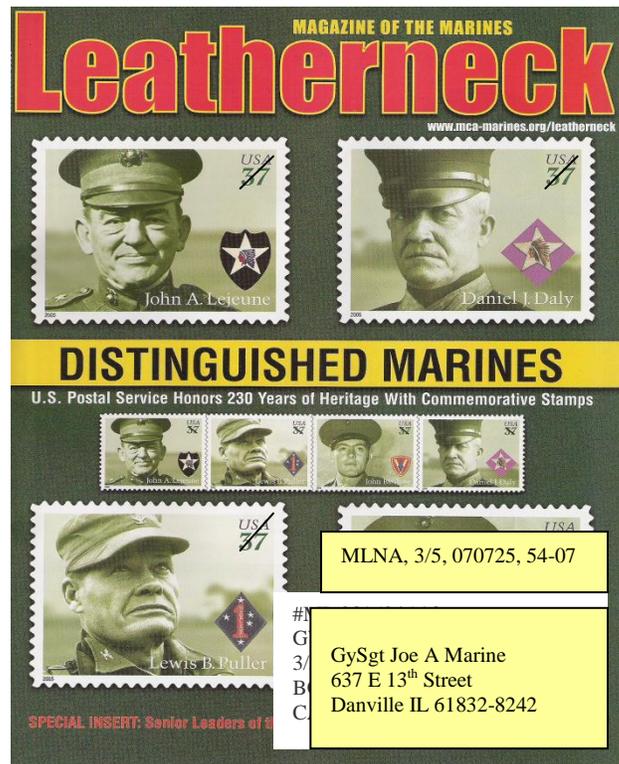


Figure #52

32. **Rework Mail**

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

32.2. Ensure the complete forwarding address is legible (Cities can not be abbreviated i.e. 29 Palms is not correct; the address should read Twenty-nine Palms).

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

32.4. Mail forwarded to “on base” addresses must contain: Unit title, box number, and **EDA** or **UJD**.

32.5. Ensure that proper endorsements are placed on the back of all rework mail; i.e., MLNA/NR/MS, Unit, Date reworked and DD Form 285 card number.

32.6. Separate rework mail into bundles.

32.6.1. On Base

32.6.2. Off Base

32.6.3. Deployed

32.6.3.1. Must have a Deployed Mail Cover sheet attached to each bundle of deployed mail.

32.6.3.2. Each bundle of letters should have 50 pieces of mail if volume is sufficient.

32.6.3.3. Each bundle of flats should have 10 pieces of mail if volume is sufficient.

32.6.4. NR

32.6.5. MS

32.7. **All mail must face in the same direction!**

32.8. All PS Forms 3849 will be delivered to the addressee. If not, they will be returned to the serving MPO with the proper annotation. i.e., TAD, LV, Due in, etc.

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

33.1. Any mail addressed to the Commanding Officer is delivered as official mail. All Official mail will be delivered to personnel designated in writing to receipt for, and open official mail, by the Commanding Officer on a Letter of Authorization (LOA).

33.2. The LOA (Letter of Authorization) (Fig #53) must be signed by the **current Commanding Officer**, and contain a sample signature of the individuals being 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 a new LOA.

33.2.1. Letters of Authorization must be maintained for a period of 2 years after cancellation in the UMR files.

33.2.2. Mail addressed to "Commander of" an individual must be delivered as Official Mail to the Commanding Officer or personnel authorized in writing by the Commanding Officer on the LOA. This mail must **not** be returned to the serving MPO as "No Record."



UNITED STATES MARINE CORPS
 UNIT NAME
 BOX 555---
 CAMP PENDLETON CA 92055-5---

1650
 Origin Code
 01 Jan 08

From: Commanding Officer, _____
 To: Personnel authorized to receipt for all Mail except Accountable.

Subj: PERSONNEL AUTHORIZED TO RECEIPT FOR ALL OFFICIAL MAIL ADDRESSED TO THE
 COMMANDING OFFICER.

1. You are authorized to receipt for all mail except personal accountable mail addressed to the (name of organization).

PRINT NAME

SIGNATURES

_____	_____
_____	_____
_____	_____
_____	_____

NOTE: THIS AUTHORITY SUPERSEDES ALL PREVIOUS AUTHORIZATIONS.

I. M. COMMANDING

Signed copy to:
 Unit Mail Clerk

Figure #53

34. **Official Accountable Mail**

34.1. Any mail addressed to the Commanding Officer with a special service attached (Registered, Insured, Certified, Express and Return Receipt for Merchandise) is delivered as Official Accountable Mail. Official Accountable Mail will be delivered to personnel designated in writing to receipt for and open all Official Accountable Mail addressed to the Commanding Officer.

34.2. The Letter of Authorization (Fig #54) must be signed by the **current Commanding Officer**, and contain a sample signature of the individuals being authorized. A single letter may authorize more than one individual; however, any changes to the authorization will require a cancellation of the previous letter and publishing of a new Letter of Authorization.

34.2.1. Letters of Authorization must be maintained for a period of 2 years after cancellation in the UMR files.



UNITED STATES MARINE CORPS
 UNIT NAME
 BOX 555---
 CAMP PENDLETON CA 92055-5---

1650
 Origin Code
 25 Aug 07

From: Commanding Officer, _____
 To: Personnel authorized to receipt for official mail

Subj: PERSONNEL AUTHORIZED TO RECEIPT FOR AND OPEN ALL OFFICIAL
 ACCOUNTABLE MAIL ADDRESSED TO THE COMMANDING OFFICER

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

PRINT NAME

SIGNATURES

_____	_____
_____	_____
_____	_____
_____	_____

NOTE: THIS AUTHORITY SUPERSEDES ALL PREVIOUS AUTHORIZATIONS.

I. M. COMMANDING

Signed copy to:
 Unit Mail Clerk

Figure #54

35. **Official Mail and Official Accountable Mail**

35.1. Authorization to receive and open all official and official accountable mail addressed to the Commanding Officer can be assigned on the same LOA.

35.2. The Letter of Authorization (LOA) (Fig #55) must be signed by the **current Commanding Officer**, and contain a sample signature of the individuals being 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 LOA.

35.2.1. Letters of Authorization must be maintained for a period of 2 years after cancellation in the UMR files.



UNITED STATES MARINE CORPS
 UNIT NAME
 BOX 555---
 CAMP PENDLETON CA 92055-5---

1650
 Origin Code
 25 Aug 07

From: Commanding Officer, _____
 To: Personnel authorized to receipt for official mail

Subj: PERSONNEL AUTHORIZED TO RECEIPT FOR AND OPEN ALL OFFICIAL AND OFFICIAL ACCOUNTABLE MAIL ADDRESSED TO THE COMMANDING OFFICER.

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

PRINT NAME

SIGNATURES

_____	_____
_____	_____
_____	_____
_____	_____

NOTE: THIS AUTHORITY SUPERSEDES ALL PREVIOUS AUTHORIZATIONS.

I. M. COMMANDING

Signed copy to:
 Unit Mail Clerk

Figure #55

36. Delivery of Official Mail

36.1. Official mail will be delivered as regular mail to the Unit Mail Clerks authorized to receive Official Mail from their serving MPO.

36.2. The Unit Mail Clerks must deliver official mail utilizing the Mail Orderly Receipt Log (Fig #56).

36.2.1. Time – Time of delivery of the official mail to an authorized agent assigned in writing by the Commanding Officer.

36.2.2. Card – The amount of official mail that is being delivered to an authorized agent.

36.2.3. Print Rank /Name – The rank and printed name of the authorized agent receiving the official mail.

36.2.4. Signature – Signature of the authorized agent receiving the official mail.

**ONLY AUTHORIZED MAIL ORDERLIES
CAN SIGN FOR MAIL!**

DATE

SECTION	TIME	CARD	PRINT RANK/NAME	SIGNATURE (LEGIBLE)
Official Mail	13:19	15	Cpl Johnson, A. W.	<i>Alex W. Johnson</i>
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 #56

37. Delivery of Official Accountable Mail from the Serving Military Post Office to the Unit Mail Clerk

37.1. Official accountable mail is delivered to the Unit Mail Clerk authorized to receipt for Official Accountable Mail from the serving MPO utilizing a PS Form 3883.

37.2. Before the Unit Mail Clerk signs for the official accountable the following must be checked:

37.2.1. Ensure all the official accountable mail article numbers are correct.

37.2.2. Ensure that the official accountable mail is not personal accountable mail.

37.2.3. Ensure that the PS Form 3883 does not have different special service. More than one article may be delivered on a PS Form 3883 as long as they are the same kind of special service.

37.2.4. Ensure the official accountable mail that you are receiving is not damaged or open. If it is, the serving MPO Postal Clerks must repair the package and make the correct annotations.

37.2.5. Ensure that the PS Form 3883 is properly completed.

37.3. Completing a PS Form 3883 (Fig #57).

37.3.1. Ensure a block is checked for the type of special service.

37.3.2. Mail for/Bill Number – Unit name and bill number; which is the number in sequence of delivery to the unit that calendar year.

37.3.3. Article Number – The number off of the special service sticker (Block(s) 1-17 of Fig #57).

37.3.4. Article Number – Received By- The Unit Mail Clerk must print his rank and name (Block 18 of Fig #57).

37.3.5. Article Number – Sign- The Unit Mail Clerk must sign name (Block 19 of Fig #57).

37.3.6. Date of Delivery – The date that the Unit Mail Clerk is signing for the articles. The date must match the serving MPO date stamp (APDS Chop).

37.3.7. Number of pieces described above – The number of articles listed on the PS Form 3883. The number and the number spelled out.

37.4. The PS Form 3883 contains three different colored sheets.

37.4.1. The white copy will be kept by the serving MPO.

37.4.2. The yellow copy will be the Unit Mail Clerks receipt and has to be kept on file in the UMR.

37.4.3. The pink copy can be thrown away.

Figure #57

38. Delivery of Official-Accountable Mail from the Unit Mail Clerk to an Authorized Agent

38.1. Official-accountable mail is delivered from the Unit Mail Clerk to a person authorized in writing on the Commanding Officer’s LOA to receive official accountable mail utilizing a PS Form 3883.

38.2. Before the person authorized in writing to receive official-accountable mail signs for the official accountable article(s) the following must be checked:

38.2.1. Ensure all the official accountable mail article numbers are correct.

38.2.2. Ensure that the official accountable mail is not personal accountable mail.

38.2.3. Ensure that the PS Form 3883 does not have different special service. More than one article may be delivered on a PS Form 3883 as long as they are the same kind of special service.

38.2.4. Ensure the official accountable mail that you are receiving is not damaged or open. If it is, the Unit Mail Clerk must repair the package and make the correct annotations before delivery.

38.2.5. Ensure that the PS Form 3883 is properly completed.

38.3. Completing a PS Form 3883 (Fig #58).

38.3.1. Ensure a block is checked for the type of special service.

38.3.2. Mail for/Bill Number – Unit and the bill number which is the number in sequence of delivery to authorized agents that calendar year. The Units' Bill Numbers go up in sequence and do not always match the Bill Numbers that the serving MPO used to deliver to the Unit Mail Clerk.

38.3.3. Article Number – The number off of the special service sticker (Numbers 1-17 of Fig #58).

38.3.4. Article Number – Received By- The person authorized in writing to receive official accountable mail must print their rank and name (Number 18 of Fig #58).

38.3.5. Article Number – Sign- The person authorized in writing to receive official accountable mail must sign name (Number 19 of Fig #58).

38.3.6. "Date of Delivery" – The date that the person authorized in writing (by signature) to receive official accountable mail signed for the mail; this must match the serving MPO date stamp (APDS Chop) to reflect that mail was not held over night in the UMR.

38.3.7. "Number of pieces described above" – The number of articles listed on the PS Form 3883. The number and the number spelled out.

38.3.8. After delivery to an authorized agent the Unit Mail Clerk must show the PS Form 3883 to the Unit Postal Officer, Unit Assistant Postal Officer or Commanding Officer for daily verification.

38.3.8.1. Daily verification is to ensure that the PS Form 3883 was properly completed and the articles were delivered to an authorized agent.

38.3.8.2. The authorized agent that signed for the articles can not be the same person doing the daily verification.

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"/> COD		<input type="checkbox"/> Signature Confirmation™ Service		<input type="checkbox"/> Return Receipt for Merchandise		<input checked="" type="checkbox"/> Registered	
Mail for/Bill Number Admin Section 15-04							
Article Number	Code	Office of Origin (International)	Article Number	Code	Office of Origin (International)		
1. RR 928 997 325 US	R		11.				
2.			12.				
3.			13.				
4.			14.				
5.			15.				
6.			16.				
7.			17.				
8.			18. Received By: Authorized Agent				
9.			19. Sign: Authorized Agent				
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 <i>UPO</i>	
Delivered By: <i>(Clerk/Carrier)</i> Cpl Unit Mail Clerk				ERM sites: send Form 3849 to CFS		Unit Postal Officer Int's	
Form 3849 Barcode Number				MRM sites: file Form 3849 with Form 3883			
PS Form 3883, February 2002							
◆ Follow proper scanning procedures for all articles.							
1- Delivery							

Figure #58

39. Delivery of Official-Accountable Mail from Unit Mail Clerk back to the Serving Post Office.

39.1. Upon returning to the unit Mailroom, the Unit Mail Clerk will attempt to deliver the Official-Accountable Mail to an authorized agent. If an authorized agent is not available to sign for the Official-Accountable Mail, then the accountable mail must be returned back to the serving Military Post Office before close of business the same day.

39.2. Official-Accountable mail can not be kept overnight in the UMR. It will be returned to the serving MPO in the following manner: (Fig #59)

39.3. Ensure the PS Form 3883 is properly filed out.

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

39.3.2. Article Number –The number off of the special service sticker (Numbers 1-17 of Fig #59).

39.3.3. Article Number – “Received By” The Postal Clerk at the serving MPO that is receiving the official-accountable mail must print their rank and sign name (Number 18 of Fig #59).

39.3.4. Article Number – “Sign” The Postal Clerk at the serving MPO that is receiving the official-accountable mail must sign name (Number 19 of Fig #59).

39.3.5. Date of Delivery – The date that the MPO is receiving the official accountable mail back from the mail clerk. This date must match the serving MPO date stamp (AP Chop) to reflect that mail was not held over night in the UMR.

39.3.6. Number of pieces described above – The number of articles listed on the PS Form 3883. The number and the number spelled out.

39.3.7. After delivering the official-accountable mail back to the MPO the Unit Mail Clerk must show the PS Form 3883 to the Unit Postal Officer, Unit Assistant Postal Officer or Commanding Officer for daily verification.

39.3.8 The PS Form 3883 white copy will be retained by the Unit Mail Clerk in the unit Mailroom. The yellow copy will be retained by the serving MPO. The pink copy can be disposed of.

United States Postal Service®
Firm Delivery Receipt for Accountable and Bulk Delivery Mail

5199 9990 0007 3924 2721

Certified Delivery Confirmation™ Express Mail® Recorded Delivery Return Receipt for Merchandise Signature Confirmation™ Mail for/Bill Number
 COD Service Insured Registered Return to Serving Post Office

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: Sgt Postal Clerk		
9.			19. Sign: Postal Clerk		
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. Postmark - Delivery Office

Delivered By: (Clerk/Carrier) Cpl Unit Mail Clerk ERM sites: send Form 3849 to CFS APDS After delivery Unit Postal Officers Int's MPO

Form 3849 Barcode Number MRM sites: file Form 3849 with Form 3883

PS Form 3883, February 2002 1- Delivery

Figure #59

40. **Official-Accountable Mail Broken Chain of Receipts**

40.1. A broken chain of receipts is when the Official-Accountable Mail changes hands without receipt.

40.2. The Unit Mail Clerk that receives the Official-Accountable Mail from the serving MPO must be the Unit Mail Clerk that delivers the accountable piece(s) to an authorized agent listed on the Commanding Officer's LOA.

40.2.1. The Unit Mail Clerk should not sign for the official-accountable mail from the serving MPO if no authorized agents will be available at the unit to receipt for the articles. The Unit Mail Clerk can sign for the official-accountable mail from the serving MPO the following day when an authorized agent will be available.

40.2.2. The Unit Mail Clerk that signs for the official-accountable mail from the serving MPO must be the Unit Mail Clerk to deliver the official-accountable mail to an authorized agent. The Unit Mail Clerk that signs for the official-accountable mail from the serving MPO can deliver the official-accountable mail to another Unit Mail Clerk in that same unit utilizing a PS Form 3883. Then that Unit Mail Clerk can deliver the official-accountable article to an authorized agent. This is acceptable because there is always a chain of receipts between authorized agents to handle and receipt for the official-accountable mail.

40.2.3. A chain of receipts will cover all Official-Accountable Mail from acceptance through delivery to authorized agent. The Unit Mail Clerk must be able to account for all Official-Accountable Mail either by producing the article or by showing delivery of the article to an authorized agent utilizing a PS Form 3883.

41. **Personal Accountable Mail at the Serving Military Post Office**

41.1. Delivery - The serving MPO will prepare a PS Form 3849 (Delivery Notice/Reminder/Receipt) (Fig #60-61) and hand-deliver them to the Unit Mail Clerks during Mail Call. The Unit Mail Clerks will deliver the PS Form 3849 with the sections mail to the Section Mail Orderlies who will then deliver the PS Form 3849 to the individual it is addressed to.

Practical Applications for the Mail Indoctrination Course

PS FORM 3883 (TRIPLICATE) (PRACTICAL APPLICATION)

United States Postal Service® Firm Delivery Receipt for Accountable and Bulk Delivery Mail			5199 9990 0007 9672 7384				
<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"/> Registered	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Signature Confirmation™ Service	Mail for/Bill Number
Article Number	* Code	Office of Origin (International)	Article Number	* Code	Office of Origin (International)		
1.			11.				
2.			12.				
3.			13.				
4.			14.				
5.			15.				
6.			16.				
7.			17.				
8.			18.				
9.			19.				
10.			20.				
* CODE: DC = Received in Damaged Condition. R = Return Receipt Requested. RS = Returned to Sender.							
Date of Delivery	Number of pieces described above		Recipient signs Form 3849.		Postmark – Delivery Office		
Delivered By: (Clerk/Carrier)			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.							
PS Form 3883, February 2002					2- Office		
◆ Follow proper scanning procedures for all articles.							
PS Form 3883, February 2002					3-Customer		
◆ Follow proper scanning procedures for all articles.							

SCENARIO #7

- Article #:
 - RR 304 567 143
 - RA 522 541 132
- Mail Clerk: Yourself
- Date: 101110
- Authorized Agent: 1stLt John Blair
- Postal Officer: 1stLt John Blair
- Assistant Postal Officer: GySgt Tim Jones

Front of PS Form 3849

United States Postal Service Sorry We Missed you! We Redeliver for You		Today's Date 20070928	Sender's Name STATE ZIP CODE
Item is at: <input type="checkbox"/> Post Office (See back) <input checked="" type="checkbox"/> <u>14 Area</u>	Available for Pick-up After M,T,T,F 0900-1600 W 0900-1200 Date:	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) ____ Express Mail (We will attempt to deliver on the next delivery day unless you call the post office to hold it) ____ Certified ____ Recorded Delivery ____ Firm Bill ____ Registered ____ Insured ____ 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 \$		Customer Name and Address JOE SMITH HQ SPT BN MCB BOX 555031	
<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 #60

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 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.	
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign For You: 	
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	Delivery Section
	Signature
	Printed Name
	Delivery Address
	 1234 5678 3455 1966
Ps Form 3849 , October 1998 (Reverse)	

Figure #61

41.2. Readdress - Directory service for PS Form 3849. On the reverse side of the PS Form 3849 endorse the reason for directory service (FWD/NR/MLNA)/ Unit name/ Date/ Clerk Card Number. If forwarding, a complete forwarding address must be provided (Fig #62-63).

Front PS Form 3849 (FWD)

United States Postal Service Sorry We Missed you! We Redeliver for You		Today's Date 20070928	Sender's Name STATE ZIP CODE
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 \$	Notice Left Section Customer Name and Address JOE SMITH HQ SPT BN MCB BOX 555031	
<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 #62

Back of PS Form 3849 (FWD)

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 on

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/070928/54-07
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 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
Ps Form 3849 , October 1998 (Reverse)	 1234 5678 3456 1966

Figure #63

41.3. Do not hold PS Form 3849's in the unit Mailroom for more than two days. The PS Form 3849 must be delivered to the addressee or returned back to the serving MPO with a reason of non-delivery. (Leave/TAD with address/Hosp. /IHCA) (Fig #64)

Back of PS Form 3849 (LV)

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 on

<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 20071030</p> <p>Leave/HQSPBN/070928/54-07</p>	
	<p>Delivery Section</p>	
<p>2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign For You: </p>	Signature	
<p>3. <input type="checkbox"/> Redeliver (Enter day of week):</p> <p>(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)</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>	Printed Name	
	Delivery Address	
		 1234 5678 3456 1966

Ps Form 3849, October 1998 (Reverse)

Figure #64

42. **LOI for Handling Personal Accountable Mail in the Unit Mailroom** – All instructions are written within the LOI dated 1 May 2012 (Fig #65)



UNITED STATES MARINE CORPS
CONSOLIDATED POST OFFICE MARINE
CORPS BASE
BOX 555001
CAMP PENDLETON CA 92055-5001

IN REPLY REFER TO
5110
1 May 12

From: I MEF Postal Officer, Consolidated Post Office, Marine Corps Base
To: Unit Mailroom, 22 Area (Sup Bn, 1st Med Bn, CLR-15)
Unit Mailroom, 23 Area (MCAS Camp Pendleton)
Unit Mailroom, 24 Area (Base Brig)
Unit Mailroom, 31 Area (ACU-5, MCTSSA and WFT Bn)
Unit Mailroom, 32 Area (3rd LAAD, MASS-3 and MACS-1)
Unit Mailroom, 52 Area (School of Infantry)
Unit Mailroom, 1st Dental Battalion
Unit Mailroom, Wounded Warrior Battalion

Encl: (1) Template 1, PS Form 3849, Unit Mailroom (First Notice)
(2) Template 2, PS Form 3849, Unit Mailroom (Second/Final Notice)
(3) Template 3, PS Form 3849, Unit Mailroom (Delivery)
(4) Template 4, PS Form 3849, Unit Mailroom (Forwarding)
(5) Template 5, PS Form 3849, Unit Mailroom (Refused)
(6) Example of DD Form 285 for unit mail clerk authorized to receipt for personal accountable mail.

Subj: **LETTER OF INSTRUCTION (LOI) FOR HANDLING PERSONAL ACCOUNTABLE MAIL INSIDE THE UNIT MAILROOM.**

1. Due to the geographical isolation, distance and location of some of the unit mailrooms to their serving military post office, Marines and sailors have found it difficult to go pick up their personal accountable mail, which in times includes important and time sensitive documentation (such as airplane tickets). Because of this, the I MEF Postal Officer has authorized the handling, processing and delivery of personal accountable mail, to selected commands, thru the unit mailroom.

The only commands authorized to use this Letter of Instruction (LOI) are:

- 1) Box 555071 School of Infantry (SOI)
- 2) Box 555081 Infantry Training Battalion (ITB)
- 3) Box 555091 Marine Combat Training (MCT)
- 4) Box 555151 Headquarters and Headquarters Squadron (H&HS)
- 5) Box 555161 Assault Craft Unit 5 (ACU-5)
- 6) Box 555171 Marine Corps Systems Support Activity (MCTSSA)
- 7) Box 555181 Weapons Field Training Battalion (WFT Bn)
- 8) Box 555195 Wounded Warrior Battalion West (WWBN-W)
- 9) Box 555218 Center for Naval Aviation Technical Training (CNATT)
- 10) Box 555226 Base Brig

Subj: LETTER OF INSTRUCTION (LOI) FOR HANDLING PERSONAL ACCOUNTABLE MAIL
INSIDE THE UNIT MAILROOM.

- 11) Box 555627 1st Supply Battalion (1st SUP Bn)
- 12) Box 555657 1st Medical Battalion (1st MED Bn)
- 13) Box 555717 MEU Service Support Group 15 (MSSG-15)
- 14) Box 555741 Combat Service Support Group 15 (CSSG-15)
- 15) Box 555750 Marine Air Group 39 (MAG-39)
- 16) Box 555761 Marine Air Logistics Squadron 39 (MALS 39)
- 17) Box 555781 Marine Light Attack Helicopter 169 (HMLA-169)
- 18) Box 555791 Marine Light Attack Helicopter 267 (HMLA-267)
- 19) Box 555801 Marine Light Attack Helicopter 367 (HMLA-367)
- 20) Box 555815 Marine Light Attack Helicopter 469 (HMLA-469)
- 21) Box 555811 Marine Light Attack Helicopter 369 (HMLA-369)
- 22) Box 555821 Marine Air Control Squadron 1 (MACS-1)
- 23) Box 555831 Marine Air Support Squadron 3 (MASS-3)
- 24) Box 555841 3rd Low Altitude Air Defense (3rd LAAD)
- 25) Box 555851 Air Traffic Control, Detachment A (ATC Det A)
- 26) Box 555861 Marine Wing Support Squadron 372 (MWSS-372)
- 27) Box 555881 Marine Helicopter Training 303 (HMT-303)
- 28) Box 555891 Marine Light Attack Helicopter 775 (HMLA-775)
- 29) Box 555901 Marine Air Group 46, Detachment A (MAG 46, Det A)
- 30) Box 555911 Marine Medium Helicopter Training 164 (HMM-164)
- 31) Box 555921 Marine Medium Helicopter 268 (HMM-268)
- 32) Box 555931 Marine Medium Helicopter 364 (HMM-364)

Within this LOI, the term "personal accountable mail" refers to express mail, numbered insured, certified, signature confirmation and return receipt for merchandise. **Registered mail** (personal only) **WILL NOT** be handled by the unit mail clerk or held in the unit mailroom. Registered mail (personal) will continue to be delivered to the addressee by the serving military post office.

2. The handling of personal accountable mail, except personal registered mail to the members of the command thru their unit mailroom will be a significant enhancement to the good morale and quality of life of our Marines and sailors.

3. Question concerning this LOI can be addressed to the I MEF Postal Officer at 763-1196 or 725-5713 or email at smbpendletonpostoffice@pendleton.usmc.mil.

43. **Procedures Used to Transport Mail by Government Vehicle off Base**

43.1. In accordance with the agreement between the United States Postal Service (USPS) and the Department of Defense dated Feb 1980, all mail in CONUS will be transported between military installations by USPS. This is the most secure and strongly recommended way to have the unit's mail transported.

43.2. On a case-by-case basis, authorization may be requested by the command to transport deployed mail by Government Operated Vehicle (GOV) off of Camp Pendleton through the Consolidated Post Office, I MEF Postal Officer.

43.3. The following guidance is provided to the Unit Commanding Officer for transportation of mail by government vehicle for those individuals off Camp Pendleton conducting some type of training or operation.

43.3.1. If the command is providing a daily admin run from Camp Pendleton to area of operation, the command may wish to request through the Consolidated Post Office, I MEF Postal Officer, authorization to transport mail via Government Vehicle (GOV). The Unit Commanding Officer assumes all responsibilities for the safe delivery of mail.

43.3.2. If authorized by the Unit Commanding Officer and Consolidated Post Office, I MEF Postal Officer the following steps must be taken:

43.3.2.1. A letter from the Unit Commanding Officer must be submitted to Consolidated Post Office, I MEF Postal Officer by e-mail MCBCAMPENPOSTAL@USMC.MIL, Fax (725-5184) or hand delivered.

43.3.2.2. If approved, all the mail for the Marines deployed will be bundled up with a completed Deployed mail cover sheet in duplicate.

43.3.2.3. A Marine appointed in writing by the Unit Commanding Officer, will transport the mail to the Consolidated Post Office (Bldg 16840).

43.3.2.4. When the mail is presented at the Consolidated Post Office it must be verified by a Postal Clerk for proper piece count. A deployed mail cover sheet must be date stamped, and signed by the Postal Clerk verifying the information on the deployed mail cover sheet.

43.3.2.5. The total count of mail will be indicated on a mail manifest (Mail Manifest OPNAV 5110/9), the manifest will be completed in triplicate.

43.3.2.6. The mail will then be put into a mail bag.

43.3.2.7. The mail bag will then be sealed closed with a numbered seal by a Postal Clerk.

43.3.2.8. The seal number will be indicated on the mail manifest by the Postal Clerk.

43.3.2.9. The Postal Clerk will sign the **dispatching clerk** block of the manifest.

43.3.2.10. The Postal Clerk will fill in the **mode** block with GOV.

43.3.2.11. The Marine responsible for the delivery of the mail will sign the **signature/date** block in the lower left hand corner. The Marine will receive two copies of the mail manifest.

43.3.2.12. The original of the mail manifest will be maintained in the Deployed Mail Section.

43.3.2.13. The Postal Clerk will call the MPO of destination to inform them of the Marine bringing the mail. A point of contact, building number and phone number must be obtained and given to the Marine transporting the mail.

43.3.2.14. The Marine transporting the mail will then be given directions to transport the mail to the destination MPO to have the seal broken. The Postal Clerk breaking the seal must sign the mail manifest in the **signature/date** block in the lower right hand corner.

43.3.2.15. Once the Marine has arrived at the MPO of destination, the Marine will retain a copy of the mail manifest for their record. Then the Marine will affect delivery of the mail to authorized personnel.

43.3.2.16. If the vehicle breaks down while transporting the mail, the person who signed for the mail must physically remain with the mail. Contact must be made with Postal Operations at Camp Pendleton (365-2757 or 763-1197) to inform them of the delay in the transportation of the mail. It is highly recommended that an "A" driver be used.

43.3.3. Any questions please call the Consolidated Post Office, I MEF Postal Officer 763-1197 or the Operations Chief at 725-2757.

44. **Deployed Mail**

44.1. **Mail Routing Request (MRR)** - All commands planning a deployment or field exercise must contact the MPO (Operations Section) and submit a mail routing request, (Fig #66) at least 45 days prior to departure.

	UNITED STATES MARINE CORPS <hr/> BOX 555--- CAMP PENDLETON, CALIFORNIA 92055-5---	
	From: Commanding Officer, _____ To: Postal Officer, Consolidated Post Office Subj: MAIL ROUTING REQUEST Ref: GruO P5110.1B	
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: mcbcampenpostal@usmc.mil		

Figure #66

MAIL ROUTING REQUEST (PRACTICAL APPLICATION)

From: Commanding Officer, _____

To: Postal Officer, Consolidated Post Office

Subj: MAIL ROUTING REQUEST

Ref: GruO P5110.1B

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 _____
- 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)

Submit to Post Office after completing this form.

SCENARIO #8

Unit: Intel BN

- | | | |
|---------------|----------------|-----------------------------------|
| a. Jan 4 2010 | f. Sept 1 2008 | k. Dec 10 2010 |
| b. Feb 1 2010 | g. All | l. 300+ |
| c. Iraq | h. BN | Postal Officer: Capt Jack Sparrow |
| d. OIF 6-10 | i. None | Phone: 725-5476 |
| e. Aug 4 2010 | j. No | Email: Jack.Sparrow@argh.mil |

44.2. **Deployed Mail Cover Sheet** - Once Mail Handling Procedures (MHP) have been established (by the Consolidated Post Office) the Unit Mail Clerk will bundle mail in accordance to MHP. At a minimum two (2) deployed mail cover sheets (Fig #67) 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 MPO for forwarding to deployed personnel.

DEPLOYED MAIL COVER SHEET							
(FOR UNIT MAILROOM USE)							
DATE:	<u>070827</u>						
UNIT:	<u>CLR-17 HQ Co</u> (Title of Unit, Company, Squadron or Detachment)						
Mail Clerk's Name	<u>LCpl I. M. Marine</u>						
Mail Clerk's Signature	<u>I M Marine</u>						
Mail Piece Count:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Letters:</td> <td style="text-align: center;">50</td> </tr> <tr> <td>Flats:</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Parcels:</td> <td style="text-align: center;">0</td> </tr> </table>	Letters:	50	Flats:	0	Parcels:	0
Letters:	50						
Flats:	0						
Parcels:	0						
Title of Operation							
(Below is for Postal Use)							
	(Serving Post Office) Accepting Postal Clerk's Signature						
	(Deployed Mail Section) Accepting Postal Clerk's Signature						
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Standard Mail Removed</td> <td style="width: 50%; text-align: center;">Mail Dispatched</td> </tr> </table>		Standard Mail Removed	Mail Dispatched				
Standard Mail Removed	Mail Dispatched						
<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:							
Remarks: _____							

Deployed Mail Cover Sheet.xls

Revised 05/05/2000

Figure #67

45. **Postal Offenses and Losses** - The following is taken from DoD 4525.6M.

45.1. 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 Military Postal Service (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.

45.2. 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.

45.3. 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:

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

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

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

45.3.4. Use of mails to defraud.

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

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

46. **Postal Offense Reporting** - UMR’s must report any postal offense to the Unit Postal Officer. The Unit Postal Officer must report any postal offences to the Postal Inspectors Office or I MEF Postal Officer within **24** hours of the discovery.

46.1. **Designation of Investigating Officers** - Postal offenses and losses involving Unit Mail Clerks or Section Mail Orderlies may require an investigation (Fig #68) to determine monetary liability. Investigations shall be conducted in accordance with established service procedures.

46.1.1. **Postal Violation Investigation Format:**



UNITED STATES MARINE CORPS

Unit Name
BOX 555---
CAMP PENDLETON, CALIFORNIA 92055-5---

From: Unit Postal Officer, Unit Name
To: Commandant of the Marine Corps (MFP-3), 3280 Russell Rd, Quantico, VA
22134-5103
Via: Consolidated Post Office (Inspectors) Camp Pendleton CA
Subj: POSTAL VIOLATION OCCURING AT CAMP PENDLETON
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
Box 555---
Camp Pendleton, CA 92055-
- c. Facts:
- d. Circumstances:
- e. Personnel Involved:
- f. Information Relating to Recovery and Disposition of Mail:

2. Per authorization of the Postal Inspector, mail is currently being directorized and forwarded with an apology letter.

3. There were no Accountable mail pieces.

4. Investigating Agencies Involved:
- a. Criminal Investigation Division
 - b. Date: 29 August 2005
 - c. Case Number:
 - d. Agent assigned: Investigator
 - e. Date/ Location/ Name of USP Official Notified:
 - 1) Date: 15 April 2005
 - 2) Location: U.S. POSTAL INSPECTION SERVICE
11251 Rancho Carmel Dr. Rm. 315
P.O. Box 507450
San Diego, CA 92150-7450
 - 3) USPS Inspector notified:
 - 4) USPS Case Number: # 0753-1526791-MTL (2)

5. Current Status of Investigation:

- a. 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. This incident is till being investigated and ?. Point of contact is Capt ? at (XXX) XXX-XXXX or SSgt ? at (XXX) XXX-XXXX.

I. M. POSTAL

Figure #68

47. **Retention Periods**

47.1. Directory file cards - Must be retained in the UMR for **12** months after detachment of all **permanently** assigned personnel and **TAD** personnel attached for a period longer than **6** months. The directory file 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.

47.2. DD Form 285 – Return BOTH DD Form 285's (One kept in the UMR and one from the individual) with a revocation letter to the servicing MPO. The MPO will retain the revocation letter and all three DD Form 285's (One kept at the MPO for records and verification) after revocation.

47.3. DD Form 2260 - Destroy each sheet 2 years after the last revocation entry.

47.4. Letter of Authorization - Destroy 2 years after revocation. Includes the appointment of the Unit Postal Officer, Unit Assistant Postal Officer, Unit Official Mail Manager and authorization to receipt for and open official and official accountable mail (one person changes, and a new document is required. No pen changes allowed).

47.5. PS Form 3883 - Destroy 2 years from date of last receipt (delivery).

47.6. Mailroom inspection checklist (AIR Checklist) - Weekly unannounced unit Mailroom inspections conducted by the Unit Postal Officer are held until the next quarterly inspection.

47.7. Quarterly inspections (AIRS Checklist) - Conducted by the Consolidated Post Office and are destroyed 2 years from date of inspection.

47.8. Section Mail Orderly Receipt Logs - Six months from date of pick-up.

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

47.10. Unit Diary/Morning Reports - Six months.

48. **Helpful Hints**

48.1. Ensure that all references are on hand.

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

48.3. Do hours posted on the DD Form 1115 (Mailroom No Admittance Form) coincide with those published in the Unit Mail Handling Order?

48.4. Are there at least two (2) Section Mail Orderlies assigned per section?

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

48.6. Ensure the Unit Postal Officer or Unit Assistant Postal Officers conducts unannounced weekly inspections.

48.7. Ensure Section Mail Orderlies pick-up daily.

48.8. Ensure Section Mail Orderlies have a DD Form 285 each time they pick-up mail.

48.9. Ensure an Authorized Agent signs for Ordinary Official Mail every day on the Section Mail Orderly Receipt Log.

- 48.10. Ensure mail for personnel due to report in to the unit is held for only Fifteen (15) days past their EDA (unless additional information indicates a new reporting date) but no more than 30 days total.
- 48.11. Ensure Section Mail Orderlies return all undeliverable mail to the UMR the same day of receipt.
- 48.12. Ensure Section Mail Orderlies pick-up only at times established in the Unit Mail Handling Order.
- 48.13. Ensure documentation is provided immediately to the UMR for leave/TAD personnel.
- 48.14. Ensure all copies of PS Form 3883 (Firm Delivery Receipt for Accountable Mail) are maintained in sequential order.
- 48.15. Ensure the Unit Postal Officer verifies the PS Forms 3883 by initialing in the appropriate box daily.
- 48.16. Under no circumstances is Official-Accountable Mail kept in the UMR overnight. Return it to the serving MPO.
- 48.17. Ensure Directory File Cards (DFC's) contain complete names and date joined.
- 48.18. There should be no geographical location included in the mailing address of deployment commands (i.e. Okinawa, Saudi Arabia, Iraq).
- 48.19. Ensure all mail forwarded to military commands include an EDA.
- 48.20. Ensure temporary changes in status (except annual leave) are annotated on the back of the DFC's when forwarding mail.
- 48.21. Ensure the DFC's are purged within the first week of each month.
- 48.22. Ensure the UMR is included on the commands check in/out sheet and that it is enforced.
- 48.23. Ensure that no excess gear is inside the UMR (i.e. wall locker, extra filing cabinets, personal gear, stereo equipment, etc.).
- 48.24. The Official Mail Consolidation Point can't be located inside the unit Mailroom.
- 48.25. Ensure official mail has been properly receipted for.
- 48.26. The Unit Mail Clerk's personal mail can never be opened in the unit Mailroom.
- 48.27. The unit Mailroom will be secured in the event of a possible postal offense until the appropriate military representative arrives.
- 48.28. The Unit Postal Officer should notify the Consolidated Post Office 45 days in advance of the unit going on an exercise or deployment by submitting a Mail Routing Request.
- 48.29. Courtesy inspections, pre-deployment and post deployment inspections can be conducted in addition to the quarterly inspections upon request to the Consolidated Post Office.
- 48.30. Hospital annotations and addresses must include Room #, Floor, Ward #, City, State and ZIP. Also ZIP+4 if known.
- 48.31. Use leave papers, TAD orders, morning report and SIQ chits to show mail disposition.
- 48.32. The Unit Mail Clerks can call the Postal Inspectors for any guidance or help any time.

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