



**“IN WAR OR PEACE THERE WILL ALWAYS BE MAIL CALL”**

# Consolidated Post Office

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

Revised 26 April 2012

# Classroom Guidelines

- Don't be afraid to ask questions.
- Eating / drinking is authorized for responsible students.
- Breaks every 45 minutes.
- Head location and smoking area.
- Stand up if you are feeling tired or sleepy.
- Soda mess (soda and snack machine).

# The reason you are here today is...

- To increase your knowledge as a Unit Postal Officer and Unit Mail Clerk in the performance of mailroom duties and mail handling procedures.
- Understand the responsibilities of the Unit Postal Officer, Unit Mail Clerk and Section Mail Orderly.
- To provide you training and guidance so you can keep your rank, so you can eventually get promoted later and not be sent to the BRIG.



**NO!**

**NO!**

**NO!**

**NO!**



Mailing Box

UNITED STATES  
POSTAL SERVICE

USED AUTO  
SALE

PREMIUM

Internet Access

You

Home

MFR



U.S. MAIL

USED AUTO SALE

TES  
VICE

LABEL  
OTHER  
END

LABEL  
OTHER  
END

U.S. MAIL  
U.S. MAIL  
U.S. MAIL  
U.S. MAIL





# Class Format

- Lecture method utilizing the Power Point.
- Mail Clerk Indoctrination Booklet.

# References

- These references are mandatory must be maintained inside the Unit Mailroom.
- These references will guide you in the performance of your mail handling duties.

In order to better use these references, lets talk a little about each one and how they will help you...

# DoD 4525.6M

- Department of Defense Postal Manual.

This gives **every** branch of the United States military guidelines to handle mail.

# MCO 5110.6C

## ■ Conduct of Marine Corps Unit Mailrooms (UMR) and Mail Distribution Centers (MDC).

This gives **every** Unit Mailroom operated on a Marine Corps installation guidelines to handle mail.

(Regardless of the branch of service)

# OPNAVINST 5112.6D

## ■ Navy Postal Instruction.

The procedures of postal services within the Navy.

# MARFORPACO P5112.1C

- Marine Forces Pacific Standard Operating Procedures for Postal Affairs.

This gives **every** Marine Corps Unit Mailroom operated in the Pacific theatre guidelines on handling mail.

# BO 5110.1B

- Base Order for Unit Mailroom aboard Camp Pendleton

This gives **every** Unit Mailroom operated aboard Camp Pendleton additional guidelines to handle mail.

# Unit Mail Handling Order

- This gives **every** Unit Mailroom guidelines on handling mail specific to their own command.

# Character of Personnel

- Those appointed to handle mail must be trustworthy. (Pg 5)
- Trust is placed on all personnel handling mail. As such, punishment for those who violate postal regulations is punishable under the UCMJ.

# Character of Personnel Cont.

- **Must meet the following qualifications:**
  - **No** conviction by court-martial.
  - **No** punishment under Article 15 of UCMJ.
  - **No** Civil convictions other than minor traffic violations.
  - **No** derogatory info or unfavorable conduct doubting trustworthiness and integrity.
  - **No** psychiatric, alcoholic, or drug abuse conditions.

# Character of Personnel Cont.

- Have **not** been relieved of postal duties for **cause**.
- Unit Mail Clerks who handle Registered Mail, **must be** a U. S. citizen and be eligible for a Secret Clearance.

# Training Requirements

- Training is continuous!
- Unit Mail Orderly Statement of Understanding (SOU).
- Training, prior to assuming mail handling duties, will emphasize the importance of:
  - Safeguarding mail.
  - Handling of Accountable Mail.
  - Timely mail delivery.
  - Serious consequences of negligence of duty.

# **Section Mail Orderly Statement of Understanding**

**Page 6-7**

# Section Mail Orderly Statement of Understanding

- SOU Must be retained in the Unit Mailroom for the duration the designee is a Section Mail Orderly (regardless of section).
- Retained for 2 years **after** revocation of the Section Mail Orderly DD Form 285.

# Quiz

Before assuming mail-handling duties, all selected personnel shall be instructed in the proper performance of their duties.

- a. True
- b. False

# Answer

Before assuming mail-handling duties, all selected personnel shall be instructed in the proper performance of their duties.

- a. True
- b. False

# Space and Equipment

- There are **no** set guidelines as to the maximum size of a Unit Mailroom.
- Unit Mail Clerks must have enough space to properly work (sort, distribute and stage) the mail.

# Items NOT kept in Unit Mailroom

- Personal items (music CD, MCI, PSP or MP3/IPOD).
- Opened mail (addressed to Unit Mail Clerk).
- Outgoing Official Mail.
- Food or drinks.
- Non military related posters.
- Gym bags or day packs.
- UPS or FEDEX.
- The Unit Mail Room is not a storage facility!

# Quiz

Personal items such as non-military related posters or gym bags **can be** kept and stored inside of the Unit Mailroom if placed out of the way.

- a. True
- b. False

# Answer

Personal items such as non-military related posters or gym bags can be kept and stored inside of the Unit Mailroom if placed out of the way.

- a. True
- b. **False**

# Unit Postal Officer Designation

- Appointed by the Unit Commanding Officer in writing only.
- Must be an E-6 (GS-6) and above in rank.
- Only **one** Unit Postal Officer can be appointed, but there can be **more than one** Unit Assistant Postal Officer.
- Unit Assistant Postal Officers must be appointed in writing by the Unit Commanding Officer).

# Unit Postal Officer Designation (Cont.)

- Unit Postal Officer and Unit Assistant Postal Officer Appointment Letters must be maintained in the Unit Mailroom.
- A copy of appointment letters must be provided to servicing Post Office.
- Unit Postal Officer Appointment Letters are retained for 2 years **after** revocation.

# Appointment Letter for Unit Postal/Assistant Postal Officer Figure #1 Pg 8

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

SSIC  
ORIGIN CODE  
DATE

From: Commanding Officer  
To: Name of Appointee

Subj: APPOINTMENT OF UNIT POSTAL OFFICER (or ASSISTANT POSTAL OFFICER)

Ref: DoD 4525.6-M

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.

NOTE: THIS SUPERSEDES ALL PREVIOUS AUTHORIZATIONS

I.M. COMMANDING

Copy to:  
Unit Mail Room

# Quiz

A DD Form 285 is used to appoint a Unit Postal Officer.

- a. True
- b. False

# Answer

A DD Form 285 is used to appoint a Unit Postal Officer.

- a. True
- b. **False**

# DD Form 2260

## (pg 9)

- DD Form 2260, Unit Mail Clerk and Section Mail Orderly Designation Log.
- Used to record all Unit Mail Clerks and Section Mail Orderlies designations (appointments).
- The amount of active DD Form 285's inside the Unit Mailroom **must** match the amount of **active** entries in the DD Form 2260.

# DD Form 2260 (Cont.)

- An asterisk (or marking) is required to identify Unit Mail Clerks authorized to receipt for Official Accountable Mail.
- The DD Form 2260 must be maintained for 2 years from the last revocation.
- 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.

**PRACTICAL APPLICATION**  
**PG 11&12**

**DD FORM 2260**  
**MAIL CLERK MAIL ORDERLY**  
**DESIGNATION LOG**

# Properly Completed DD Form 2260

## UNIT MAIL CLERK/ORDERLY DESIGNATION LOG

Card No.	Date Issued (Yr, Mo, Day)	Date Revoked (Yr, Mo, Day)	Activity  Identifier	Name of Designee (Print) Last,First, MI	Designee (Signature)	Appointing Official (Signature)	Pay  Grade
*21-09	20090325		Mail Clerk	Cole, Robin F	Unit Mail Clerk Signature	Appointing Official Signature	02/1ST LT
*22-09	20090327		Mail Clerk	Johnson, Jack R.	Unit Mail Clerk Signature	Appointing Official Signature	02/1ST LT
23-09	20090329	20090502	Section	Sams, Rick H.	Unit Mail Orderly Signature	Appointing Official Signature	02/1ST LT

# Quiz

A \_\_\_\_\_ is required in the margin, on the DD Form 2260, when personnel are authorized to receipt for Official Accountable Mail.

- a. Asterisk (\*)
- b. Signature
- c. Nothing
- d. Date

# Answer

A                      is required in the margin, on the DD Form 2260, when personnel are authorized to receipt for Official Accountable Mail.

- a. Asterisk (\*)
- b. Signature
- c. Nothing
- d. Date

# Unit Mail Clerk / Section Mail Orderly

- A minimum of **two** Unit Mail Clerks/Section Mail Orderlies must be appointed at all times.
- To ensure continuous mail delivery to command and provide the command flexibility when a Unit Mail Clerk takes leave, goes on the rifle range or is absent for any given reason.
- The number of Unit Mail Clerks and Section Mail Orderlies should be kept to a minimum.

# DD Form 285

- Appointment of Military Postal Clerk, Unit Mail Clerk or Section Mail Orderly.
- Unit Postal Officers **do not** require a DD Form 285 unless they are handling mail in the Unit Mailroom.
- The owner of a DD Form 285 is authorized to handle mail for the command (Unit Mail Clerk) or individual sections (Section Mail Orderly)
- Must possess DD Form 285 each and **every** time you are handling mail.

# DD Form 285 (Cont.)

- Mail Clerks can be appointed by the Commanding Officer, Unit Postal Officer or Assistant Postal Officer **only**.
- When appointing a Unit Mail Clerk, three DD Form 285's must be completed. All three must be verified by YOUR servicing Military Post Office and date stamped with the All Purpose Date Stamp. **ONE** DD Form 285 will be kept by the serving Military Post Office . **ONE** must be kept in the Unit Mailroom. **ONE** will be kept by the Unit Mail Clerk.

# DD Form 285 (Cont.)

- When appointing a Section Mail Orderly, **TWO** DD Forms 285 must be completed. **ONE** DD Form 285 must be kept in the Unit Mailroom and **ONE** DD Form 285 will be kept by the Section Mail Orderly.

# **PRACTICAL APPLICATION**

## **PG 13**

**DD FORM 285**  
**APPOINTMENT OF MILITARY POSTAL**  
**CLERK, UNIT MAIL CLERK OR MAIL**  
**ORDERLY**

# DD Form 285 (Unit Mail Clerk)

<b>APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY</b> <i>(See Instructions on Reverse)</i>		1. DATE EFFECTIVE <b>090325</b>	2. DATE REVOKED <b>21-09</b>
3. NAME OF APPOINTEE <i>(Last, First, Middle Initial)</i> <b>Cole, Robin F.</b>			
4. NAME OR GRADE <b>PFC</b>	5. SSN <b>N/A</b>	6. TITLE OF APPOINTEE <b>Unit Mail Clerk</b>	
7. ORGANIZATION/ACTIVITY <b>Unit/Squadron (name)</b>		8. APO, MPO, OR CONUS INSTALLATION <b>Camp Pendleton CA 92055</b>	
9 <b>MAIL AUTHORIZED TO RECEIVE</b> <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 OFFICAL SEAL.	
PERSONAL <i>(ALL)</i> <input type="checkbox"/>	OFFICIAL <i>(Except accountable)</i> <input type="checkbox"/>		
PERSONAL <i>(Except accountable)</i> <input checked="" type="checkbox"/> <b>UPO</b>	OFFICIAL POUCHES ONLY <input type="checkbox"/>		
OFFICIAL <i>(ALL)</i> <input checked="" type="checkbox"/> <b>UPO</b>	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL <b>Unit Post Officer</b>		SIGNATURE OF APPOINTEE <b>Robin F Cole</b>	

# DD Form 285 (Unit Mail Clerk authorized personal accountable)

<b>APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY</b> <i>(See Instructions on Reverse)</i>		1. DATE EFFECTIVE <b>090327</b>	2. DATE REVOKED <b>22-09</b>
3. NAME OF APPOINTEE <i>(Last, First, Middle Initial)</i> <b>Johnson, Jack R.</b>			
4. NAME OR GRADE <b>PFC</b>	5. SSN <b>N/A</b>	6. TITLE OF APPOINTEE <b>Unit Mail Clerk</b>	
7. ORGANIZATION/ACTIVITY <b>Unit/Squadron (name)</b>		8. APO, MPO, OR CONUS INSTALLATION <b>Camp Pendleton CA 92055</b>	
9 <b>MAIL AUTHORIZED TO RECEIVE</b> <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 OFFICAL SEAL.	
PERSONAL <i>(ALL)</i> <input checked="" type="checkbox"/> <b>UPO</b>	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 checked="" type="checkbox"/> <b>UPO</b>	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL <b>Unit Post Officer</b>		SIGNATURE OF APPOINTEE <i>Jack R. Johnson</i>	

# DD Form 285 (Section Mail Orderly)

<b>APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY</b> <i>(See Instructions on Reverse)</i>		1. DATE EFFECTIVE <b>090329</b>	2. DATE REVOKED <b>23-09</b>
3. NAME OF APPOINTEE <i>(Last, First, Middle Initial)</i> <b>Sams, Rick H.</b>			
4. NAME OR GRADE <b>LCpl</b>	5. SSN <b>N/R</b>	6. TITLE OF APPOINTEE <b>Mail Orderly</b>	
7. ORGANIZATION/ACTIVITY <b>Unit and Section</b>		8. APO, MPO, OR CONUS INSTALLATION <b>Camp Pendleton CA 92055</b>	
9 <b>MAIL AUTHORIZED TO RECEIVE</b> <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 OFFICAL SEAL.	
PERSONAL <i>(ALL)</i> <input type="checkbox"/>	OFFICIAL <i>(Except accountable)</i> <input type="checkbox"/>		
PERSONAL <i>(Except accountable)</i> <input checked="" type="checkbox"/> <b>UPO</b>	OFFICIAL POUCHES ONLY <input type="checkbox"/>		
OFFICIAL <i>(ALL)</i> <input type="checkbox"/>	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL <b>Unit Post Officer</b>		SIGNATURE OF APPOINTEE <b>Rick H. Sams</b>	

# Quiz

What is the **minimum** number of Unit Mail Clerks and Section Mail Orderlies required per Unit/section?

- a. 1
- b. 2
- c. 3
- d. 4

# Answer

What is the minimum number of Unit Mail Clerks and Section Mail Orderlies required per Unit/Section?

- a. 1
- b. 2
- c. 3
- d. 4

# Quiz

Who is authorized to appoint the Unit Mail Clerks and Section Mail Orderlies?

- a. Postal Officer only
- b. Unit Postal Officer/Assistant
- c. Military Post Office
- d. Both b and c

# Answer

Who is authorized to appoint the Unit Mail Clerks and Section Mail Orderlies?

- a. Postal Officer only
- b. Unit Postal Officer/Assistant**
- c. Military Post Office
- d. Both b and c

# Quiz

A DD Form 285 shall be prepared authorizing Unit Mail Clerks to receipt for “Personal All” and Official Except Accountable”.

- a. True
- b. False

# Quiz

A DD Form 285 is **always** required for mail pick up.

- a. True
- b. False

# Answer

A DD Form 285 is always required for mail pick up.

- a. True
- b. False

# Quiz

How many copies of the DD Form 285 are prepared when appointing Unit Mail Clerks?

- a. 1
- b. 2
- c. 3
- d. 4

# Answer

How many copies of the DD Form 285 are prepared when appointing Unit Mail Clerks?

- a. 1
- b. 2
- c. 3
- d. 4

# Practical Application

- DD Form 285
- DD Form 2260
- **Unit Postal Officers/Assistant** – Directly responsible for the accuracy and proper completion of these two items.

# Revocation Letter

- When a Unit Mail Clerk appointment is revoked, the revocation letter must be presented to the serving Military Post Office.
- A revocation letter is **not** required for Section Mail Orderlies.
- The revocation letter must be maintained on file for 2 years at the serving Military Post Office.

# Unit Mail Handling Order

- Page 14 is where the **minimum** required items contained in the Unit Mail Handling Order is listed.
- The Unit Mail Handling Order is created and maintained at the Unit level.
- A copy is required to be kept in the Unit Mailroom.
- An EXAMPLE of a Unit Mail Handling Order can be found on the 1<sup>st</sup> MLG Postal Website.
- [http://www.i-mef.usmc.mil/external/1stmlg/special\\_staff\\_sections/postal/postal\\_orders.jsp](http://www.i-mef.usmc.mil/external/1stmlg/special_staff_sections/postal/postal_orders.jsp)

# Privacy of Mail

- The privacy of mail and postal records **must never** be violated.
- Personal mailing addresses (currently with command and those that have transferred) should **never** be divulged, **except** in the course of official business (investigations, command correspondence).
- All “third party” requests shall be directed to the Unit Postal Officer.

# Privacy of Mail (Cont.)

- Purged directory file cards, old alpha rosters, morning reports or any other paperwork containing personal information must be shredded.
- Revoked Mail Orderly Cards must be stapled to the Revocation Letter.
- **All three** copies of the revoked Mail Clerk Card must be taken to the servicing Military Post Office w/revocation letter..

# Quiz

Unit Mail Clerks will refer all third party requests for personal addresses to the PMO?

- a. True
- b. False

# Answer

Unit Mail Clerks will refer all third party requests for personal addresses to the PMO?

- a. True
- b. **False**

**Weekly Unannounced**  
**Unit Mailroom**  
**Inspections**

**Page 15**

# Weekly Unannounced Unit Mailroom Inspection

- Weekly unannounced Unit Mailroom inspections are conducted by the Unit Postal Officer / Assistant Postal Officer using the Unit Mailroom AIRS checklist.
- Do not set a “trend” on unannounced Unit Mailroom inspections by inspecting at the same time every week or the same day of each week.

# Weekly Unannounced Unit Mailroom Inspection (Cont.)

- After a weekly unannounced Unit Mailroom inspection is conducted, the AIRS checklist must be maintained in the Unit Mailroom (until the next Quarterly Mailroom Inspector's Inspection).
- Only after a Unit Mailroom quarterly inspection can the weekly unannounced Unit Mailroom inspection AIRS checklists be disposed of.

# Quiz

The Unit Mailroom should be inspected \_\_\_\_\_ by the Unit Postal Officer / Assistant Postal Officer.

- a. Daily
- b. Weekly
- c. Monthly
- d. Bi-weekly

# Answer

The Unit Mailroom should be inspected \_\_\_\_\_ by the Unit Postal Officer / Assistant Postal Officer.

- a. Daily
- b. **Weekly**
- c. Monthly
- d. Bi-weekly

# Security

Page 15

# Security

- Mail **must be** safeguarded at **all times** by Unit anyone handling it; until delivered.
- Authorized personnel in the Unit Mailroom are:
  - Unit Commanding Officer
  - Unit Executive Officer
  - Unit Postal Officer
  - Unit Assistant Postal Officer
  - Unit Mail Clerks
  - Postal Mailroom Inspectors
  - Supervised working parties

# Security (Cont.)

- Unit Mailroom must be secured when the Mail Clerk is not present.
- Postal Inspectors can not be unsupervised in the Unit Mailroom.
- Mail Clerks must ask for proper identification of Postal Inspectors prior to entry into the Unit Mailroom. (Pictured Inspector's Card)

# Security (Cont.)

- Access to the UMR is controlled via.

Key Control Log – UMR key can be signed in/out daily or weekly (log is maintained by the Postal Officer(s)).

\* Change in custody of the key requires an entry into the Key Control Log (in the presence of the Postal Officer(s)).

An EXAMPLE of the Unit Mailroom Key Log is figure #7 on page 15.

# Security (Cont.)

- The duplicate key can be sealed in a PS Form 3977 (duplicate key envelope) *or* a plain sealable envelope and is maintained by Unit Postal Officer.
  - Key must be maintained in a secure location controlled by the Unit Postal Officer/ Assistant .
  - The Unit Mail Clerk should not have access to the duplicate key without authorization.

# Security (Cont.)

- The front of the envelope must have the following annotations:
  - “Duplicate Unit Mailroom Key” (On the front).
  - Unit name.
  - Unit Postal Officers print/signature. (on back flap)
  - Mail Clerks print/signature. (on Back flap)
  - Date envelope sealed.
  - Place clear tape over the signatures.

# Security (Cont.)

## Pg 16



### Duplicate Key Inventory

Employee Name (*Print Last, First, & MI*)  
Marine, Joe A.

Operating Unit  
Your Unit Name Here

Receptacle	No.	No. Keys	Serial No.
Cash Drawer			
Mailroom Key	XX	1	XXXX
Stamp Cabinet			
Safe Compartment			
Envelope Drawer			

Designated Witness Name (*Print*)  
Marine, Joe A.

Designated Witness Name (*Print*)  
Marine, Joe B.

#### Instructions

**See Section 362, Handbook F-1,  
Post Office Accounting Procedures**

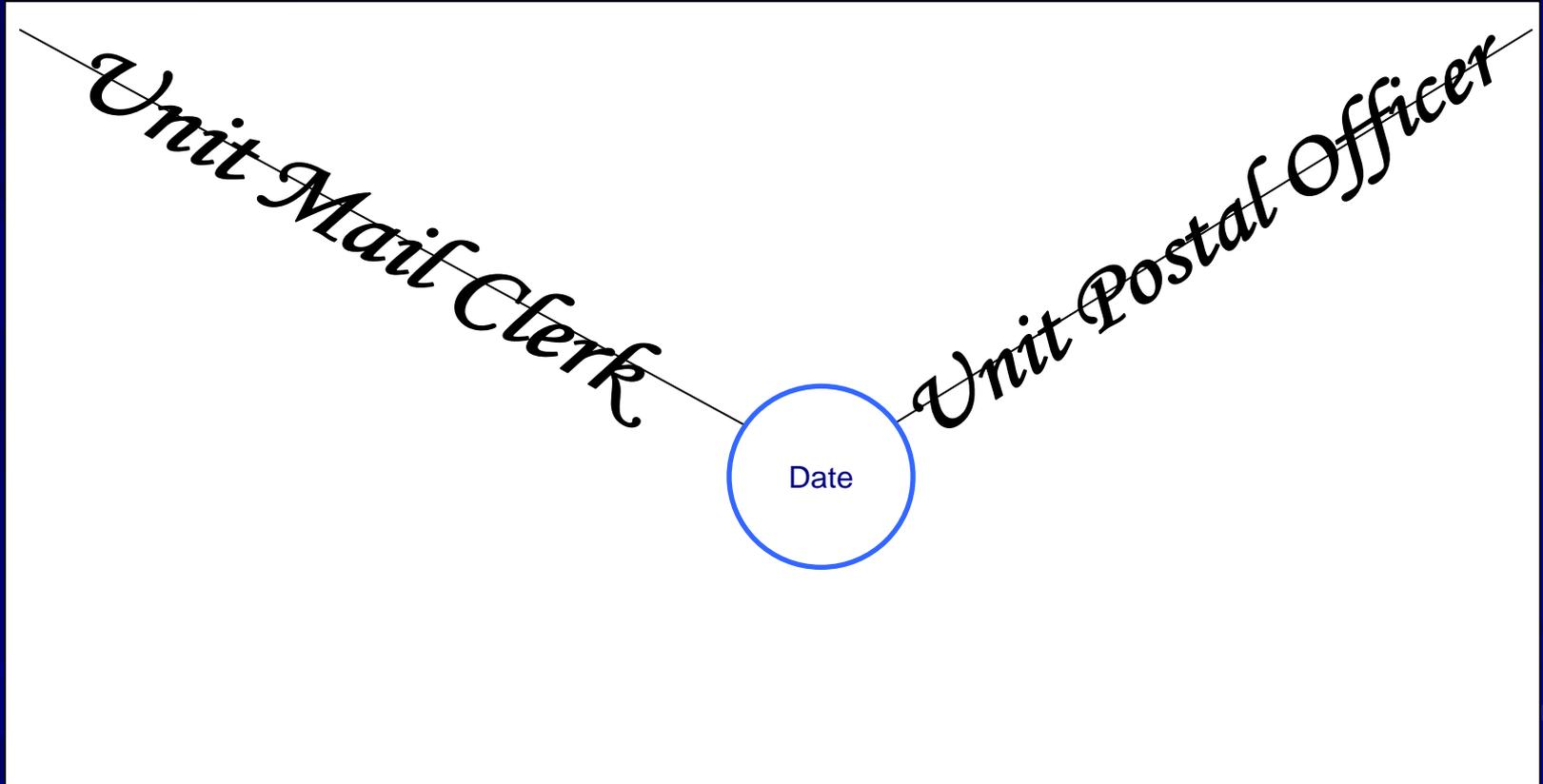
After the duplicate keys are enclosed and the flap is sealed, both you (the employee to whom the keys are assigned) and the witness to the sealing of this envelope must sign across both flaps on the reverse of this envelope. Affix a distinct and legible postmark across both envelope flaps. Give this 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 the 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.

# Security (Cont.)

pg 16



# Security (Cont.)

- Transporting mail must be done in GOV. (GSA, 7-Ton, Hummer, LVS) Whatever is at the motor pool. In other words, you have no excuses!
- Mail must be transported in closed body vehicles.
- Transporting mail can also be done by hand-carrying it (with the use of a supervised working party).
- The Unit Commanding Officer can request to the I MEF Postal Officer an exception to GOV policy on a **temporary basis only**.

# Quiz

The Unit Mail Clerk is required to sign for the Unit Mailroom keys in a key log from the Unit Postal Officer / Assistant.

- a. True
- b. False

# Answer

The Unit Mail Clerk is required to sign for the Unit Mailroom keys in a key log from the Unit Postal Officer / Assistant.

- a. True
- b. False

# Quiz

Is it mandatory that the Unit Mailroom be secured when the Unit Mail Clerk is not present?

a. Yes

b. No

# Answer

Is it mandatory that the Unit Mailroom be secured when the Unit Mail Clerk is not present?

a. Yes

b. No

# Quiz

**Who is authorized to enter the Unit Mailroom.**

- a. Unit Commanding Officer, Unit Executive Officer, Unit Postal Officer / Assistant, Postal Inspectors and Unit Mail Clerks.
- b. Unit Postal Officer, supervised working party and Duty NCO.
- c. Unit Commanding Officer, Unit Executive Officer, Unit Sergeant Major, Unit Mail Clerks and Duty NCO.

# Answer

Who is authorized to enter the Unit Mailroom.

- a. Unit Commanding Officer, Unit Executive Officer, Unit Postal Officer / Assistant, Postal Inspectors and Unit Mail Clerks.
- b. Unit Postal Officer, supervised working party and Duty NCO.
- c. Unit Commanding Officer, Unit Executive Officer, Unit Sergeant Major, Unit Mail Clerks and Duty NCO.

# Quiz

Unit \_\_\_\_\_ will safeguard mail in their possession at all time.

- a. Individuals listed on the Commanding Officer's Letter of Authorization.
- b. Commanding Officer.
- c. Mail Clerks and Section Mail Orderlies.
- d. All the above.

# Answer

Unit \_\_\_\_\_ will safeguard mail in their possession at all time.

- a. Individuals listed on the Commanding Officer's Letter of Authorization.
- b. Commanding Officer.
- c. Mail Clerks and Section Mail Orderlies.
- d. **All the above.**

# Quiz

What type of transportation can be utilized to transport U. S. Mail?

- a. Closed body military vehicle and /or military pick-up (if visual contact is maintained).
- b. Hand carried by the Unit Mail Clerk.
- c. POV
- d. All of the above.

# Answer

What type of transportation can be utilized to transport U. S. Mail?

- a. Closed body military vehicle and /or military pick-up (if visual contact is maintained).
- b. Hand carried by the Unit Mail Clerk.
- c. POV (w/permission from I MEF Postal Officer)
- d. All of the above.

# Damaged /Open Mail

- **Never sign for damaged/open mail.**
- Mail Clerks must ensure the serving Military Post Office has properly repaired/endorsed all mail.
- If damaged/open mail is noticed upon arrival to the UMR, endorse as follows:
  - **“Received in Damaged Condition”**
  - **Date received**
  - **DD Form 285 number**

# Quiz

What is done with mail that is received open/damaged upon arrival to the UMR?

- a. Throw it away
- b. Return to the serving Military Post Office.
- c. Give it to the Postal Officer.
- d. Reseal and make proper annotations.

# Answer

What is done with mail that is received open/damaged upon arrival to the UMR?

- a. Throw it away
- b. Return to the serving Military Post Office.
- c. Give it to the Postal Officer.
- d. Reseal and make proper annotations.

**MAIL**  
**CALL**  
**HOURS**

**Page 16**

# Mail Call Hours

- Use DD Form 1115 (Mailroom No Admittance Form) to display hours **visibly** by the Unit Mailroom hatch.
- Example of DD Form 1115 is on page 17 figure #10.
- **Do not** limit the mail pick up hours to only 1 hour. Have reasonable hours, so as to give the Section Mail Orderly time to screen, deliver and return mail to the Unit Mailroom.

# DD Form 1115

# MAILROOM

**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**

# Quiz

Hours of operation for the UMR are posted where?

- a. On the Hatch
- b. DD Form 1115 (Mailroom-No Admittance Form) and Unit Mail Handling Order.
- c. Unit Mail Clerk Receipt Log at the top.
- d. A and B.

# Answer

Hours of operation for the UMR are posted where?

- a. On the Hatch
- b. DD Form 1115 (Mailroom-No Admittance Form) and Unit Mail Handling Order.
- c. Unit Mail Clerk Receipt Log at the top.
- d. A and B.

# Date of receipt for Incoming Mail

- All incoming mail must be date stamped *prior to sorting or delivery.*
  - PS Forms 3849
  - Official Mail (Including Official Accountable Mail)
  - Letters
  - Parcels
  - Periodicals

# Date of receipt for Incoming Mail (Cont)

- **The date stamp on the mail will:**
  - Indicate date received in the UMR.
  - Identify old mail in the Unit Mailroom.
  - Help **you, the Mail Clerk**, identify the Section Mail Orderlies who are not returning undeliverable mail daily.

# Quiz

What is the *first step* the Unit Mail Clerks must take upon returning from the serving Military Post Office with mail?

- a. Date stamp the mail.
- b. Distribute the mail.
- c. Sort the mail.
- d. Read the mail.

# Answer

What is the first step the Unit Mail Clerks must take upon returning from the serving Military Post Office with mail?

- a. **Date stamp the mail.**
- b. Distribute the mail.
- c. Sort the mail.
- d. Read the mail.

**Delivery**  
**Of**  
**Personal**  
**Mail**

**Page 17**

# Delivery of Personal Mail

- Deliver mail to the addressee **only!**
- Mail must never be delayed, rifled, opened or left unattended.
- Unit Mail Clerk's personal mail is delivered to Section Mail Orderly.
- All Section Mail Orderlies DD Form 285's must be checked prior to delivering mail.

# Quiz

How is the Unit Mail Clerk's personal mail delivered?

- a. Put your mail in the desk until your ready to open it.
- b. Open, read and dispose of your mail in the Unit Mailroom.
- c. Have the Section Mail Orderlies deliver mail addressed to you outside the Unit Mailroom.
- d. Put your mail in your cargo pocket to open later outside the Unit Mailroom.

# Answer

How is the Unit Mail Clerks personal mail delivered?

- a. Put your mail in the desk until your ready to open it.
- b. Open, read and dispose of your mail in the Unit Mailroom.
- c. Have the Section Mail Orderlies deliver mail addressed to you outside the Unit Mailroom.
- d. Put your mail in your cargo pocket to open later outside the Unit Mailroom.

**Section Mail Orderly**  
**Receipt Log**

**Page 18**

**Figure #11**

# Section Mail Orderly Receipt Log

- Section Mail Orderly Receipt Log is used to:
  - Record delivery of mail to the Section Mail Orderlies.
  - Reflect the delivery of official mail to an authorized agent.
- Section Mail Orderly Receipt Log is maintained on file in the Unit Mailroom for 6 months.
- All the section spaces must have annotations.
- The Unit Postal Officer must be informed when sections do not pick up mail.
- Section Mail Orderlies **MUST** pick up mail daily.

# Section Mail Orderly Receipt Log (Cont.)

- Section Mail Orderlies **must print** their full name legibly along with their DD Form 285 card number.
- An example of a Section Mail Orderly Receipt Log is on page 18 figure #11.

# Section Mail Orderly Receipt Log

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

DATE
------

SECTION	TIME	CARD	PRINT RANK/NAME	SIGNATURE (LEGIBLE)
Official Mail				
A Co.				
B Co.				
C Co.				
D Co.				
H & S Supply				
H & S MT				
H & S MAINT				
H & S HQ				
H & S COMM				

**Destruction Date** \_\_\_\_\_ (6 months from last delivery date)

**If sections do not pick up mail daily the reason must be annotated in the name block every time.**

**NO PICKUP** = Section failed to pick up their mail and no reason was given.

**NO MAIL RECEIVED** = Section didn't receive any mail

**IN THE FIELD** = Section is in the field, couldn't pick up the mail.

**SECURED EARLY & (REASON)** = Section secured early and reason was verified by the postal officer

# Due to Report (Due In)

- 15 day hold – (initial) past the Estimated Date of Arrival (EDA).
- Additional 15 day hold – (30 days total), if additional information indicates arrival.
  - Sender has same last name.
  - Name appears on inbound roster
- 30 day maximum hold in Unit Mailroom.
- Return undeliverable mail to serving Military Post Office as “NR” (No Record) when past the 30 day hold period.

# Quiz

How many days are you authorized to hold mail for service members due into your command?

- a. 15 days, but no more than 30 days after EDA.
- b. Until member checks in.
- c. 45 days.
- d. 10 days

# Answer

How many days are you authorized to hold mail for service members due into your command?

- a. 15 days, but no more than 30 days after EDA.
- b. Until member checks in.
- c. 45 days.
- d. 10 days

# Casualty Mail

Page 18

# Casualty Mail

- No mail will be sent to Next of Kin (NOK) until the NOK is notified.
- No mail can be returned to sender (RTS).
- Retain casualty mail utilizing a Mail Disposition Form.
- Mail Disposition Forms are locally reproduced by Unit Mailrooms.
- Mail Disposition Forms **must** have the Unit Postal Officer signature prior to being returned to the servicing Post Office.
- Casualty mail **MUST** never be written on.
- Example of Mail Disposition Form is on page 19 figure #12.

# PRACTICAL APPLICATION

## PG 20

# MAIL DISPOSITION FORM

# Mail Disposition Form

## MAIL DISPOSITION FORM

(1) FULL NAME (Last, First, MI)	(2) RANK	(3) SOCIAL SECURITY NUMBER N/R	(4) SECTION
---------------------------------	----------	-----------------------------------	-------------

- (5) TAD (Temporary Additional Duty)
- (6) UA (Unauthorized Absence)
- (7) DESERTER (Must be run on the Diary)
- (8) IHCA (In Hands of Civilian Authority)
- (9) DECEASED
- (10) HOSPITAL
- (11) LEAVE

Unit Diary #	DATE
Unit Diary #	DATE
Unit Diary #	DATE
Unit Diary #	DATE

### (13) HOLD MAIL PERIODS COVERED

FROM:

TO:

(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)
--	----------------------------	--

# Quiz

How is mail handled for deceased members?

- a. Forward immediately to next of kin.
- b. Return to Military Post Office after next of kin has been notified with mail disposition form.
- c. No Record and returned to sender.
- d. MLNA and return to sender.

# Answer

How is mail handled for deceased members?

- a. Forward immediately to next of kin.
- b. Return to Military Post Office after next of kin has been notified with mail disposition form.
- c. No Record and returned to sender.
- d. MLNA and return to sender.

# Deserter Mail

- UA personnel mail is retained in Unit Mailroom for 30 days. On the 31<sup>st</sup> day, when UA status upgrades to deserter status, the Unit Dairy entry will be made.
- The deserter mail will be taken to the serving Military Post Office with a Mail Disposition Form.

# Undeliverable Mail

- Section Mail Orderlies must return undeliverable mail the same day back to the Unit Mailroom.
- No annotations can be made by Section Mail Orderlies on the mail.
  - Use of Post-It Notes by Section Mail Orderlies is encouraged.

# Quiz

Section Mail Orderlies are authorized to retain mail overnight.

- a. True
- b. False

# Answer

Section Mail Orderlies are authorized to retain mail overnight.

a. True

b. **False**

# Leave/TAD mail

## ■ 30 Days or less:

Hold in Unit Mailroom (unless forwarding requested by individual).

- Supporting documents (leave or TAD papers).
- Temporary Mail Disposition Form.
- Written statement signed by individual.

# Leave/TAD mail (Cont.)

## ■ 31 Days or more:

- TAD within geographical area then Forward mail until 3 days prior to return date.
- TAD outside geographical area then Forward until cutoff date (determined by transit times for delivery area) (Normally 5-7 days).

# Quiz

Personal mail for Marines, who are on leave, will be held in the Unit Mailroom with the appropriate documentation until he/she returns.

- a. True
- b. False

# Answer

Personal mail for Marines, who are on leave, will be held in the Unit Mailroom with the appropriate documentation until he/she returns.

- a. True
- b. False

# Quiz

What do you do with mail for Marines TAD from your Unit?

- a. Less than 30 days hold it, more than 30 days forward it.
- b. Forward only if the Marine will be TAD in excess of 45 days.
- c. Return to sender since Marine is not present to pick up.
- d. Forward only if the Marine will be TAD in excess of 60 days.

# Answer

What do you do with mail for Marines TAD from your Unit?

- a. Less than 30 days hold it, more than 30 days forward it.
- b. Forward only if the Marine will be TAD in excess of 45 days.
- c. Return to sender since Marine is not present to pick up.
- d. Forward only if the Marine will be TAD in excess of 60 days.

# Confined Personnel

- No indication (word or endorsement) of confinement or incarceration is allowed on mail.
- When forwarding to Camp Pendleton Brig:
  - EDA: 100315**
  - Box 555226**
  - Camp Pendleton CA 92055-5226**
- When forwarding to MCAS Miramar Brig:
  - EDA: 100315**
  - Suite A**
  - PO Box 452136**
  - San Diego CA 92415-2136**

# Confined Personnel (Cont.)

## ■ In Hands of Civilian Authorities (IHCA):

- Verify individual still at facility.
- If sufficient time exists to effectively deliver mail, place it inside a official mail envelope.
- Address mail to Officer in Charge of facility.
- Enclose explanation letter from command with instructions.
- Enclose a Business Reply Envelope addressed back to your Unit (command).

# Confined Personnel (Cont.)

- Example of Letter of Explanation from command regarding personnel In Hands of Civilian Authority (IHCA) is on page 21 figure #14.

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

1650  
Origin Code  
25 Feb 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 to this command by placing the mail in the envelope provided and then drop it into any USPS mailbox. If SNM has been transferred please annotate the new address on each individual piece of mail and drop in any USPS mailbox. In addition notify the command via letter of the SNM new address.

2. The point of contact for this matter is (Unit Postal Officer Name and phone number).

I. M. COMMANDING

# Quiz

Mail for Marines In Hands of Civilian Authorities (IHCA) is handled by verifying the individuals status, placing his/her mail in an official envelope addressed to the person in charge of the facility and including a letter of explanation from the command with instructions to return or “**destroy**” the mail if undeliverable.

- a. True
- b. False

# Answer

Mail for Marines In Hands of Civilian Authorities (IHCA) is handled by verifying the individuals status, placing his/her mail in an official envelope addressed to the person in charge of the facility and including a letter of explanation from the command with instructions to return or “**destroy**” the mail if undeliverable.

- a. True
- b. **False**

# Morning Reports

- Morning Reports (MOL) are provided to Unit Mailroom **daily** to ensure accurate and updated information is maintained on command personnel for the Directory File Cards (DFCs).
- Retained for 6 months.
- Working morning reports (daily):
  - Date received.
  - Date worked.

# Morning Reports (Cont.)

- In order to use other source documents, those source documents must provide the following:
  - Name of Marine/sailor.
  - Event (Join, Drop, TAD, UA...).
  - Date (s) of event.
- Supporting documentation can be maintained electronically in the UMR. (place electronic docs in a folder and maintain for 6 months)

# Quiz

How often should morning reports/Alpha rosters be worked?

- a. Daily
- b. When you have time.
- c. Once a week.
- d. At least every other day.

# Answer

How often should morning reports/Alpha rosters be worked?

- a. **Daily**
- b. When you have time.
- c. Once a week.
- d. At least every other day.

# Types & classes of Mail

PG 22

# Accountable mail

- Must have a Chain of receipts.
- Accountable for **every** item signed for.
- Delivered to authorized agents **only**.
- Delivered utilizing a PS Form 3883 or 3849.

In order to identify accountable mail, lets talk a **little** about each one and what they look like...

# Type of Accountable Mail

## Express



**POST OFFICE TO ADDRESSEE**



ORIGIN (POSTAL USE ONLY)			
PO ZIP Code	Day of Delivery <input type="checkbox"/> Next <input type="checkbox"/> Second	Flat Rate Envelope <input type="checkbox"/>	
Date In Mo. Day Year	<input type="checkbox"/> 12 Noon <input type="checkbox"/> 3 PM	Postage \$	
Time In <input type="checkbox"/> AM <input type="checkbox"/> PM	Military <input type="checkbox"/> 2nd Day <input type="checkbox"/> 3rd Day	Return Receipt Fee	
Weight lbs. ozs.	Int'l Alpha Country Code	COD Fee	Insurance Fee
No Delivery <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday	Acceptance Clerk Initials	Total Postage & Fees \$	

DELIVERY (POSTAL USE ONLY)		
Delivery Attempt Mo. Day	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Delivery Attempt Mo. Day	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
<b>Delivery Date</b> Mo. Day	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
<input type="checkbox"/> <b>WAIVER OF SIGNATURE</b> ( <i>Domestic Only</i> ) 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 <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday _____ Customer Signature		

CUSTOMER USE ONLY	
<b>METHOD OF PAYMENT</b> Express Mail Corporate Acct. No.	
<b>FROM: (PLEASE PRINT)</b> _____ _____ _____ _____	<b>PHONE ( )</b> _____

Federal Agency Acct. No. or Postal Service Acct. No.	
<b>TO: (PLEASE PRINT)</b> _____ _____ _____ _____	<b>PHONE ( )</b> _____
<b>ZIP + 4</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> + <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

**PRESS HARD.**  
You are making 3 copies.

**FOR PICKUP OR TRACKING CALL 1-800-222-1811**

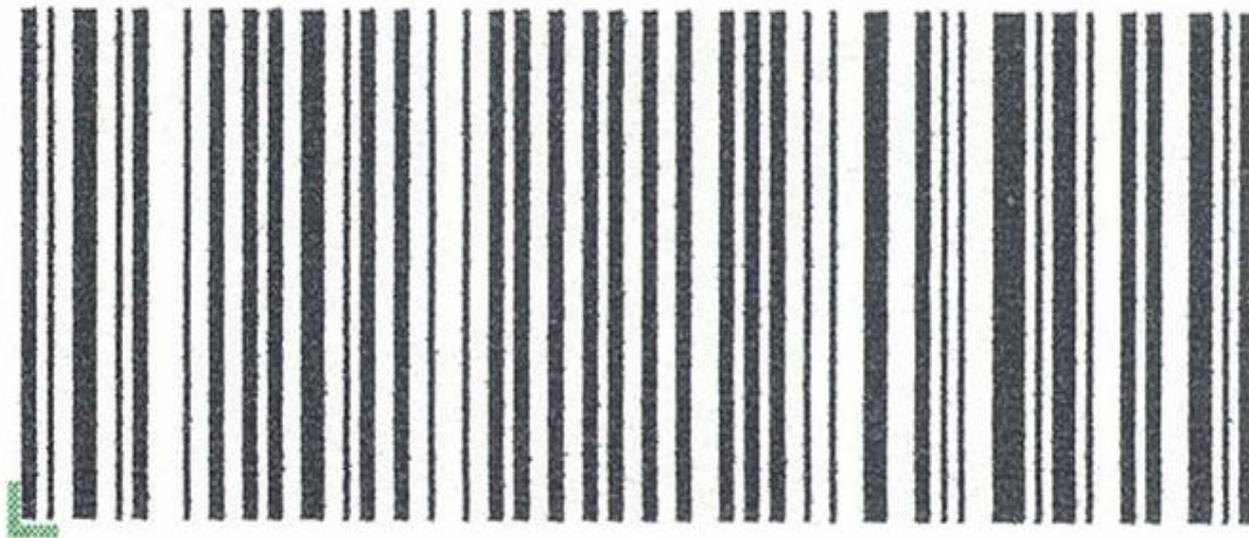
**www.usps.com**



# Type of Accountable Mail (Cont.)

## ■ Certified

***CERTIFIED MAIL***



7001 2510 0000 3209 5979

# Type of Accountable Mail (Cont.)

## ■ Insured

United States Postal Service

***INSURED MAIL***

***DOMESTIC - INTERNATIONAL***



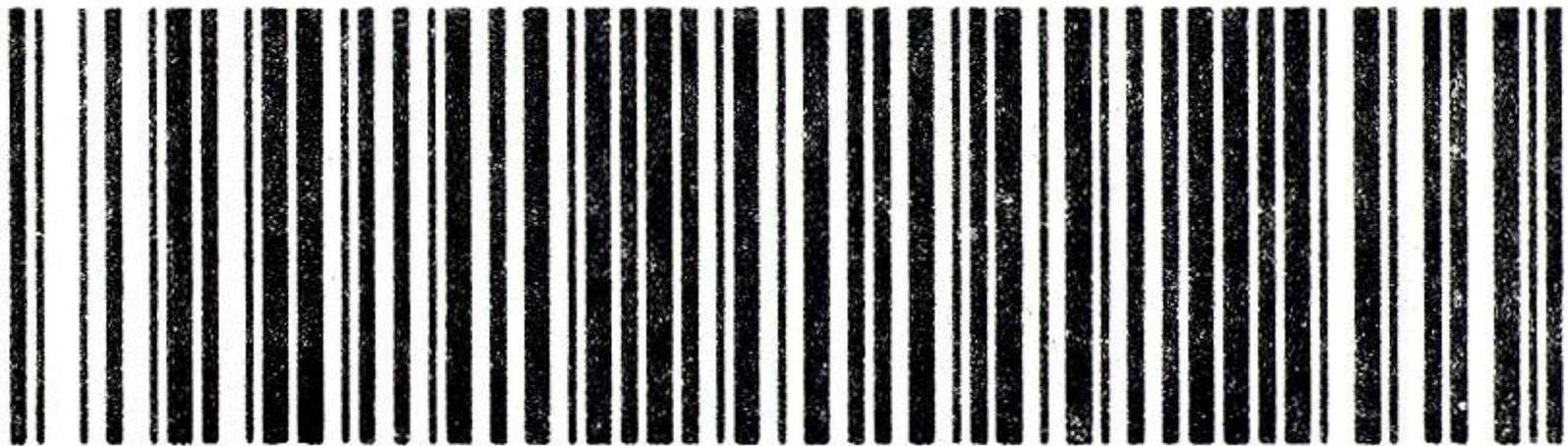
VC 022 670 083 US

**NOTE:** To file a claim for damage or loss of contents, the article, container, and packaging must be presented.

# Type of Accountable Mail (Cont.)

## ■ Registered

United States Postal Service  
**REGISTERED MAIL**



RR 932 731 258 US

# Type of Accountable Mail (Cont.)

- Return Receipt for Merchandise

**RETURN RECEIPT  
FOR MERCHANDISE**

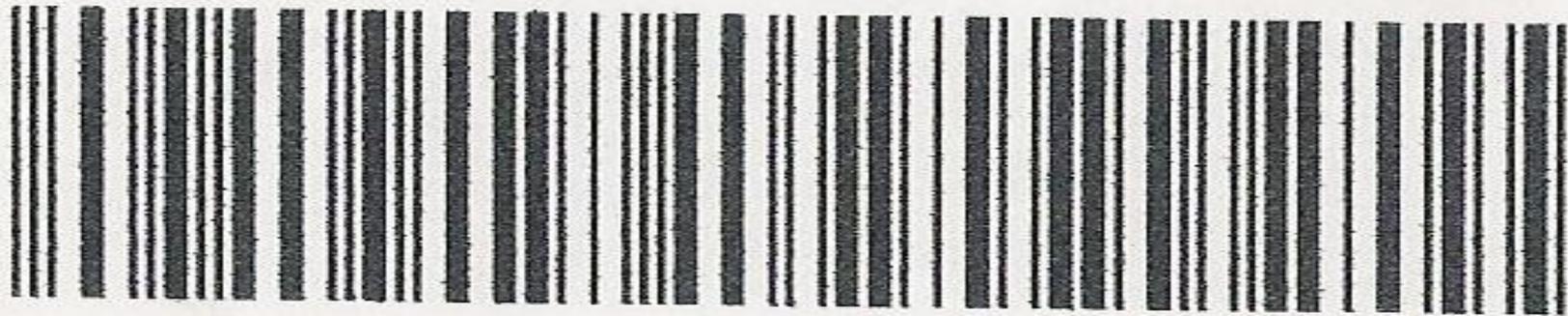


8000 1030 0004 2881 3712

# Type of Accountable Mail (Cont.)

- Signature Confirmation

United States Postal Service  
***SIGNATURE CONFIRMATION™***



2300 2730 0001 2552 0758



# Additional Services

## ■ Delivery Confirmation

**United States Postal Service**

***DELIVERY CONFIRMATION***



0310 2990 0001 3652 2140



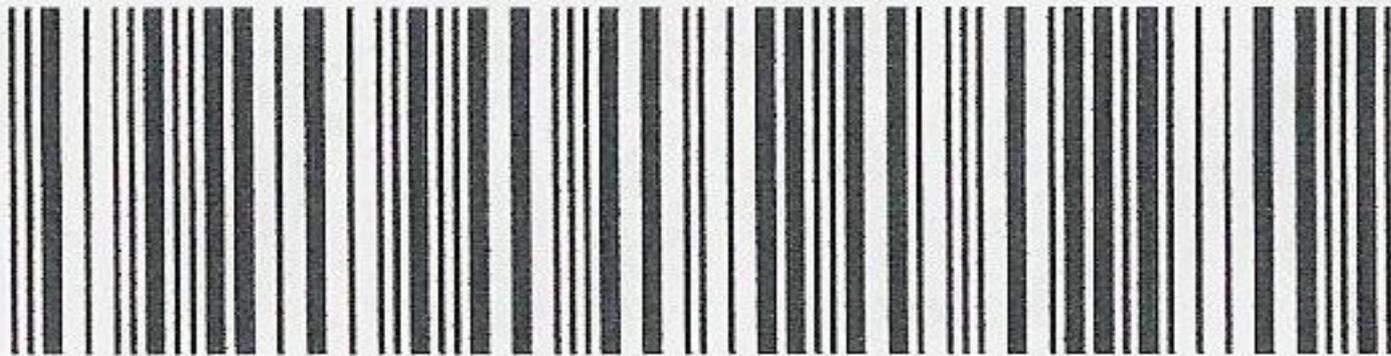
# Additional Services (Cont.)

## ■ Domestic Insured

1307 1300 0003 6946 5763

United States Postal Service<sup>®</sup>

***INSURED MAIL - DOMESTIC ONLY***



1307 1300 0003 6946 5763

**NOTE:** To file a claim for damage or loss of contents, the article, container, and packaging must be presented.

# Types & Classes of Mail

## ■ Accountable Mail

- Express, Certified, Insured, Registered, Etc.
- Additional Services: Delivery Confirmation or Domestic Insured (Black)

## ■ First Class Mail

- Bills, Invoices, Personal Correspondence.

## ■ Periodical

- Newsletters & Magazines.

## ■ Bulk Mail

- Ads, Circulars, Newsletters, “Junk Mail”.

## ■ Package Service

- Priority Mail/Standard Mail (boxes).

# Directory Service

- Maintaining accurate and timely directory service is the responsibility of the Unit Mail Clerk.
- **Every** member of command (regardless of rank, billet or marital status) must check in and check out of Unit Mailroom.

# Bouncing Mail

- Is when mail bounces back and forth between different Unit Mailrooms.
- How to process bouncing mail.
  - **Step 1** Check unit morning report. If the individual is in the unit then make a Directory File Card.
  - **Step 2** If the individual is not on the unit morning report then older unit morning report will have to be checked for the individual detaching.
  - **Step 3** If the individual has detached, further inquiry is necessary to see when and where the individual has been assigned (Use of PALS).

# MAPS and PALS

- MAPS (Military Automated Postal System)
- PALS (Personnel Automated Locator System )
- The MAPS and PALS page address is:  
<http://mitweb.manpower.usmc.mil/postalaffairs/home.jsp>

# MAPS and PALS (Cont.)

- To register for a new account refer to the Unit Mail Clerk Indoctrination Class booklet (Page 25).
- If there are problems with registering a new account and assistance is needed please call the Postal Inspectors Office at 760-763-4180/9747.

**Change**  
**Of**  
**Address**

**Page 26**

# Change of Address Card (CAC)

- **Checking in:** When new personnel check into their command, they must complete a CAC.
- **Checking out:** When personnel are checking out of their command, they must complete a CAC.
- **Marines going on TAD (over 30 days or more) or on deployment must fill out a Change of Address Card.**

# Change of Address Cards (Cont.)

- After personnel complete the CAC, the Unit Mail Clerk must ensure it is properly completed and then taken to the serving Military Post Office.
- The CAC can be dropped into any blue postal mail box.
- Block number (2) will be marked with a “yes” for temporary move.
- All mail will then be forwarded by USPS for the amount of time the Marine is on TAD or out of area.

**PRACTICAL APPLICATION**

**PG 28**

**PS FORM 3575**

**CHANGE OF ADDRESS CARD**

# 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

Individual (#5)  Entire Family (#5)  Business (#6)

Temporary?  Yes  No

Zone/Route ID No.

3. Start Date: M M D D Y Y

4. If TEMPORARY move, print date to

M M D D Y Y

(ex. 12/27/07) 0 5 0 1 0 9

Discontinue forwarding. (ex. 03/27/07)

Date Entered on Form 3082

M M D D Y Y

5a. LAST Name & Jr./Sr./etc. MARINE

Expiration Date

M M D D Y Y

5b. FIRST Name and MI. JOE

Clerk/Carrier Endorsement

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 123 JERSEY RD

7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate

7a. OLD APT or Suite

7c. OLD CITY OCEANSIDE

7d. State CA

7e. ZIP 92056

PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX

8a. NEW Mailing Address BOX 555001

8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate

8a. NEW APT/Ste or PMS

8c. NEW CITY CAMP PENDLETON

8d. State CA

8e. ZIP 92055

9. Print and Sign Name (see conditions on reverse)

10. Date M M D D Y Y

OFFICIAL USE ONLY

Print: JOE MARINE

Signed: 0 4 2 5 0 9

Sign: JOE MARINE

(ps 01/27/07)

Page 2

Page 4

# Quiz

How many Change of Address Cards (PS Form 3575) are required to be completed when personnel check in/out of the command?

- a. 2
- b. 1
- c. 3
- d. 4

# Answer

How many Change of Address Cards (PS Form 3575) are required to be completed when personnel check in/out of the command?

- a. 2
- b. 1
- c. 3
- d. 4

**Directory**  
**File**  
**Card**

# Directory File Card (DFC)

- Complete **one** directory file card (DFC) for everyone in the command (regardless of rank, billet or marital status).
  - If a Marine/Sailor does **not** complete their own DFC upon checking into the command, the Unit Mail Clerk must do it for them.
- The Unit Mailroom will have **one** Directory File Card system.
  - Alphabetical order.
  - Regardless of status (arrival, departure, temporary).

# Directory File Card Retention Periods

- Must be purged during the first five working days of the month.
  - Permanent or TAD personnel (more than 6 months) destroy 12 months **after** detachment.
  - Temporary or TAD personnel (less than 6 months) destroy 3 months **after** detachment.

# Directory File Card (DFC) (Cont.)

- Personnel checking IN to the unit.

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

**Block #2** A social security number is not required (N/R).

**Block #3** Grade.

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

**Block #5** Date checked into the Unit.

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

# DFC (Checking In) (Cont.)

NAME (Last First Middle Initial) <b>DAVIS, JOHN A</b>	SSN <b>N/A</b>	GRADE <b>SSGT</b>	DISCARD DATE (Mo., Yr.)
JOINED FROM <b>29 PALMS CA 92278</b>	DATE <b>20080315</b>	UNIT ASSIGNED <b>B CO</b>	
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)

# Directory File Card (DFC) (Cont.)

- Personnel checking OUT of the unit.

Block #7 Dropped (the full forwarding mail address).

Block #8 Signature (from the individual checking out if mail is to be forwarded to a civilian address). Mail can only be forwarded to a personal address when signed by personnel checking out. No signature is required to forward mail to a military address.

Block #9 Date (checking out).

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

# DFC (Checking Out) (Cont.)

NAME (Last First Middle Initial) <b>DAVIS, JOHN A.</b>	SSN <b>N/A</b>	GRADE <b>SSGT</b>	DISCARD DATE (Mo., Yr.) <b>APR 10</b>
JOINED FROM <b>29 PALMS CA 92278</b>	DATE <b>20080315</b>	UNIT ASSIGNED <b>B CO</b>	
UD NO.			
DROPPED (New duty station, home address etc. - complete address with EDA)  <b>1966 Saddle Brook Dr Middletown VA 23645</b>			
SIGNATURE (required) <i>John A. Davis</i>	DATE <b>20090322</b>	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)

# PRACTICAL APPLICATION

NAVMC 10572

MAIL DIRECTORY FILE CARD

PG 31 & 32

# Directory File Card (DFC) (Cont.)

- When personnel “Check Out” of the unit without checking out of the UMR then the following information must be annotated on the DFC (NAVMC 10572)

Block #7 Dropped (MLNFA) (Moved Left No forward Address) or a military address will be placed in the dropped box).

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

Block #10 UD No (will be the Unit diary number or MR (Morning Report) for your Unit that reflects when the individual left the Unit).

# DFC (Left Unit without checking out of UMR) (Military address)

NAME (Last First Middle Initial) <b>DAVIS, JOHN A.</b>	SSN <b>N/A</b>	GRADE <b>SSGT</b>	DISCARD DATE (Mo., Yr.) <b>SEP 10</b>
JOINED FROM <b>29 PALMS CA 92278</b>	DATE <b>20080315</b>	UNIT ASSIGNED <b>B CO</b>	
DROPPED (New duty station, home address etc. - complete address with EDA)  <b>EDA 100627 MALS 12 UNIT 37161 FPO AP 96603-7161</b>			
SIGNATURE (required)		DATE <b>20090822</b>	UD NO. (Only if no signature) <b>MR</b>

**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)

# DFC (Left Unit without checking out of UMR)(MLNFA)

NAME (Last First Middle Initial) <b>DAVIS, JOHN A.</b>	SSN <b>N/A</b>	GRADE <b>SSGT</b>	DISCARD DATE (Mo., Yr.) <b>Apr 10</b>
JOINED FROM <b>29 PALMS CA 92278</b>	DATE <b>20080315</b>	UNIT ASSIGNED <b>B CO</b>	
DROPPED (New duty station, home address etc. - complete address with EDA)  <b>MLNFA</b>			
SIGNATURE (required)		DATE <b>20090322</b>	UD NO. (Only if no signature) <b>MR</b>

# Directory File Card (DFC) (Cont.)

- Temporary change in status is recorded in the appropriate spaces on the back of the DFC. All temporary changes such as **TAD**, “Sick In Quarters” (**SK**), “Unauthorized Absence” (**UA**), “Confinement” (**CONF**), or “In Hand of Civilian Authorities” (**IHCA**). Leave entries are not required but may be desired by the command.

**PRACTICAL APPLICATION**

**DIRECTORY FILE CARD  
(BACK)**

**PG 33**



# Quiz

When do the Directory File Cards have to be purged?

- a. Once a week.
- b. Twice a month.
- c. The first five working days of every month.
- d. Once a year.

# Answer

When do the Directory File Cards have to be purged?

- a. Once a week.
- b. Twice a month.
- c. The first five working days of every month.
- d. Once a year.

# Quiz

How long are Directory File Cards retained for permanent members with over six months that have departed your Unit?

- a. 6 months
- b. 9 months
- c. 1 year and 1 month
- d. 3 months

# Answer

How long are Directory File Cards retained for permanent members with over six months, that have departed your Unit?

- a. 6 months
- b. 9 months
- c. 1 year and 1 month
- d. 3 months

# Quiz

How long are Directory File Cards retained for TAD members with less than 6 months?

- a. 6 months
- b. 1 year and 1 month
- c. 3 months
- d. 9 months

# Answer

How long are Directory File Cards retained for TAD members with less than 6 months?

- a. 6 months
- b. 1 year and 1 month
- c. **3 months**
- d. 9 months

# Re-Addressing Letter Mail

- Mail will be brought to the servicing Military Post Office in separate bundles:
  - On Base
  - Off Base
  - Deployed
  - NR (No Record)
  - MS (Missent)
  - MLNA (Moved Left No Address)

# (FWD) Forwarding

- Place **Estimated Date of Arrival (EDA)** on **all** mail being forwarded to military address **only**.
- **Never use** a civilian forwarding address from Unit Diary.
- When forwarding mail, for hospitalized personnel, to the hospital aboard Camp Pendleton, include ward and room number along with the hospital's respective Box number. (when available).

# Quiz

When forwarding mail to the Navy Hospital aboard Camp Pendleton you must use the room and ward number if known.

- a. True
- b. False

# Answer

When forwarding mail to the Navy Hospital aboard Camp Pendleton you must use the room and ward number if known.

- a. True
- b. False

# Quiz

A complete forwarding address for a Marine, who has transferred to a new military command, must include both the complete forwarding address and the \_\_\_\_\_.

- a. SSN (Social Security Number)
- b. EDA (Estimated Date of Arrival)
- c. Date of Rank
- d. Pay Grade

# Answer

A complete forwarding address for a Marine, who has transferred to a new military command, must include both the complete forwarding address and the \_\_\_\_\_.

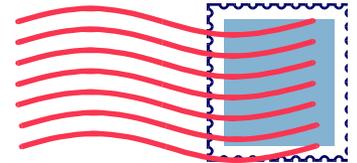
- a. SSN (Social Security Number)
- b. **EDA (Estimated Date of Arrival)**
- c. Date of Rank
- d. Pay Grade

# Re-Addressing Letter Class Mail

- Draw a single line from the upper left hand portion of the address down to the lower right hand portion.
- **Do not cross out the name, only the address lines.**
- Forwarding address placement.
  - Utilize yellow gummed labels (obtained from local supply channels).

# FWD (front)

**Mom & Dad Jones**  
**1313 Mockingbird Lane**  
**Anywhere, CA 99999**



**JOHN A. JONES**

EDA 090510

123 Somewhere Street

Lost City CA 98765

**055-5351**



# FWD (back)

FWD 9 COMM 100404 17-09

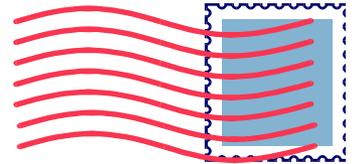
Unit  
DATE  
STAMP

# Moved Left No Address (MLNA)

- Personnel that fail to provide a forwarding address or a new military address is not available.

# MLNA (front)

**Mom & Dad Jones  
1313 Mockingbird Lane  
Anywhere, CA 99999**



**JOHN A. JONES  
9<sup>TH</sup> COMM BN  
BOX 555351  
CAMP PENDLETON CA 92055-5351**



# MLNA (back)

MLNA 9TH COMM 090404 17-09

Unit  
DATE  
STAMP

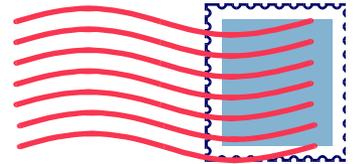


# (NR) No Record

- Individuals with **no** directory file card.
- Never were part of the Unit.
- Failed to completely check into the unit.
  - If a marine checks into a unit but not the UMR the Mail Clerk must complete a DFC.
  - It is YOU the Mail Clerks that are responsible for the DFC's to be complete and correct.

# No Record (Front)

**Mom & Dad Jones  
1313 Mockingbird Lane  
Anywhere, CA 99999**



**JOHN A. JONES  
9<sup>TH</sup> COMM BN  
BOX 555351  
CAMP PENDLETON CA 92055-5351**

# No Record (Back)

NR 9TH COMM 090404 17-09

Unit  
DATE  
STAMP



# Quiz

The proper endorsement for a “No Record” piece of mail is

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

- a. NR, Unit, Date, Card #.
- b. NR, MLNA, Date, Card #.
- c. NR, Unit SSN, Card #.
- d. NR, Date, SSN, Card #.

# Answer

The proper endorsement for a “No Record” piece of mail is

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

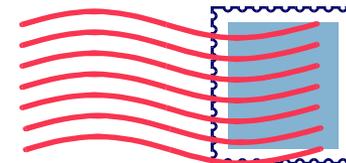
- a. NR, Unit, Date, Card #.
- b. NR, MLNA, Date, Card #.
- c. NR, Unit SSN, Card #.
- d. NR, Date, SSN, Card #.

# Missent (MS)

- Mail that is properly addressed but does not to your Unit.
- Circle the correct address.

# MS (front)

**Mom & Dad Jones  
1313 Mockingbird Lane  
Anywhere, CA 99999**



**JOHN A. JONES  
9<sup>TH</sup> COMM BN  
BOX 555351  
CAMP PENDLETON CA 92055-5351**



# MS (back)

MS 9<sup>th</sup> Comm 090404 17-09

Unit  
DATE  
STAMP

# Re-addressing Periodicals

- **Never** mark or cross out the original address on periodicals however, the *top barcode* must be lined through to prevent it from returning. (NR/MLNA & FWD Off base only)
- Date stamp on a gummy label if a date stamp will not be visible or may wipe off of cover.

# Forwarding Periodicals

- Use a yellow label for the forwarding address.
- All endorsements in front (face) of periodicals.
- **Only** endorsement on the back of periodicals is the Unit Mailroom date stamp.

# Leatherneck

MAGAZINE OF THE MARINES

www.mca-marines.org/leatherneck



FWD, 2/11, 100412, 14-09

## MARINES



EDA: 100503

BSSG-1

BOX 555607

CAMP PENDLETON CA 92055

Commemorative Stamps



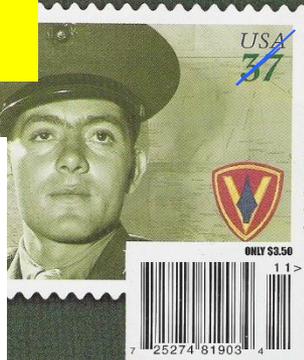
#ML 2315245 98

GYSGT JOE E. MARINE

2/11

BOX 555524

CAMP PENDLETON CA 92055



# On Base (Military)

# CANADIAN HOCKEY MAGAZINE

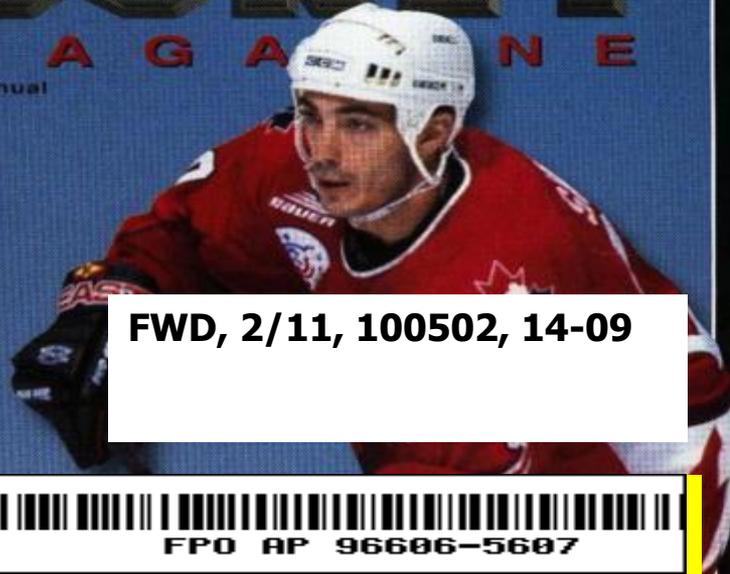
Canadian Hockey Annual  
1996/97 Edition - \$2

## JOE SAKIC

THE QUIET  
SUPERSTAR

PAUL KARIYA  
THE NEXT  
GENERATION  
SENSATION

TIM MANNING'S  
FAMILY THRIVES  
ON HOCKEY



FWD, 2/11, 100502, 14-09



EDA 100623

GySgt Joe E. Marine

H&S Bn III MEF

Unit 35607

FPO AP 96606-5607



#IVIL 2315245 98

GYSGT Joe E. Marine

2/11

BOX 555524

CAMP PENDLETON CA 92055

# Off Base (Military)

# Leatherneck

MAGAZINE OF THE MARINES

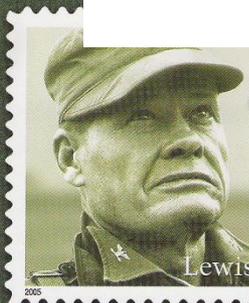
www.mca-marines.org/leatherneck



## DISTINGUISHED MARINES

U.S. Postal Service Honors 230 Years of Heritage With Commemorative Stamps

NR, 2/11, 100501, 04-09



CAMP PENDLETON CA 92055  
#ML 2315245 98  
GYSGT Joe E. Marine  
2/11  
Box 55524  
CAMP PENDLETON CA 92055

SPECIAL INSERT: Senior

(NR)  
No Record

# Leatherneck

MAGAZINE OF THE MARINES

[www.mca-marines.org/leatherneck](http://www.mca-marines.org/leatherneck)



## DISTINGUISHED MARINES

U.S. Postal Service Honors 230 Years of Heritage With Commemorative Stamps



MS, 1/11, 100501, 04-09



#ML 2315245 98

GYSGT MICHAEL P BRADY

2/11

BOX 555524

CAMP PENDLETON CA 92055



(MS)  
Missent

# Leatherneck

MAGAZINE OF THE MARINES

www.mca-marines.org/leatherneck



## DISTINGUISHED MARINES

U.S. Postal Service Honors 230 Years of Heritage With Commemorative Stamps



MLNA, 2/11, 100311, 04-09

CAMP PENDLETON CA 92055

GYSGT JOE E. DEVILDOG

2/11

BOX 555524

CAMP PENDLETON CA 92055



(MLNA)  
Moved Left No  
Address

# Official Mail

Page 40

# Official Mail

- Delivered directly to Unit Commanding Officer or authorized personnel **only**.
- The **current** Unit Commanding Officer must appoint authorized agents. Unit Commanding Officer must sign current letter. **“By direction” is not authorized.**
- Unit Commanding Officer Letter of Authorization is retained for 2 years after cancellation.
- Mail addressed to “Commander of” or “Commanding Officer of” is treated as Official Mail.

# Official Mail (Cont.)

- Letter of Authorization to receipt for and open all Official Mail to addressed to the Commanding Officer must have a sample signature of every authorized agent.

Page 41 Figure #44

# Quiz

\_\_\_\_\_ is authorized to receipt for Official Mail from the Unit Mailroom.

- a. Individuals listed on the Commanding Officer's Letter of Authorization.
- b. The Commanding Officer.
- c. Unit Mail Clerk and Unit Mail Orderlies.
- d. Both a and b.

# Answer

\_\_\_\_\_ is authorized to receipt for official mail from the Unit Mailroom.

- a. Individuals listed on the Commanding Officer's Letter of Authorization.
- b. The Commanding Officer.
- c. Unit Mail Clerk and Unit Mail Orderlies.
- d. **Both a and b.**

# Official Accountable Mail

- Delivered directly to Unit Commanding Officer or authorized personnel **only**.
- The **current** Unit Commanding Officer can appoint authorized agents. Unit Commanding Officer must **sign** current letter, **not** “by dir”.
- Unit Commanding Officer Letter of Authorization is retained for 2 years after cancellation.
- Mail addressed to “Commander of” or “Commanding Officer of” is treated as official mail.

# Official Accountable Mail (Cont.)

- Letter of Authorization to receipt for Official Accountable Mail addressed to the Commanding Officer **must include** a sample signature of every authorized agent.

# Quiz

The \_\_\_\_\_ is authorized to sign the Letter of Authorization to receipt for Official Accountable Mail.

- a. Individuals listed on the Commanding Officer's Letter of Authorization.
- b. The Commanding Officer.
- c. Unit Mail Clerk and Unit Mail Orderlies.
- d. Both a and b.

# Answer

The \_\_\_\_\_ is authorized to sign the Letter of Authorization to receipt for official accountable mail.

- a. Individuals listed on the Commanding Officer's Letter of Authorization.
- b. **Commanding Officer.**
- c. Unit Mail Clerk and Unit Mail Orderlies.
- d. Both a and b.

# Quiz

Mail addressed to the Commanding Officer is delivered to \_\_\_\_\_.

- a. Individuals listed on the Commanding Officer's Letter of Authorization.
- b. The Commanding Officer.
- c. Unit Mail Clerk and Unit Mail Orderlies.
- d. Both a and b.

# Answer

Mail addressed to the Commanding Officer is delivered to \_\_\_\_\_.

- a. Individuals listed on the Commanding Officer's Letter of Authorization.
- b. The Commanding Officer.
- c. Unit Mail Clerk and Unit Mail Orderlies.
- d. **Both a and b.**

# Delivery of Official Mail

- Official Mail will be delivered as regular mail to the Unit Mail Clerks authorized to receive Official Mail from their serving MPO.
- The Unit Mail Clerks must deliver Official Mail utilizing the Section Mail Orderly Receipt Log.

# Delivery of Official Mail (Cont.)

**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

# Delivery of Official Accountable Mail

- Official Accountable Mail is delivered to the Unit Mail Clerk from the serving MPO utilizing a PS Form 3883 (Firm Delivery Receipt For Accountable Mail).
- Before the Unit Mail Clerk signs for the Official Accountable Mail the following must be checked:
  - Ensure all the Official Accountable Mail article numbers are correct.
  - Ensure that the Official Accountable Mail is not Personal Accountable Mail.

# Delivery of Official Accountable Mail (Cont.)

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

Article Number – (Block 18) (Received By) The Unit Mail Clerk must print his rank and name.

Article Number – (Block 19) (Sign) The Unit Mail Clerk must sign name.

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

# Delivery of Official Accountable Mail (Cont.)

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

- Ensure the Official Accountable Mail that you are receiving is not damaged or open. If they are open than the serving MPO Postal Clerks must repair the package and make the correct annotations.
- Ensure that the PS Form 3883 is properly completed.

# Delivery of Official Accountable Mail (Cont.)

## Completing a PS Form 3883.

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

Mail for/Bill Number – Unit and the bill number which is the number in sequence of delivery to that Unit.

Article Number –The number off of the special service sticker.

# Delivery of Official Accountable Mail (Cont.)

- The PS Form 3383 contains three different colored sheets.

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

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

The **pink** copy will be kept by the serving MPO.

# Post Office to Unit Mail Clerk

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



5199 9990 0007 9672 7384

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

9th Comm / 01-10

Article Number	* Code	Office of Origin (International)	Article Number	* Code	Office of Origin (International)
1. <b>RR 123 456 123 US</b>			11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18.		
9.			19.		
10.			20.		

1 one

Unit Mail Clerk Print Name

Unit Mail Clerk Signature

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

Date of Delivery <b>100104</b>	Number of pieces described above <b>1 One</b>	Recipient signs Form 3849. ERM sites: send Form 3849 to CFS MRM sites: file Form 3849 with Form 3883	Postmark – Delivery Office <b>4 JUNE 2010</b>
Delivered By: (Clerk/Carrier) <b>Postal Clerk Sign</b>			
Form 3849 Barcode Number			

PS Form 3883, February 2002  
 Follow proper scanning procedures for all articles. 1- Delivery

PS Form 3883, February 2002  
 Follow proper scanning procedures for all articles. 2- Office

PS Form 3883, February 2002  
 Follow proper scanning procedures for all articles. 3-Customer

# Delivery of Official Accountable Mail (Cont.)

- **Delivery of Official Accountable Mail from the Unit Mail Clerk to an Authorized Agent**
- Official Accountable Mail is delivered from the Unit Mail Clerk to a person authorized in writing to receive Official Accountable Mail utilizing a PS Form 3883.
- **Before the person authorized in writing to receive Official Accountable Mail signs, the following must be checked:**  
  
Ensure all the Official Accountable Mail article numbers are correct.

# Delivery of Official Accountable Mail (Cont.)

Ensure that the Official Accountable Mail is not Personal Accountable Mail.

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

Ensure the Official Accountable Mail that you are receiving is not damaged/open. If they are damaged/open then the Unit Mail Clerk must repair the package and make the correct annotations.

Ensure that the PS Form 3883 is properly completed.

# Delivery of Official Accountable Mail (Cont.)

- **Completing a PS Form 3883.**

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

**Mail for/Bill Number – Given to each Unit from the MPO.**

# Delivery of Official Accountable Mail (Cont.)

**Article Number – The number off of the special service sticker.**

Article Number – (Block 18) (Received By- Print) The person authorized in writing to receive official accountable mail must print his rank and name.

**Article Number – (Block 19) (Sign) The person authorized in writing to receive official accountable mail must sign name.**

Date of Delivery – The date that the person authorized in writing to receive Official Accountable Mail must match the serving MPO date stamp (AP Chop) to reflect that mail was not held over night in the UMR.

# Delivery of Official Accountable Mail (Cont.)

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

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.

# Delivery of Official Accountable Mail

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

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

# Unit Mail Clerk to Authorized

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



5199 9990 0007 9672 7384

- Certified     Delivery Confirmation™ Service     Express Mail® Service Insured     Recorded Delivery     Registered     Return Receipt for Merchandise     Signature Confirmation™ Service

Mail for/Bill Number  
**9th Comm 01-10**

Article Number	Code	Office of Origin (International)	Article Number	Code	Office of Origin (International)
1. <b>RR 123 456 123 US</b>			11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18. <b>LOA to Receipt for Official Accountable Mail</b>		
9.			19. <b>Print</b>		
10.			20. <b>Signature</b>		

1 one

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

Date of Delivery <b>100104</b>	Number of pieces described above <b>1 One</b>	<b>Recipient signs Form 3849.</b>	Postmark – Delivery Office <b>PO or APO</b>
Delivered By: (Clerk/Carrier) <b>Mail Clerk Signature</b>		ERM sites: send Form 3849 to CFS	<b>Initials</b>
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**

PS Form **3883**, February 2002  
 ◆ Follow proper scanning procedures for all articles. **2- Office**

PS Form **3883**, February 2002  
 ◆ Follow proper scanning procedures for all articles. **3-Customer**

# Practical Application

## PG 49

PS FORM 3383  
Firm Delivery Receipt For  
Accountable and Bulk Mail

# Quiz

How often is the Unit Postal Officer required to verify delivery of Official Accountable Mail?

- a. Daily.
- b. Return to the serving post office.
- c. By the next day.
- d. Reseal and make proper annotations.

# Answer

How often is the Unit Postal Officer required to verify delivery of Official Accountable Mail?

- a. **Daily.**
- b. Return to the serving post office.
- c. By the next day.
- d. Reseal and make proper annotations.

# Quiz

When should Official Accountable Mail be delivered?

- a. Daily.
- b. Return to the serving post office.
- c. By the next day.
- d. Reseal and make proper annotations.

# Answer

When should Official Accountable Mail be delivered?

- a. **Daily.**
- b. Return to the serving post office.
- c. By the next day.
- d. Reseal and make proper annotations.

# Delivery of Official Accountable Mail (Cont.)

- **Delivery of Official Accountable Mail from Unit Mail Clerk back to Serving Post Office.**
- 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 than it must be returned back to the serving Military Post Office by close of business (COB).
- Official Accountable Mail **must not** be kept overnight in the UMR. It will be returned to the serving MPO in the following manner: (Fig #50)

# Delivery of Official Accountable Mail (Cont.)

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

Write “Return to the serving Military Post Office” in the “Mail for /Bill number” block on the PS Form 3883.

**Article Number –The number off of the special service sticker.**

Article Number – (Block 18) (Received By) The Postal Clerk at the serving MPO that is receiving the Official Accountable Mail must print his/her rank and sign name.

# Delivery of Official Accountable Mail (Cont.)

Article Number – (Block 19) (Sign) The Postal Clerk at the serving MPO that is receiving the official accountable mail must sign name.

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

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

# Delivery of Official Accountable Mail (Cont.)

- 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.
- 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 will be retained by the UMR.

# Unit Mail Clerk back to Post Office

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



5199 9990 0007 9672 7384

- Certified     Delivery Confirmation™ Service     Express Mail® Service Insured     Recorded Delivery     Registered     Return Receipt for Merchandise     Signature Confirmation™ Service

Mail for/Bill Number  
**Return to MPO**

Article Number	* Code	Office of Origin (International)	Article Number	* Code	Office of Origin (International)
1. <b>RR 123 456 123 US</b>			11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18.		
9.			19.		
10.			20.		

**1 one**

19. **Postal Clerk Print Name**  
 20. **Postal Clerk Signature**

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

Date of Delivery <b>100401</b>	Number of pieces described above <b>One 1</b>	<b>Recipient signs Form 3849.</b> ERM sites: send Form 3849 to CFS MRM sites: file Form 3849 with Form 3883	Postmark - Delivery Office <b>4</b> <b>Jan</b> <b>2010</b>
-----------------------------------	--	---	---

PS Form 3883, February 2002

◆ Follow proper scanning procedures for all articles.

**1- Delivery**

PS Form 3883, February 2002

◆ Follow proper scanning procedures for all articles.

**2- Office**

PS Form 3883, February 2002

◆ Follow proper scanning procedures for all articles.

**3-Customer**

# Quiz

What is a PS Form 3883 used for?

- a. For the delivery of Official Accountable Mail.
- b. Delivery of personal mail.
- c. Unit Mail Clerk Designation Log.
- d. Mailroom – No Admittance Form.

# Answer

What is a PS Form 3883 used for?

- a. For the delivery of Official Accountable Mail.
- b. Delivery of personal mail.
- c. Unit Mail Clerk Designation Log.
- d. Mailroom – No Admittance Form.

# Quiz

What happens when Official Accountable Mail is undeliverable?

- a. Daily.
- b. Return to the serving MPO.
- c. By the next day.
- d. Reseal and make proper annotations.

# Answer

What happens when Official Accountable Mail is undeliverable?

- a. Daily.
- b. Return to the serving MPO(same day).
- c. By the next day.
- d. Reseal and make proper annotations.

# Broken Chain of Receipts

- A broken chain of receipts is when the Official Accountable Mail changes hands without receipt.
- The same Unit Mail Clerk that receives the Official Accountable Mail from the serving MPO must be the same Unit Mail Clerk that delivers to an authorized agent.
- 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.

# Broken Chain of Receipts (Cont.)

- The same Unit Mail Clerk that signs for the Official Accountable Mail from the serving MPO must be the same 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 legal because there is always a chain of receipts between authorized agents to handle and receipt for the Official Accountable Mail.
- 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.

**Personal**  
**Accountable**  
**Mail**

**Page 48**

# Accountable mail (Personal)

- Treat PS Form 3849's the same as mail.
- Hand deliver PS Form 3849 to recipient.
- Return PS Form 3849 to serving Military Post Office with instructions:
  - Holding
  - Missent (MS)
  - Forwarding (FWD)
  - No Record (NR)
  - Moved Left No Address (MLNA)

# Personal Accountable Mail (Cont.)

- 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) (Figure #55)

# Personal Accountable Mail (Cont.)

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 e

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:

**X**

3.  Redeliver (Enter day of week):

(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)

- 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.)**

Refused  Forward  Return

**On Leave untill 20071030**

**Leave/HQSPBN/070928/54-07**

## Delivery Section

Signature

Printed Name

Delivery Address



1234 5678 3456 1966

# Personal Accountable Mail (Cont.)

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

# Personal Accountable Mail (Cont.)

United States Postal Service <b>Sorry We Missed you! We Redeliver for You</b>		Today's Date <b>20070928</b>	Sender's Name <b>STATE ZIP CODE</b>
Item is at: <input type="checkbox"/> Post Office (See back) <input checked="" type="checkbox"/> <b>14 Area</b>		Available for Pick-up After <b>M,T,T,F 0900-1600</b> <b>W 0900-1200</b> Date: _____	<b>We will redeliver or you or your agent can pick up. See reverse</b>
<input type="checkbox"/> <b>If checked, you or your agent must be present at time of delivery to sign for item</b>			
<input type="checkbox"/> Letter <input type="checkbox"/> Large envelope, magazine, catalog, <input checked="" type="checkbox"/> Parcel <input type="checkbox"/> Restricted Delivery <input type="checkbox"/> Perishable Item <input type="checkbox"/> Other	<b>For Delivery:</b> (Enter total number of items delivered by service type)  <b>For Notice Left:</b> (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		Record Article Number(s) Here: <b>RR 641 579 128</b> ----- ----- ----- ----- <b>Notice Left Section</b>
	<input type="checkbox"/> Registered <input type="checkbox"/> Insured <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Delivery Confirmation <input type="checkbox"/> Signature Confirmation		Customer Name and Address <b>JOE SMITH</b> ----- <b>HQ SPT BN MCB BOX 555031</b>
Article Requiring Payment		Amount Due	
<input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs		<input type="checkbox"/> \$	
<input type="checkbox"/> <b>Final Notice:</b> Article will be returned to sender on _____		Delivered By and Date	
PS Form 3849, November 1999		102595-99-M-0191	<b>Delivery Notice/Reminder/Receipt</b>

# Personal Accountable Mail (Cont.)

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 e

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:

**X**

3.  Redeliver (Enter day of week):

(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)

- 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.)**

Refused     Forward     Return

**FWD: 1832 Park Ln  
AnyTown CA 92999**

**FWD/HQSPBN/070928/54-07**

## Delivery Section

Signature

Printed Name

Delivery Address



1234 5678 3456 1966

# PS Form 3849 (NR)

- Proper procedures to No Record mail when using PS Form 3849.

# PS Form 3849 (NR) (front)

United States Postal Service

Sorry We Missed You! We <sup>re</sup> Deliver for You

Today's Date

050315

Sender's Name

TX 75321

Item is at:

Phone 725-5555

Post Office (See back)

Bldg 1488

Available for Pick-up After

M-T-Th-F 0900-1600

Date:

Wed

Time:

0900-1200

**We will redeliver or you or your agent can pick up. See reverse.**

Letter

Large envelope, magazine, catalog, etc.

Parcel

Restricted Delivery

Perishable Item

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 instruct the post office to hold it.)

Certified

Recorded Delivery

Firm Bill

Registered

Insured

Return Receipt for Merchandise

Delivery Confirmation

Signature Confirmation

If checked, you or your agent must be present at time of delivery to sign for item

Article Number(s)

VA 123 456 789 US

### Notice Left Section

Customer Name and Address

Cpl Ben N. Toolong

BSSG-1 Svc Co

Article Requiring Payment

Amount Due

Postage Due  COD  Customs

\$

**Final Notice:** Article will be returned to sender on

Delivered By and Date

# PS Form 3849 (NR) (back)

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.  a. Check all that apply in section 3;  
b. Sign in section 2 below;  
c. Leave this notice where the carrier can see it.

**NR BSSG-1 050316 11-04**

2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You:

## Delivery Section

3.  Redeliver (Enter day of week.):

Signature

X

(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)

Printed Name

- Leave item at my address

Delivery 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.)

**USPS**



- Refused  Forward  Return

# Personnel Accountable Mail in UMR

- All instructions are written within LOI dated October 20, 2005.
- This is an additional class. See (Pg 53-54)
- Units required to attend:

```
To:    Unit Mailroom, 22 Area (Sup Bn, 1st Med Bn, MSSG-15 and CSSG-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
```

# OFF BASE mail delivery by GOV

- Using the US Postal Service is the most secure and strongly recommended way to have Unit mail transported off base. (29 Palms, etc.)

# Quiz

The Unit Postal Officer is authorized to approve the use of POV's to transport mail.

- a. True
- b. False

# Answer

The *Unit* Postal Officer is authorized to approve the use of POV's to transport mail.

- a. True
- b. **False**

# Deployed Mail

Page 56

# Deployed Mail

- Commands must submit a Mail Routing Request (MRR) for upcoming deployments 45 days in advance.
- The MRR must be signed by either the Unit Commanding Officer (preferably) or Unit Postal Officer.

# Mail Routing Request (MRR)

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: [SMBPENDLETONPOSTOFFICE@usmc.mil](mailto:SMBPENDLETONPOSTOFFICE@usmc.mil)**

# Practical Application

## PG 57

# Mail Routing Request

# Quiz

Commands planning a deployment must notify the main post office a minimum of \_\_\_ days prior to deployment.

- a. 45 days.
- b. 60 days.
- c. After the advance party has departed.
- d. 10 days.

# Answer

Commands planning a deployment must notify the main post office a minimum of \_\_\_ days prior to deployment.

- a. 45 days.
- b. 60 days.
- c. After the advance party has departed.
- d. 10 days.

# Deployed Mail Cover Sheet (DMCS)

- All mail for deployed Units will have a Deployed Mail Cover Sheet (DMCS).
- Mail deployed bundles will NO THICKER than 6 inches (easily handled).
- Separate letters and flats (magazines and newspapers).

# Deployment Cover Sheet

## DEPLOYED MAIL COVER SHEET

(FOR UNIT MAIL ROOM USE)

DATE: \_\_\_\_\_

UNIT: \_\_\_\_\_

(Title of Unit, Company, Squadron or Detachment)

Mail Clerk's Name \_\_\_\_\_

Mail Clerk's Signature \_\_\_\_\_

Mail Piece Count:

Letters:	
Flats:	
Parcels:	

Title of Operation

(Below is for Postal Use)


(Serving Post Office)

Accepting Postal Clerk's Signature

(Deployed Mail Section)

Accepting Postal Clerk's Signature

Standard Mail  
Removed

Letters:	
Flats:	
Parcels:	

Mail Dispatched

Letters:	
Flats:	
Parcels:	

Remarks: \_\_\_\_\_

# Postal Offenses and Losses

- The DoD is responsible to the USPS for reimbursement for the loss of funds, postage and accountable mail.
- Notify the Unit Postal Officer the instant you suspect any type of offense against the mail is occurring.
- Postal offenses must be reported to the MPO within 24 hours of discovery.
- Page 48 has examples of postal offenses and losses.
- The Unit Postal Officer will submit an internal investigation report to the I MEF Postal Officer. In turn the I MEF Postal Officer will submit a report online via AMPS.

# Quiz

What is the first thing you should do when you see or suspect a postal offense?

- a. Talk to the person suspected.
- b. Report it to the Unit Postal Officer.
- c. Report it to NCIS.
- d. Contact the Military Postal Inspector.

# Answer

What is the first thing you should do when you see or suspect a postal offense?

- a. Talk to the person suspected.
- b. **Report it to the Unit Postal Officer.**
- c. Report it to NCIS.
- d. Contact the Military Postal Inspector.

# Retention Periods

- Postal records must be retained even after being revoked, cancelled or re-issued.
    - Verification of authorized personnel
    - To assist with investigations
- (Pages 61-62)

# Retention Periods (continued)

## ■ DD Form 285

- Destroy immediately after revocation entry is made on DD Form 2260 log (Unit Mail Orderlies)

## ■ DD Form 2260

- Destroy 2 years after last revocation entry

## ■ Letter of Authorization

- Destroy 2 years after revocation

## ■ PS Form 3883

- Destroy 2 years from date of last receipt/delivery

# Retention Periods (continued)

- **Weekly Unannounced Mailroom Inspection (AIRS checklist).**
  - Are kept in the Unit Mailroom until the next quarterly Mailroom inspection.
- **Quarterly Inspection.**
  - Destroyed 2 years after date of inspection.
- **Unit Mail Orderly Receipt Log.**
  - Six months from the date of pickup.

# Retention Periods (continued)

- **TAD Orders/Leave Papers.**

- Destroy after personnel return.

- **Unit Diary/Morning Report.**

- Six months.

# Quiz

How long do you retain revoked Unit Postal Officer Appointment Letters on file?

- a. 6 months.
- b. 1 year and 1 month.
- c. Until completed.
- d. 2 years from revocation date.

# Answer

How long do you retain revoked Unit Postal Officer Appointment Letters on file?

- a. 6 months.
- b. 1 year and 1 month.
- c. Until completed.
- d. **2 years from revocation date.**

# Quiz

How long do you retain revoked Section Mail Orderly Receipt Logs?

- a. 6 months.
- b. 1 year and 1 month.
- c. Until completed.
- d. 2 years from revocation date.

# Answer

How long do you retain revoked Section Mail Orderly Receipt Logs?

- a. **6 months.**
- b. 1 year and 1 month.
- c. Until completed.
- d. 2 years from revocation date.

# Quiz

How long do you retain closed out Directory File Cards?

- a. 6 months.
- b. 1 year and 1 month.
- c. Until completed.
- d. 2 years from revocation date.

# Answer

How long do you retain closed out Directory File Cards?

- a. 6 months.
- b. 1 year and 1 month.
- c. Until completed.
- d. 2 years from revocation date.

# Quiz

How long do you retain the Unit Diaries/Morning Reports?

- a. 6 months.
- b. 1 year and 1 month.
- c. Until completed.
- d. 2 years from revocation date.

# Answer

How long do you retain the Unit Diaries/Morning Reports?

- a. **6 months.**
- b. 1 year and 1 month.
- c. Until completed.
- d. 2 years from revocation date.

# Ref 5110.5D

## ■ Marine Corps Official Mail Address Listing.

This gives **every** properly formatted address for Units aboard Marine Corps Installations.

# Questions?

- Postal QA QC Inspectors Contact:
- 763-4180 QA QC Chief
- 763-6896 Inspector
- 763-9747 Inspector
- 763-9748 Inspector
- 763-9749 Inspector
- 763-5476 Inspector
- Email: [mcbcampenpostal@usmc.mil](mailto:mcbcampenpostal@usmc.mil)