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UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
CAMP PENDLETON, CALIFORNIA 92088

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BO P5110.1A  
POS/MEF/mf  
6 Jul 1984

BASE ORDER P5110.1A w/ch 1

From: Commanding General  
To: Distribution List

Subj: Standing Operating Procedure for Postal Affairs (SOP for Postal)

Ref: (a) DOD Manual 4525.6M Vol I (NOTAL)  
(b) MCO P5110.4  
(c) DOD Manual 4525.6M Vol II (NOTAL)  
(d) OPNAVINST 5112.6 (NOTAL)

Encl: (1) Locator Sheet

- Purpose. To prescribe standardized procedures for postal services and handling of U. S. mail and for implementing and applying postal regulations and directives of higher authority.
- Cancellation. BO P5110.1
- Action. Commanding officers, postal personnel and appointed mail orderlies will ensure the thorough knowledge of and compliance with the instructions and procedures set forth in this Manual.
- Summary of Revision. This Manual contains a substantial number of changes and new procedures and must be completely reviewed.
- Applicability. This Manual is applicable to all commands, organizations, units, and activities at Marine Corps Base, Camp Pendleton and the Marine Corps Tactical Systems Support Activity.
- Certification. Reviewed and approved this date.

  
WILLIAM J. TIRSCHFIELD  
Chief of Staff

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UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
CAMP PENDLETON, CALIFORNIA 92055

BO P5110.1A Ch 1  
BK2/POS/mef  
16 Nov 1984

BASE ORDER P5110.1A Ch 1

From: Commanding General  
To: Distribution List

Subj: Standing Operating Procedures for Postal Affairs (SOP for Postal)

Encl: (1) New page inserts to BO P5110.1A

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

2. Action

a. Remove present pages 9-3 and 9-4 and replace them with corresponding pages contained in the enclosure hereto.

b. Appendix A, page A-1, change third line entry for Money Orders from "0800-1500" to read "OFFICIAL MAIL ONLY".

3. Change Notation. Significant changes contained in the revised pages of this Change are denoted by an arrow (  ) symbol.

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

5. Certification. Reviewed and approved this date.

  
WILLIAM J. TIRSCHFIELD  
Chief of Staff

DISTRIBUTION: A-3 less DCP (25)  
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LOCATOR SHEET

Subj: Standing Operating Procedures for Postal Affairs

Location: \_\_\_\_\_  
(Indicate the location(s) of the Copy(ies) of this Manual)



STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

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## STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

### INTRODUCTION

#### 0001. GENERAL

1. The Marine Corps Postal Service, as a part of the United States Postal Service and the Naval Postal Service, conforms to the current postal agreement between the Department of Defense and the United States Postal Service, and supplemental instructions published by higher authority.
2. Efficiency in the handling of mail depends greatly upon command supervision and the effectiveness of mail handling instructions and procedures.

0002. SCOPE. To maintain a high state of efficiency in the postal service throughout this Command, uniformity in mail handling practices must be maintained at all levels. The instructions in this Manual have full force and effect in all echelons of this Command and are based upon regulations promulgated by higher authority.

0003. CHANGES. Changes in this Manual will be published upon receipt of instructions by higher authority or in response to command requirements.

0004. PRECEDENCE. If any portion of this Manual conflicts with directives from higher authority, the latter shall take precedence.

#### 0005. ORGANIZATION AND OPERATIONAL CONTROL

1. The Base Post Office is a branch of the Oceanside, California Post Office and consists of a Main Office and three postal units. The Commanding General, Marine Corps Base, Camp Pendleton exercises operational control of the Base Post Office and its units. Administrations of the postal services within the command will be under the staff cognizance of the Assistant Chief of Staff, Manpower. Unit Post Offices are assigned by this headquarters to best serve the needs of this command.
2. Additional postal services are provided in locations to best serve the needs of the tenant commands by:
  - a. Post Offices operated by civilian personnel under the jurisdiction and supervision of the Postmaster of Oceanside, California.
  - b. Branch post offices of San Francisco, California under the operational control of designated Fleet Marine Force Commanders.

STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

CHAPTER 1

RESPONSIBILITIES AND DUTIES

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## STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

### CHAPTER 1

#### RESPONSIBILITIES AND DUTIES

1000. COMMANDING OFFICERS. The following responsibilities and duties are in addition to those outlined in the publications and directives listed in Chapter 3. Commanding officers shall:

1. Assign, in writing, an officer to be responsible for the supervision of postal functions for the organization or unit. A copy of this assignment will be posted in the mailroom.
2. Upon the establishment of a mailroom, not less than two mail orderlies will be assigned to it with one of the mail orderlies designated as the primary. A Mail Orderly Appointment Log will be established utilizing NAVMC Form 10594D by all organizations, staff sections, and other activities responsible for the appointment of mail orderlies. This log will be maintained for two years from the date of the last revocation entry. Mail Orderly Appointment Cards (DD Form 285) will be destroyed upon revocation.
3. Ensure that all appointed mail orderlies (primary and alternate at all levels) are thoroughly instructed in their assigned mail handling duties prior to appointment by ensuring that they have read and understand all applicable mail handling instructions and directives pertaining to correct procedures for handling U. S. Mail.
4. Provide adequate facilities and transportation for handling and processing of U. S. Mail.
5. Maintain the inviolability of all mail, personal and official.
6. Promulgate a mail handling order as required by Chapter 3 of reference (a). A copy of this Manual will be posted on the unit bulletin board.
7. Require mail orderlies operating mailrooms to maintain a complete and current mail directory. This directory will be operated in accordance with paragraph 8002.
8. Provide mail orderlies with necessary and current information to permit proper and expeditious delivery and forwarding of U. S. Mail.
9. Ensure that all personnel of the organization or unit know their correct mailing address. Sample mailing addresses are to be included in the organization or unit mail handling directive. Personnel are to be instructed to inform their correspondents (family, friends, etc.) and publishers of magazines and newspapers to which they subscribe, of their correct mailing address.
10. Ensure that the serving post office is promptly notified upon the revocation of a mail orderly who was authorized to pick up mail from the serving post office for the organization or unit. (Refer to Appendix C of this Manual)
11. Keep the Base Postal Officer informed of all matters which will affect the timely delivery, dispatch and routing of U. S. Mail.
12. Maintain close supervision over the handling of U.S. Mail within the organization.
13. Submit a report of corrective action taken on all discrepancies on the Base Postal Officer's Quarterly/Monthly Mailroom Inspection Checklist when the report contains a marking of "Below Average" or "Unsatisfactory". The report of corrective action is to be submitted to this headquarters (Base Adjutant) not later than 10 working days after the date the inspection report is received with one copy forwarded to the Base Postal Officer.

2. Conducting weekly mailroom inspections to ensure compliance with pertinent regulations and directives. NAVMC Form 10487 (Mailroom Inspection Checklist) will be used to record all inspections. Inspection reports will be kept on file in the mailroom for six months. Only one copy of the inspection report is needed. Weekly inspections are to be unannounced and conducted on alternate days of the week at no set time.
3. Maintenance and accountability of the Mail Orderly Appointment Log (NAVMC Form 10594-PS) and blank Mail Orderly Appointment Forms (DD Form 285). The forms are to be handled and prepared in accordance with Chapter 3, paragraphs E and F, of reference (a). The Mail Orderly Appointment Log and blank Mail Orderly Appointment Forms are controlled items and are to be stored in a secure place when not in use. The mailroom will not be considered a "secure place" for the storage of these forms.
4. Instructing mail orderlies in the proper procedures for the safeguarding and processing of U. S. Mail.
5. Keeping the commanding officer advised of all postal matters.
6. Keeping the Base Postal Officer informed of complaints, inquiries, and suggestions concerning mail matters.
7. Ensuring that immediate corrective action is taken on all discrepancies noted on inspections conducted by the Base Postal Officer and postal representatives, and those inspectors representing higher headquarters and the U. S. Postal Service.
8. Verify and initial PS Form 3850 and PS Form 3883 on a daily basis to ensure all accountable mail has been promptly and properly delivered. Verification is to be maintained for two years from the date of last entry.

#### 1003. POSTAL CLERKS.

1. The Custodian of Postal Effects (COPE) will be assigned to and relieved from duty by the Commanding General in accordance with reference (a).
2. The COPE/Marine Corps Postal Clerks are responsible for, but not limited to, the following:
  - a. The COPE is charged with the financial responsibility and custody of all postal effects for the Base Post Office and shall conduct all postal business in strict accordance with instructions of the U. S. Postal Service, Department of Defense, and Department of the Navy. The COPE shall be responsible to the Base Postal Officer and shall keep the Base Postal Officer informed of all matters pertaining to the operation of the Base Post Office.
  - b. Marine Corps Postal Clerks are responsible and accountable to the Postmaster of Oceanside for any stamps or funds (fixed credits) entrusted to their care. Postal Clerks will perform all duties assigned to them by the Custodian of Postal Effects and the Base Postal Officer.
  - c. The Base Postal Officer, the Custodian of Postal Effects and the Marine Corps Postal Clerks are the only personnel authorized to handle postal funds in this command.
  - d. Postal clerks shall maintain daily statistical data concerning postal operations.
  - e. All postal financial transactions conducted by postal clerks serving customers at Postal Finance Units will be completed in the presence of the mailer. Postal clerks will always have the mailer affix postage stamps to the matter being mailed. Postal clerks are prohibited from affixing stamps for postal patrons.
  - f. Postal clerks will expeditiously process all incoming and outgoing mail matter.

STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

CHAPTER 2

OFFICIAL MAIL

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STANDING OPERATING PROCEDURE FOR POSTAL AFFAIRS

CHAPTER 2

OFFICIAL MAIL.

2000. DEFINITION OF OFFICIAL MAIL. Official mail is any letter, publication, or parcel relating exclusively to the business of the U. S. Government which is mailed using official postage. Only those items which are mailable under postal laws may be sent as official mail. By law (39 U.S.C. 3202), only officials of the U. S. Government are authorized to send items through the postal system by official mail. The penalty for misuse of official mail is \$300.00 (18 U.S.C. 1719).

2001. USE OF OFFICIAL MAIL

1. Authorized Use of Official Mail. All U. S. Marine Corps activities are authorized use of official mail. These activities include, but are not limited to, the following:

- a. All Marine Corps units and activities.
- b. Marine Corps Reserve activities.
- c. Morale, welfare, and recreation (MWR) activities for business related directly to the execution of their mission. However, material related directly to the buying or selling of nonappropriated fund (NAF) merchandise and services may not be sent as official mail. Commanding officers may use official mail to advertise available MWR programs and services when the information is part of a consolidated MWR information package. Refer to reference (b), paragraph 1001.1c for defined categories of acceptable MWR information packages and associated nonappropriated fund instrumentalities (NAFI).
- d. NAFI's may use official mail only for official administrative (managerial) mailings related exclusively to the business of the U. S. Government.
- e. Official mail may be used for the mandatory distribution of authorized Marine Corps newspapers and civilian enterprise newspapers (e.g. local base newspapers). Official mail may be used to mail individual copies of Marine Corps newspapers to higher headquarters in the chain of command, in bulk to subordinate units for distribution to subordinate unit members, or to promote the overall command Public Affairs Program. Mailings of authorized Marine Corps newspapers and commercial enterprise newspapers will be at the third class bulk rate if they qualify, or as third class or fourth class mail, depending on the weight. The U. S. Postal Service (USPS) should be used only to transmit these publications to locations away from Camp Pendleton. Local (on site) distribution will not be accomplished via the postal system. Local (on site) distribution will be accomplished through the guard mail system and other base delivery systems.
- f. Contractors may use official mail only with proper authorization from the Commandant of the Marine Corps (Code MHP-50).

2. Unauthorized Use of Official Mail. U. S. Marine Corps Official Mail will not be used for the following:

- a. Correspondence that is not exclusively U. S. Marine Corps business.
- b. Correspondence from NAFI pertaining to the buying or selling of NAF merchandise or services; routing correspondence with commercial sources of products; routing bills to members of open messes and other membership associations; and advertisements for individual NAF and MWR activities that do not meet the criteria of paragraph 3002.1c and the defined categories established by paragraph 1001.1c of reference (b).
- c. Greeting cards, Christmas cards, retirement announcements, job resumes, and social functions (except functions authorized and funded from official representation funds in accordance with the current edition of SECNAVINST 7042.7).

5. Certificate of Mailing. The certificate of mailing (PS Form 3817) may be requested when proof of mailing is necessary. It is to be used instead of numbered insured, registered or certified mail when only proof of mailing is required.

6. Restricted Delivery. Restricted delivery permits the mailer to direct delivery to the addressee or addressee's agent only. It may be obtained only for numbered insured, registered, or certified mail.

7. Special Handling and Special Delivery. These services are not authorized for Marine Corps use unless written authorization has been granted by Commandant of the Marine Corps (Code MHP-50).

8. Express Mail. USPS Express Mail Service is a high speed (generally overnight) delivery that is available to most major locations in the United States.

a. Because of the high cost of postage for this service, the following considerations will be taken into account when determining approval for authorization to use express mail:

(1) What mission failure will result if the document is not received by the following day?

(2) What compelling circumstances prevent the items from being ready in time for normal mail transit?

(3) Will the recipient be present to accept delivery of the document? (Important: express mail will not be authorized on days which precede a weekend since USPS would not be able to deliver it until the following Monday. On days preceding a weekend, priority mail is to be used. If mailed on a Friday, by using priority mail, a package or document will be delivered by the following Monday. Express mail will only be authorized on days preceding a weekend if the mailer can assure that the recipient will be at the post office of delivery during that weekend to receive the express mail shipment).

(4) Have other less expensive alternatives been examined?

b. Authorization for use of express mail will come from the Commanding General (Base Adjutant). Approval for express mail use will be on a case by case basis.

2003. BUSINESS REPLY MAIL (BRM). Business Reply Mail is to be used on all occasions requiring mail to be returned for reply purposes to the mailer. BRM is available in the form of cards and envelopes. The Marine Corps is only charged postage when the BRM card or envelope is returned. BRM mail is handled as first-class mail while in transit. BRM labels are also available. BRM labels are only authorized for use upon authorization from the Commandant of the Marine Corps (Code MHP-50). The mailing address and the return address on all BRM will be the official military address of the mailer.

2004. METERING OF OFFICIAL OUTGOING MAIL FOR POSTAGE. All official mail being dispatched from Camp Pendleton must be metered for the appropriate postage. To accomplish this, all outgoing official mail must be delivered to the Command Mail Center (Bldg 1160) where it will be properly consolidated in accordance with reference (b) and Chapter 9 of this Manual. The Command Mail Center (see Chapter 9) will route all official mail to the Main Camp Pendleton Post Office for metering at the appropriate rate and to meet proper handling and dispatch requirements as established by current directives. Under no circumstances is official mail to be deposited in USPS mail receptacles (mail boxes).

2005. USE OF PERMIT IMPRINTS FOR THIRD-CLASS BULK MAIL. Use of third-class bulk mail is authorized for large mailings of official mail (200 pieces or more) which is informative in nature (e.g. circulars, flyers, bulletins, newsletters, announcements, etc.). Through the use of third-class bulk mail a much lower rate of postage can be used for large mailings.

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CHAPTER 3

SOURCES OF INFORMATION AND INSTRUCTION

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STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

CHAPTER 3

SOURCES OF INFORMATION AND INSTRUCTION

3000. U. S. POSTAL SERVICE PUBLICATIONS

1. Domestic Mail Manual. A comprehensive volume of instructions and regulations governing the operation of the U. S. Postal Service.
2. National Zip Code and Post Office Directory. A publication which lists the zip code of each mailing address within the nation. Arranged alphabetically by state, it provides a listing of all post offices, stations, and branches with the appropriate 5-digit zip code for each delivery area and the county in which they are located.
3. International Mail Manual. A publication containing rates and other conditions governing mail to foreign countries.
4. Administrative Service Manual. A manual stating the policies and procedures for administrative and support functions of the U. S. Postal Service.
5. Postal Bulletins. Information bulletins issued once a week to transmit advanced changes to USPS publications and to provide information and instruction pertaining to the U. S. Postal Service.
6. Postal Laws. A compilation of all the laws governing the U. S. Postal Service. No general distribution of postal laws is made to Navy/Marine Corps post offices.
7. Postal Operations Manual. Sets forth the policies and procedures governing the operational functions of the field organizations of the U. S. Postal Service. Topics include retail sales, customer services, collection services, mail processing, transportation delivery services, and fleet management. This Manual is the primary reference source for postal managers responsible for executing the aforesaid functions.

3001. DEPARTMENT OF DEFENSE PUBLICATIONS

1. Postal Agreement. The agreement between DOD and the U. S. Postal Service sets forth the responsibilities of each department in providing coordination and efficient postal service for the Armed Forces.
2. DOD Postal Manual 4525.6M, Volume I. Provide instructions for the management and control of postal effects, and for processing, dispatch, handling, and transportation of personal and official military mail.
3. DOD Postal Manual 4525.6M, Volume II. Prescribes policies and procedures for the processing and delivery of both personal and official mail at military postal activities. Specific operating instructions are provided to include receptacle service and directory service.

3002. NAVY DEPARTMENT PUBLICATIONS

1. U. S. Navy Regulations. Defines responsibilities of commanding officers in postal matters.
2. U. S. Navy/Marine Corps Postal Instructions (OPNAVINST 5112.6, current edition). A set of instructions issued by CNO and CMC for guidance in the administration and operation of the Naval Postal Service and binding on military personnel of the Department of the Navy.
3. Navy Comptrollers Manual, Volume 4 (current edition). Contains instructions concerning the custody of postal funds, auditing of money order business and the review and verification of reports of money order business.
4. Standard Navy Distribution List, Part 1 (OPNAV P09B3-107, current edition). Provides for the proper addressing and distribution of mail to all units and commands of the Operations Forces of the Navy, Marine Corps, Unified and Specified Commands, and U. S. Elements of International Commands.

STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

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POSTAL LOSSES AND OFFENSES

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## STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

### CHAPTER 4

#### POSTAL LOSSES AND OFFENSES

4000. GENERAL. The protection and usage of postal funds, supplies, equipment and expeditious transmission of mail matter is of prime concern and importance. Any incidents, reports, or allegations of loss, theft or embezzlement of postal funds, blank money order forms, stamps, post marking devices, or other postal properties of the United States Marine Corps or the U. S. Postal Service; the altering, forging and fraudulent passing of money orders and other prohibited matter; and the loss, rifling, wrong delivery, delay or damage of mail while under the jurisdiction or in the custody of the U. S. Marine Corps shall be vigorously and thoroughly investigated.

4001. NOTIFICATION UPON DISCOVERY. Upon the discovery of a mail irregularity or a postal offense the following action will be taken:

1. Any person making such a discovery shall immediately inform their commanding officer who, in turn, will notify the Base Postal Officer (ext. 5986).
2. Certain incidents require an immediate message report to the Commandant of the Marine Corps, therefore, it is imperative that all known and suspected irregularities be reported to this headquarters (Base Postal Officer) without delay.
3. If a post office or mailroom is broken into, the person making the discovery will immediately isolate the area, permitting no one to compromise mail security by entering the mailroom until the the Base Postal Officer, a postal representative, or the U. S. Postal Service authorities arrive.
4. Personnel are to be informed not to report suspected violations to mail orderlies or postal clerks as such action may forewarn the individual responsible for the violation and hinder any subsequent investigation. All reports of suspected violations are to be promptly reported to the commanding officer or the unit postal officer.

#### 4002. INVESTIGATIVE ACTION

1. The Base Postal Officer or postal representatives, upon being notified, will proceed immediately to the scene of the incident and will determine whether investigative assistance is required or if investigative action should be initiated by the activity concerned.
2. If investigative assistance is required, the Base Postal Officer will initiate action to obtain such assistance from the appropriate investigative agency.

4003. SUBMISSION OF DOCUMENTS. Commanding officers will ensure that two copies of all pertinent documents concerning postal violations and investigations are immediately forwarded to this headquarters (Base Postal Officer). Such documents will include, but are not limited to, correspondence pertaining to the incident, report of investigation, final disposition of the case and, when applicable, report of disciplinary action taken against the offender(s).

4004. PUNITIVE ACTION. The following information has been extracted from the current edition of the Table of Maximum Punishments, Manual for Courts-Martial, U. S. 1969, to impress upon all members of this command the severity of punishments that may be imposed for offenses against the mails:

Article: 134

Offenses: Wrongfully taking, opening, abstracting, secreting,  
destroying, stealing or obstructing mail matter while

STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

CHAPTER 5

AUDITS, INSPECTIONS AND REPORTS

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## STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

### CHAPTER 5

#### AUDITS, INSPECTIONS AND REPORTS

5000. PURPOSE. Postal audits and inspections are conducted to protect government interests and to determine that all government property and monies are accounted for, properly protected, and disposed of in accordance with current regulations and instructions; that the organization providing the service operates efficiently and economically; that mail is handled efficiently and without delay; that personnel are familiar with and adhere to regulations and instructions; and that any irregularities are corrected.

#### 5001. INSPECTION AND AUDIT OF MARINE CORPS POST OFFICES

1. Inspection and audit of Marine Corps Post Offices will be unannounced. Officers conducting audits and inspections shall be familiar with the sources of information and instructions in reference (a) and this Manual.
2. Inspections will be strict, thorough, and accurate, as they may possibly result in the discovery of irregularities or embezzlement by postal personnel.
3. Civilian postal inspectors, upon proper identification, are authorized to conduct inspections and audits of Marine Corps Post Offices. All personnel of this Command will give maximum cooperation to the postal inspectors.
4. At least once each month, without prior notice to the postal clerks and at no set time or day, the Base Postal Officer shall make an inspection and audit of accountable postal effects and monies, including stamp fixed credit, money order funds and money orders, and verify the accuracy of records. The audit shall cover all pertinent transactions since submission of the last "Report of Audit of Postal Accounts."
5. Additional audits and inspections of Marine Corps Post Offices may be ordered when it is considered necessary or desirable.
6. Marine Corps Postal Clerks in charge of unit post offices shall conduct a minimum of one audit each week on fixed credits assigned to each clerk. All audit worksheets shall be retained by the clerk in charge for review. Records of audits shall be maintained by the respective Marine Corps Postal Clerk in charge and reviewed by the Base Postal Officer during monthly audits/inspections of postal clerks' accounts on PS Form 3368 (Fixed Credit Inventory Record).
7. In addition to the above, and military inspections which may be prescribed by competent authority, the following audits, inspections and reports of Marine Corps Post Offices are required:
  - a. Daily money order audit and submission of PS Form 6019-MPO.
  - b. Inspection and audits of postal clerks' accounts when a change of Custodian or Postal Clerk in Charge occurs, and when directed by competent authority.
  - c. Quarterly Report of Audit of Postal Accounts (DD Form 2259).
  - d. Quarterly Report of Domestic Registered, Insured, COD Business (PS Form 834).
  - e. Reports of postal losses and offenses in accordance with instructions contained in Chapter 4 of this Manual.

#### 5002. MONTHLY MAILROOM INSPECTIONS

1. The Base Postal Officer, or qualified representative, shall inspect all mailrooms and delivery points within the command at least once each quarter. The results of each inspection shall be reported on Mailroom Inspection Check List (NAVMC 10487-PD) with a copy being submitted to the commanding officer(s) concerned.

STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

CHAPTER 6

OPERATION OF THE BASE POSTAL SECTION

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# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## CHAPTER 6

### OPERATION OF THE BASE POSTAL SECTION

6000. GENERAL. This chapter covers operating procedures of the Base Post Office. The operation of the Marine Corps Postal Service conforms with the Postal Laws of the United States, the Postal Agreement between the Department of Defense and the U. S. Postal Service, U. S. Postal Service Regulations and Instructions, and instructions issued by other competent authorities.

6001. LOCATIONS AND HOURS OF OPERATION OF POST OFFICES. See Appendix A for the locations of post offices and the hours they are open for postal finance operations.

#### 6002. U. S. MAIL COLLECTION BOXES

1. Mail collection boxes are located in areas designed to provide the best service for personnel of Marine Corps Base, Camp Pendleton. These are the only boxes authorized for use of personal mail at Camp Pendleton. Official mail will not be deposited in U. S. Mail Collection Boxes. Requests for increases or decreases in the number, changes of location, and changes to the hours of collection of such receptacles may be submitted to this headquarters (Base Postal Officer), stating the desired change or changes and justification.

2. Installation of mail collection receptacles (mail boxes) not authorized by the Base Postal Officer is prohibited. The U. S. Postal Service will only accept responsibility for mail deposited in authorized U. S. Mail collection receptacles.

3. Location of collection boxes are listed in the area and unit mail handling orders. Time of collection is indicated on each box.

#### 6003. UNAUTHORIZED TRANSACTIONS

1. Stamp stock will not be sold on credit.

2. Postal clerks will not conduct or solicit any business or act as an agent for any individual or commercial business.

3. Deposits of money or articles will not be accepted for safekeeping.

4. Removal of postage stamps from mail matter in transit for any reason is prohibited.

5. Postal clerks will not affix stamps to an article for a patron subsequent to acceptance for mailing. Mailers are responsible for affixing stamps to all mail matter.

6. Postal clerks are prohibited from handling any funds other than postal funds while performing postal duties in the designated MOS 0161.

#### 6004. ACCEPTANCE, HANDLING AND TREATMENT OF MAIL

1. The secrecy of the mail is inviolable. Mail is considered to be in U. S. Postal Service or military postal channels from the time it is deposited in an authorized military post office, in locked mail depositories, or is given to a designated postal clerk or an authorized mail orderly for posting, until it is delivered to the addressee, or to a representative authorized by the Base Postal Officer in writing.

2. Registered articles accepted for mailing must be securely wrapped and sealed in accordance with current instructions. Particular care shall be exercised in the acceptance of official registered mail as all of it must be presumed to contain classified matter.

**6007. INQUIRIES AND CLAIMS**

1. Inquiries and claims for mail may be filed at any post office. If filed at the post office of address, the addressee must be able to furnish enough information for a proper search of delivery records or for the submission of a claim for insurance.
2. When articles are mailed and addressed for delivery within the continental United States, inquiries and claims for lost registered or insured mail may be filed by the sender when it is learned that the addressee did not receive the article after a reasonable time, or the sender is unable to obtain any information.
3. When articles are mailed to or from military post offices outside the continental United States, inquiries or claims for lost registered or insured mail may be filed by the sender after one month has elapsed from the date of mailing for articles sent via air mail, or 75 days from the date of mailing for articles sent by surface mail.
4. Inquiries concerning official registered mail may be accepted without regard to the time limits specified, if there has been sufficient time for the article to have been received.

**6008. MAIL PRIVILEGES FOR PRISONERS.** Mail privileges extended to prisoners shall be in compliance with the current edition of the Corrections Manual, SECNAVINST 1640.9, and as prescribed by the Commanding Officer, Correctional Facility.

**6009. ARTICLES FOUND LOOSE IN THE MAIL.** Every effort shall be made to match loose articles with the mail from which lost. When this cannot be done, the item will be disposed of in accordance with instructions in the Domestic Mail Manual.

**6010. UNSEALED AND DAMAGED MAIL.** First-class mail matter received at any post office unsealed must be stamped or marked with the endorsement "Received Unsealed." When received in a mutilated or damaged condition, the letter or article will be stamped with the endorsement "Received in Damaged Condition." Such articles will be securely sealed or rewrapped if necessary to prevent loss of contents. After proper endorsing, such articles will be delivered or forwarded to the addressee.

**6011. WRAPPER FOUND WITHOUT CONTENTS.** When wrappers of domestic parcels, except registered, are observed under circumstances indicating separation from contents in the course of handling rather than depredation, and the contents are not identified, the Base Post Office will send the address portion of the wrapper or container to the sender with instructions for initiating appropriate action.

**6012. EVACUATION AND DESTRUCTION PLAN**

1. If an emergency requires the evacuation of personnel from Camp Pendleton, all military post offices will have evacuating personnel fill out "Notification of Change of Address" (OPNAV 5110/5) which will be sent to the Base Postal Directory (Bldg. 1674). These "Notification of Change of Address" cards will be used for directorizing evacuee mail.
2. If practical, the Base Postal Directory will remain in operation as long as possible to receive and direct evacuee mail after the evacuation has taken place.
3. Requests to directorize, divert, or embargo evacuee mail shall be routed to Military Services Postal Activity (MSPA) via the Commanding General, Marine Corps Base, Camp Pendleton, CA.
4. Official registered mail shall be given priority in all emergency evacuation actions. The following priorities will be used in arranging evacuation, affording protection, and, if necessary, ensuring the destruction of mail and postal effects in accordance with Chapter 2 of reference (a).
  - a. Official Registered Mail.

STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

CHAPTER 7

MAIL ORDERLY SERVICE

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# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## CHAPTER 7

### MAIL ORDERLY SERVICE

7000. PURPOSE. The purpose of mail orderly service is to provide mail collection and directory service for military units which are serviced by a military post office. Mail orderly service is considered an official part of the Marine Corps postal service and comes within the purview of the Department of Defense and the U. S. Postal Service.

7001. DEFINITION OF MAIL ORDERLY. A mail orderly is a person designated by proper authority to receive and deliver incoming mail from a serving post office for that activity. Mail orderlies are normally enlisted personnel, however, officers and civilian personnel may be designated as mail orderlies. Mail orderlies are not to be confused with Marine Corps Postal Clerks and are not to be classified with the MOS of 0161.

#### 7002. APPOINTMENT OF MAIL ORDERLIES

1. Organization/Unit Mail Orderlies. Commanding officers requiring mail orderly service will appoint no less than two mail orderlies to operate the activity's mailroom. The unit mail orderlies will be designated on DD Form 285 (Mail Orderly Appointment Card). A duplicate card will be issued and kept on file in the mailroom. If the mail orderly is authorized to pick up mail from the post office for the activity, a third card will be issued and kept on file at the serving post office. One mail orderly will be designated as the primary mail orderly.
2. Section Mail Orderlies. Additional mail orderlies will be appointed by the commanding officer if desired, to make final delivery of the mail to addressees. There will be at least two mail orderlies appointed per section to which mail is to be delivered. Each section mail orderly is to be appointed on DD Form 285. A duplicate copy of each DD Form 285 is to be kept on file in the mailroom for each section mail orderly appointed.
3. Use of DD FORM 285. All designated mail orderlies are to have their DD Form 285 with them at all times when performing their postal duties. They are to present their DD Form 285 when picking up mail from the serving post office or the activity's mailroom. Mail for an organization or section will not be given to anyone who does not present a DD Form 285 designating them as a mail orderly authorized to receive mail for that organization or section. An individual may pick up personal mail from the mailroom upon presentation of proper identification (e.g. Military ID, Drivers License).
4. Appointment of Mail Orderlies. Appointment of mail orderlies will be by name and not by job title. All mail orderlies will be issued DD Form 285's. All issued DD Form 285's will be serialized to maintain strict accountability. A Mail Orderly Appointment Log (NAVMC 10594-PD) will be maintained by all organizations, staff sections and other activities who appoint mail orderlies. Serial numbers of DD Form 285's will be entered in the Mail Orderly Appointment Log (see Appendix B).
5. Mail Orderly Appointment Logs. Mail Orderly Appointment Logs are to be retained by the issuing authority for two years from the date of the last revocation recorded. DD Form 285's are to be retained only until revoked at which time they will be destroyed. It shall be the responsibility of the appointing officer to recover and destroy DD Form 285's when mail orderlies are relieved of their duties and make the appropriate entries in the Mail Orderly Appointment Log (see Appendix B). It shall also be the responsibility of the appointing officer to promptly notify the serving post office by memo when a mail orderly appointment is revoked. Copies of DD Form 285's maintained at the serving post office for mail orderlies who receive mail from that post office will be maintained by the Main Post Office (Bldg. 1674) for record purposes after revocation (see Appendix C for sample memo).

f. Letters of authorization designating personnel by name to receipt for official accountable mail (registered, certified, numbered insured, and express mail) addressed to the commanding officer.

g. Maintain a Mail Orderly Receipt Log using MCBCP 5110/1 to maintain delivery records. Delivery records will be retained for six months.

h. Delivery records for the receipt and delivery of official accountable mail. USPS Form 3883 (Receipt from the Accountable Mail Firm Delivery Book maintained by the serving post office) will be maintained for two years. This form is the receipt from the serving post office that shows the accountable mail items received from the post office by authorized mailroom personnel of the activity address on a given day. The corresponding USPS Form 3850 (Record of Delivery) is a record indicating which unit mail orderly delivered the accountable items listed on USPS Form 3883, to whom delivered, and the date of delivery. USPS Form 3850 will also be maintained for two years. The two year retention period starts from the date of the last delivery recorded.

#### 7004. RESPONSIBILITY

1. Organization/unit postal officers are responsible to the commanding officer for the efficient operation of mail service in the organization. General responsibilities are outlined in Chapter 3, paragraph G-2 of reference (b) and paragraph 1002.

2. Unit mail orderlies are responsible for, but not limited to, the following duties:

a. Maintain a Mail Orderly Receipt Log using Form MCBCP 5110/1 which will record the following information concerning the delivery of mail to section mail orderlies:

(1) Date and time mail orderlies receive mail from the mailroom.

(2) Each time mail is delivered to a section mail orderly, the signature, DD Form number and time of delivery are to be recorded in the log. (Note: If the unit mail orderly who operates the mailroom delivers the mail to a section personally but does not make final delivery to the individual addressees, the information for the Mail Orderly Receipt Log to whom the mail was delivered is required. If the unit mail orderly does make delivery to the addressees of a particular section, then the mail orderly will fill in the required information and sign the log for that section).

(3) All sections that receive mail from the mailroom will be listed each day. Even if a section will not be receiving mail that day, it will still be listed. If a section does not have mail to pick up from the mailroom on a given day, then the unit mail orderly will make the notation "no mail" in the log to so indicate. This procedure will allow for the proper monitoring of the sections concerning the timely pick up and delivery of mail.

b. For examples of Mail Orderly Receipt Log entries refer to Appendix D.

#### 7005. SAFEGUARDING THE MAIL

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

a. Transporting the mail in a safe and secure manner.

b. Guarding pouches and other mail in their custody against theft or damage.

c. Promptly and properly delivering or forwarding mail and preventing unnecessary delay of the mails.

2. Mail orderlies shall not carry mail in their pockets.

3. When transporting mail in an open bed truck, the mail orderly shall ride in the bed of the vehicle so that constant surveillance can be maintained on the mail

3. Official accountable mail may be handled by mail orderlies at the discretion of commanding or responsible officers (OIC/s or section heads). This type of mail, addressed to the commanding officer, may be delivered by the mail orderly to an agent of the commanding officer. The authorized agent shall be designated in writing, by name, and a copy of the signed designation posted in the mailroom. Letters of authorization must be signed by the commanding officer or responsible officer only. Use of "By direction" is not authorized (see Appendix E, sample letter of authorization).
4. When mail orderlies report to the serving post office to receive mail for the activity they serve, they shall check in with the Registry Section and inquire if there is any accountable mail on hand for their activity.
5. Mail orderlies will be guided by Chapter 3, paragraph 1. of reference (c), in the acceptance and recording of accountable mail.
6. When the serving post office has received personal accountable mail for any member of this activity, the Accountable Mail Section will issue a completed PS Form 3849 (Notice of Mail Arrival or Attempted Delivery) to the mail orderly for each such article on hand. Arrival notices shall be delivered to the addressee of the accountable article by the mail orderly in the same manner as letter mail. Addressees may then receipt for their accountable mail at the serving post office upon presentation of the arrival notice and proper identification.
7. When a "Notice of Mail Arrival or Attempted Delivery" (PS Form 3849) is undeliverable, suitable notation will be made in the space provided on the form stating the reason for nondelivery or giving the new forwarding address for the addressee. The form will then be immediately returned to the serving post office. If the addressee is on leave or temporarily absent for any reason, the form shall be appropriately endorsed by the mail orderly (e.g. On leave, due to return \_\_\_\_\_), signed and dated by the mail orderly and promptly returned to the serving post office.
8. When unit mail orderlies exchange custody of official accountable mail, use PS Form 3850 (Record of Delivery). In doing so, a proper chain of receipts will be maintained.
9. Official accountable mail will not be held overnight in the mailrooms. If official accountable mail cannot be delivered on day of receipt, it must be returned to the serving post office before the close of business that same day.

#### 7008. ACCOUNTABLE MAIL RECEIVED BY MISTAKE

1. If the mail orderly receives personal accountable mail by mistake, it is to be returned immediately to the serving post office so that the proper chain of receipts can be maintained and the accountable item properly delivered to the addressee. Official accountable mail mistakenly delivered to the wrong unit is to be handled in the same manner.
2. Under no circumstances will mail orderlies accept receipt of any personal accountable mail from the serving post office. Personal accountable mail includes registered, certified, numbered insured and express mail.

7009. HANDLING OF MAIL RECEIVED IN A DAMAGED CONDITION OR WITHOUT CONTENTS. Upon delivery of articles that are endorsed "Received in Damaged Condition" or "Received without Contents," the addressee will be so advised as to the location of the post office where a claim, inquiry, or complaint can be filed. The mail orderly will instruct the addressee to present the damaged article together with the wrapper and packing material in which it was received if addressee desires to file a claim, inquiry or complaint.

7010. MAIL RECEIVED BY MISTAKE. Personnel receiving mail not intended for them must immediately return such mail unopened to the mailroom or the serving post office.

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CHAPTER 8

MAIL DIRECTORY SERVICE

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STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

CHAPTER 8

MAIL DIRECTORY SERVICE

8000. ORGANIZATIONS REQUIRED TO MAINTAIN DIRECTORY SERVICE

1. Every activity maintaining a mailroom is required to maintain a complete and current directory file in accordance with reference (b) and supplemental instructions received from this or higher headquarters.
2. The Base Post Office will maintain a Master Directory File.

8001. ORGANIZATION OF THE DIRECTORY FILES

1. Mail directory service is required to provide proper disposition of U. S. Mail received by the unit mailroom and is undeliverable. This service will be performed by duly appointed mail orderlies.
2. The mail directory will consist of Mail Directory File Cards (NAVMC 10572) containing the required information for each member of the unit. "Notice of Change of Address" cards (OPNAV 5110/5) may be used to record forwarding information on personnel who have been discharged (except in cases of immediate reenlistment), retired or released from active duty. Cards will be arranged alphabetically, regardless of rank, component, location or status in a single file. They will be corrected promptly as changes occur to reflect changes in status. The directory must include all personnel of the organization regardless of their physical location.
3. Cards for personnel listed in the directory file will show the last name, first name, middle initial, social security number and section or department of the activity to which the individual was assigned.
4. All entries on the file directory cards must be complete and legibly printed, stamped or typed.
5. Temporary changes in status (e.g. hospital, temporary duty away from the activity, unauthorized absence, etc.), together with the date of change will be entered on the cards. Upon return of the individual to the activity, these notations will be lined out (not obliterated), initialed and dated.
6. When personnel go on leave, mail will normally be held in the mailroom unless specifically requested by the addressee to have it forwarded to their leave address. Personnel who are in an "Excess TAD" status will have their mail forwarded to their TAD address unless there is insufficient time to ensure delivery or the addressee specifically requests in writing not to have their mail forwarded. Instructions by TAD personnel not to have their mail forwarded will be in the form of a memo to be kept in the mailroom or a notation on that individual's file directory card. TAD personnel not in an "Excess TAD" status will have their mail maintained in the mailroom unless otherwise requested by the addressee. Instructions concerning the forwarding of mail by personnel will be accompanied by their authorizing signature.
7. Upon transfer or detachment of individuals, directory file cards will be properly annotated and retained for 12 months. File directory cards will be destroyed during the first week of the 13th month.
8. Discard or destroy dates for personnel temporarily attached to the unit (TAD, FAP, student, etc.) will be calculated on the following basis:
  - a. Temporary personnel who were attached to the unit for less than six months will have a discard date recorded on their file directory card that will be during the first week of the fourth month from the actual date that the person detached from the unit (e.g. an individual assigned to the unit has their TAD terminated on 16 January 1984, the discard date or destroy date recorded on their file directory card would be the first week of May 1984).

5. All incoming and outgoing personnel will be required by the commanding officer of the activity or unit to physically check in with the serving mailroom. The serving mailroom is to be included on the check in/check out sheet of the activity or unit to ensure compliance.

#### 8004. DISPOSITION OF UNDELIVERABLE MAIL BY THE MAIL ORDERLIES

1. Mail orderlies who are not assigned to the serving mailroom (e.g. company or section Mail Orderlies) are required to return all undeliverable mail to the serving mailroom or post office from which received by the close of business that same day. Under no circumstances will mail orderlies keep the mail overnight. Mail which cannot be delivered that day but can be delivered at a later date will be retained in the serving mailroom until delivery can be effected. Mail for personnel for whom there is no record will be endorsed as such on the backside (nonaddress side) of the envelope using the letters "NR" along with the unit and date (e.g. NR HQBN MCB 16 Jan 84). Mail for personnel with a forwarding address on file will be properly endorsed by drawing a single diagonal line through the old address (do not obliterate the old address), recording the new address and circling it. Forwarding addresses will be recorded on the front (address side) of the envelope. All undeliverable mail (rework mail) will be returned to the serving post office to be forwarded to the Base Postal Directory for further processing and disposition.
2. Mail for deceased and deserter personnel shall not be endorsed in any manner but shall be promptly returned to the serving post office with a "Certificate of Notification of Deceased/Deserter" (MCBCP 5110/1) attached to the mail indicating the status of the individual. Verification by the commanding officer will be obtained before mail in this category is returned.
3. Mail for personnel who are in an unauthorized absence status shall be retained in the mailroom for 30 days. After 30 days, mail in this category is to be processed in the same manner as described in the aforementioned paragraph. If the individual has not yet been declared a deserter then the block marked "unclaimed" will be checked on the "Deceased/Deserter Slip" and the mail returned to the serving post office.
4. Mail for personnel confined at the Camp Pendleton Correctional Facility shall be readdressed to "Box Alpha, MCB, Camp Pendleton, CA 92055."
5. Mail for individuals held in "Correctional Custody" shall be readdressed to "Box Charlie, Camp Pendleton, CA 92055."
6. Mail for personnel who are in the hands of civilian authorities (IHCA) will be forwarded under separate official cover in an official mail envelope to the appropriate official for delivery at the jail, prison, or other institution where the individual is confined. A letter of transmittal will be enclosed (see Appendix G) with the individual's mail. A business reply envelope addressed back to the serving mailroom will also be enclosed to facilitate the return of the individual's mail in the event of release from jail or delivery of the mail is refused.
7. The words "brig," "confined," "UA," "deserter," or similar derogatory notations shall not be placed on the cover or used as part of the address on any mail matter.
8. Mail for which a forwarding address is available will be properly endorsed and forwarded by the next working day following the date of receipt. The name of the addressee shall not be written, marked or stamped over. If the name or service number is not complete, the omitted parts will be furnished if possible to aid later delivery. Abbreviations shall not be used as part of the forwarding address except those abbreviations which may normally be used in civilian addresses. For example, "CLNC" will not be used for Camp Lejeune and "PI" would not be used for Parris Island. Examples of acceptable abbreviations would be St., Ave., Blvd., Dr. when used with street names. Standard two letter abbreviations for states are also acceptable. Names of cities are never abbreviated.

STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

CHAPTER 9

COMMAND MAIL CENTER

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# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## CHAPTER 9

### COMMAND MAIL CENTER

9000. COMMAND MAIL CENTER. A Command Mail Center will be established and maintained at the Main Post Office, Building 1674. The purpose of the Command Mail Center is to manage the official mail program and to reduce postage costs in accordance with reference (b). All routine correspondence or documents intended for entry into the U.S. Postal Service system must be channeled through the Command Mail Center for screening and processing (e.g., correct address and consolidation to common military addresses).

9001. PROCEDURES AT THE ORGANIZATION/UNIT LEVEL. All responsible officials are to prepare official routine correspondence and documents to be entered into the USPS system as follows:

1. Official mail matter will be placed in individual envelopes and properly addressed with a correct forwarding address and the return military address of the unit in accordance with the current edition of SECNAVINST 5216.5, Department of the Navy Correspondence Manual (see Appendix H for examples). Only the smallest envelopes necessary are to be used. Correspondence and documents received in a loose condition (unenveloped) will not be accepted for mailing.

2. Outgoing official mail will be delivered via established guard-mail runs or by any other means deemed suitable by local commands and units. Units that are remote from the Main Post Office may deliver their official mail to the postal finance unit serving their area.

3. Outgoing official mail must be received by the Command Mail Center by no later than 1400 to provide sufficient time to make that days last outgoing dispatch.

9002. RESPONSIBILITIES OF THE COMMAND MAIL CENTER

1. Screen official mail to determine if mail has been correctly prepared for entry into the USPS system. In no case will documents destined for organizations located aboard Camp Pendleton or served by the originator's command courier service be entered into the USPS system.

2. Consolidate outgoing official mail destined to a single military location using the following procedures:

a. Sort all official mail according to the zip code of the military activity or address (e.g., 92709 for Marine Corps Air Station El Toro, CA ; 92710 for Marine Corps Air Station (H), Tustin, CA and 22134 for Marine Corps Base, Quantico, VA).

STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

APPENDIX A

LOCATION AND HOURS OF OPERATION OF POSTAL FINANCE FACILITIES

| AREA                | BLDG            | POST OFFICE             | DAYS                     | STAMPS AND<br>REGISTRY         | MONEY<br>ORDERS                     |
|---------------------|-----------------|-------------------------|--------------------------|--------------------------------|-------------------------------------|
| 11                  | MCX<br>Compound | U-6, O'SIDE             | Mon-Fri                  | 0900-1300<br>1330-1600         | 0900-1300<br>1330-1500              |
| 16                  | 1674            | MO, Base Post<br>Office | Mon-Fri                  | (Not applicable)               |                                     |
| 16                  | 1674            | U-1, CamPen             | Mon-Fri                  | 0800- <del>1600</del><br>1500  | <del>0800-1500</del><br>OFFICIAL    |
| 16                  | 1674            | MO, O'SIDE              | WILL CALL & PARCELS ONLY |                                | 0800-1600                           |
| 21 (DelMar)         | 21602           | U-2, O'SIDE             | Mon-Fri                  | 0900-1300<br>1330-1615         | 0900-1300<br>1330-1500<br>1330-1500 |
|                     |                 |                         |                          | PAYDAYS                        |                                     |
| 22 (Chappo)         | 22106           | U-5, O'SIDE             | Mon-Fri                  | 0930-1300<br>1330-1615         | 0930-1300<br>1330-1500              |
| 27 (Navllosp)       | H-5             | U-1, O'SIDE             | Mon-Fri                  | 1100-1400                      | 1100-1400                           |
| 31 (Edson<br>Range) | 31604           | U-5, CamPen             | Mon-Fri                  | 1100-1500<br>PAYDAYS 1100-1600 | 1000-1300<br>1000-1500              |
| 52 (San<br>Onofre)  | 52528           | U-2, CamPen             | Mon-Thu<br>Fridays       | 0800-1530                      | 0800-1500<br>0800-1430              |

only mail



STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

APPENDIX C

MEMO OF UNIT MAIL ORDERLY REVOCATION (SAMPLE FORMAT)

OPNAV 8216/144A (Rev. 8-81)  
S/N 0107-LF-052-2320

DEPARTMENT OF THE NAVY

*Memorandum*

(SAMPLE FORMAT FOR MEMO OF UNIT MAIL ORDERLY REVOCATION)

DATE:

FROM: UNIT POSTAL OFFICER

TO: BASE POSTAL OFFICER

SUBJ: REVOCATION OF UNIT MAIL ORDERLY

1. The Base Post Office is hereby notified that (give full name, rank and SSN) has been revoked as a unit mail orderly.
2. SNM served as a unit mail orderly from (date of appointment) to (date of revocation).

Unit Postal Officer  
signature

STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

APPENDIX D

MAIL ORDERLY RECEIPT LOG  
(SAMPLE ENTRIES)

MAIL ORDERLY RECEIPT LOG  
MCBCP-5110/2 (REV. 11-78) 7530-00-000-7094 U/I:PO

| ACTIVITY          | TIME A.M. | CARD NO. | SIGNATURE               | DATE            | REMARKS  |
|-------------------|-----------|----------|-------------------------|-----------------|--|
| S-1               | 1015      | 83-001   | <i>Lra M. Crook</i>     | 16 JANUARY 1984 | <i>Lra M. Crook</i> ②  |
| S-2               |           |          | "no mail"               |                 | "no mail" ⑤  |
| S-3               |           |          | "no mail"               |                 | "no mail" ⑤  |
| S-4               | 1042      | 83-003   | <i>Jarvis M Smith</i>   |                 | "no mail" ⑤  |
| Facilities        | 1030      | 83-005   | <i>Willey M Miller</i>  |                 | "did not pick up" ③  |
| Chaplin           |           |          | "did not pick up"       |                 | 1408 83-004 <i>Mike &amp; Fleke</i>  |
| Natural Resources | 1005      | 84-001   | <i>Jell J Sarr</i>      |                 | 1430 84-001 <i>Jell J Sarr</i>   |
| AVSC              |           |          | "no mail"               |                 | "did not pick up"  |
| JAPO              |           |          | NO DELIVERY             |                 | SECTION SECURED ④  |
| SJA               | 1055      | 84-003   | <i>Daniel A Brown</i>   |                 | 1416 84003 <i>Daniel A Brown</i>   |
| Sub Unit 2        | 1047      | 84-010   | <i>Mike &amp; Lewis</i> |                 | "no mail"  |
| Base Clubs        | 1011      | 84-05    | <i>Cress X Cross</i>    |                 | 1446 84-05 <i>Cress X Cross</i>  |
| all sections      |           |          |                         |                 | ③ normal pick up will have full signature, time of pickup and Mail Orderly Card #.       |
| that pick up      |           |          |                         |                 | ⑤ Entry made when there is mail on hand but the section does not make a mail pick up.    |
| mail from the     |           |          |                         |                 | ④ Entry made when a section does not pick up because it is secured.                      |
| mailroom          |           |          |                         |                 | ⑤ Entry made when there is no mail on hand for that section and no pick up is necessary. |

① list that pick up mail from the mailroom

**SAMPLE**

STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

APPENDIX E

LETTER OF AUTHORIZATION TO RECEIPT FOR AND RECEIVE ACCOUNTABLE MAIL (EXAMPLES)

ORGANIZATIONAL LEADING

5112  
DATE

From: Commanding Officer  
To: NAME SSN  
NAME SSN  
NAME SSN

Subj: AUTHORIZATION TO RECEIPT FOR AND OPEN OFFICIAL ACCOUNTABLE MAIL AND OFFICIAL MAIL AND OFFICIAL MAIL ADDRESSED TO THE COMMANDING OFFICER

Ref: (a) DOD 4525.6M, Postal Manual

1. In accordance with the reference, you are hereby authorized to receipt for and open official accountable mail addressed to the Commanding Officer, (Unit name).

2. Signature specimens:

NAME \_\_\_\_\_

NAME \_\_\_\_\_

NAME \_\_\_\_\_

3. This letter supersedes all previous authorizations.

Commanding Officer  
Signature only

NOT BY DIRECTION

STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

APPENDIX F

FILE DIRECTORY CARDS (EXAMPLES)  
(NAVMC 10572)

Sample of a  
New Join

Sample of a  
TAD  
"HOLD MAIL"  
Situation  
Note: Marines Initial

INSTRUCTION: Prepare in accordance with OPNAV INBT 5112 1A, para 9102.

|  |  |                            |     |                       |      |   |      |
|--|--|----------------------------|-----|-----------------------|------|---|------|
| NAME (Last, first, middle initial)<br><b>MARINE, KISSIE A</b>  |  | SSN<br><b>499 99999 99</b> |     | GRADE<br><b>CPL</b>   |      | DISCARD DATE/CODE                           |      |
| JOINED FROM<br><b>MCRD PISC</b>  |  | UD NO.<br><b>001-84</b>    |     | DATE<br><b>840102</b> |      | UNIT/SECT ASSIGN TO<br><b>HQCO<br/>MPOS</b> |      |
| DROPPED (New duty station-Home address-etc. Show complete mailing address including ZIP Code)<br><b>SAMPLE</b> |  |                            |     |                       |      |   |      |
| SIGNATURE (Not required if address was transcribed from Unit Diary Entry)<br><b>SAMPLE</b>                     |  |                            |     | DATE                  |      | UD NO.                                      |      |
| TEMPORARY STATUS/LOCATION<br>(TAD, LV, SK, CONF, IHCA, FAP, etc.)<br><b>NCO SCOL</b>                           |  | L) CHECK                   |     | TO                    |      | FROM  |      |
|  |  | Hold                       | Fwd | DATE<br>UD NO.        | Init | DATE<br>UD NO.                              | Init |
|  |  |                            |     | <b>025-84</b>         |      |   |      |
|  |  |                            |     | <b>840115</b>         |      |   |      |

BN: 0000-00-008-0405 U/I: EA (CONTINUED ON REVERSE)

Sample of a  
TAD  
"FORWARD MAIL"

Sample of a  
"NavHosp Sick"  
Situation  
Note: Marines Initials

INSTRUCTION: Prepare in accordance with OPNAV INST 5112 1A, para 9102.

|  |  |                          |     |                       |      |   |      |
|--|--|--------------------------|-----|-----------------------|------|---|------|
| NAME (Last, first, middle initial)<br><b>MARINE, KISSIE A</b>  |  | SSN<br><b>999 999999</b> |     | GRADE<br><b>CPL</b>   |      | DISCARD DATE/CODE                           |      |
| JOINED FROM<br><b>MCRD PISC</b>  |  | UD NO.<br><b>001-84</b>  |     | DATE<br><b>840102</b> |      | UNIT/SECT ASSIGN TO<br><b>HQCO<br/>MPOS</b> |      |
| DROPPED (New duty station-Home address-etc. Show complete mailing address including ZIP Code)<br><b>SAMPLE</b> |  |                          |     |                       |      |   |      |
| SIGNATURE (Not required if address was transcribed from Unit Diary Entry)<br><b>SAMPLE</b>                     |  |                          |     | DATE                  |      | UD NO.                                      |      |
| TEMPORARY STATUS/LOCATION<br>(TAD, LV, SK, CONF, IHCA, FAP, etc.)<br><b>TAD<br/>NCO SCOL</b>                   |  | L) CHECK                 |     | TO                    |      | FROM  |      |
|  |  | Hold                     | Fwd | DATE<br>UD NO.        | Init | DATE<br>UD NO.                              | Init |
|  |  |                          |     | <b>025-84</b>         |      | <b>015-84</b>                               |      |
|  |  |                          |     | <b>840115</b>         |      | <b>840225</b>                               |      |
| TO SK<br><b>NAVHOSP CAMPEN</b>   |  | L) CHECK                 |     | TO                    |      | FROM  |      |
|  |  | Hold                     | Fwd | DATE<br>UD NO.        | Init | DATE<br>UD NO.                              | Init |
|  |  |                          |     | <b>025-84</b>         |      | <b>027-84</b>                               |      |
|  |  |                          |     | <b>840410</b>         |      | <b>840412</b>                               |      |

BN: 0000-00-008-0405 U/I: EA (CONTINUED ON REVERSE)

Sample of a  
"TAD TERMINATE"  
where TAD assignment  
was less than 6 months

Note: TAD greater than  
6 months, handle as  
Permanent Personnel

INSTRUCTION: Prepare in accordance with OPNAV INST 5112.1A, para 9102.

|   |  |                            |     |                       |      |  |      |
|---|--|----------------------------|-----|-----------------------|------|--|------|
| NAME (Last, first, middle initial)<br><b>KISSIE ALLEN JR</b>  |  | SSN<br><b>999 888 8888</b> |     | GRADE<br><b>CPL</b>   |      | DISCARD DATE/CODE<br><b>8409</b>                       |      |
| JOINED FROM<br><b>"F" 2-5</b>   |  | UD NO.<br><b>010-84</b>    |     | DATE<br><b>840125</b> |      | UNIT/SECT ASSIGN TO<br><b>Base Special<br/>Service</b> |      |
| DROPPED (New duty station-Home address-etc. Show complete mailing address including ZIP Code)<br><b>"F" 2-5</b> |  |                            |     |                       |      |  |      |
| SIGNATURE (Not required if address was transcribed from Unit Diary Entry)<br><b>Allen Kissie Jr</b>             |  |                            |     | DATE<br><b>840521</b> |      | UD NO.<br><b>041-84</b>                                |      |
| TEMPORARY STATUS/LOCATION<br>(TAD, LV, SK, CONF, IHCA, FAP, etc.)<br><b>SAMPLE</b>                              |  | L) CHECK                   |     | TO                    |      | FROM   |      |
|   |  | Hold                       | Fwd | DATE<br>UD NO.        | Init | DATE<br>UD NO.   | Init |
|   |  |                            |     |                       |      |  |      |
|   |  |                            |     |                       |      |  |      |

BN: 0000-00-008-0405 U/I: EA (CONTINUED ON REVERSE)

3 month forwarding of Mail. The card is discarded during the 4th week of the 4th month.

STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

APPENDIX G

SAMPLE LETTER OF TRANSMITTAL

ORGANIZATIONAL HEADING

5112  
DATE

From: Commanding Officer  
To: Warden and Address of Facility

Subj: MAIL FOR PRIVATE JOHN A. MARINE 111 22 3333 USMC

1. Records of this organization reflect subject named Marine as being confined in the (Name of Facility).
2. If delivery cannot be made, please return the mail using the enclosed self-addressed official business reply envelope.

I. M. MARINE  
By direction

# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## APPENDIX II

### CORRECT ADDRESS FORMATS (EXAMPLES)

#### SAMPLE ADDRESS FORMATS

##### I. FIRST OR PRIMARY LINE(S):

Commander in Chief  
U.S. Atlantic Fleet  
Norfolk, Va. 23511

Commanding Officer  
Naval Air Technical Services Facility  
700 Robbins Ave  
Philadelphia, Pa. 19111

Director, Navy Recruiting  
5th Navy Recruiting Area  
336 S. Clark Street  
Chicago, Illinois 60604

##### 2. SECONDARY LINE OR INFORMATION (IF APPLICABLE):

###### a. Attention

Chief of Naval Material (MAF 501)  
Navy Department  
Washington, D. C. 20360

Commanding Officer  
Attn: Medical Records Section  
Naval Dispensary  
Norfolk, Va. 23511

Scott Construction Company  
Attention: Mr. George L. Black  
1500 Main Street  
Oglesby, Illinois 61348

Reafree Wrecking Company  
Attn: Mr. W. D. Reafree, Treasurer  
4826 Eastam Lane  
Baltimore, Maryland 21023

###### b. Building name

Commanding Officer  
Navy Recruiting Station  
American Building, 10th Floor  
101 East Main Street  
Richmond, Virginia 23219

Dr. Theodore Parsons  
Columbia Medical Building  
915 19th St. NW.  
Washington, D. C. 20006

###### c. Host activity

Commanding Officer, Naval Hospital  
Naval Base  
Charleston, South Carolina 29408

Commanding Officer  
Fleet Training Center  
Naval Station  
San Diego, California 92136

###### d. Organizational designation

Commander, Naval Communications Command  
Naval Communications Command Headquarters  
5827 Columbia Pike  
Bailey's Crossroads, Virginia 22041

Director, Office of Naval Petroleum  
and Oil Shale Reserves  
Navy Department  
Washington, D. C. 20360

##### J. NEXT-TO-LAST LINE:

###### a. Street address

Officer in Charge  
Naval Electronic Systems Command Activity  
Naval Support Activity  
400 Dauphine Street  
New Orleans, La. 70140

Commanding Officer  
Navy Regional Finance Center  
3rd Ave and 29th St  
Brooklyn, New York 11232

Bellflower Beauty Products, Inc.  
Magnolia and Main Streets  
Sanford, Florida 32771

Miss Sally Bregg  
12 Park Street  
Orono, Maine 04473

STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

APPENDIX H

CORRECT ADDRESS FORMATS (EXAMPLES)

SAMPLE ENVELOPE

DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, D.C. 20380  
OFFICIAL BUSINESS  
PENALTY FOR PRIVATE USE, \$300

POSTAGE AND FEES PAID  
DEPARTMENT OF THE NAVY  
DDG-318



Director  
Headquarters, Naval Audit Service  
P.O. Box 131  
Palm Church, Virginia 22046

DEPARTMENT OF THE NAVY

OFFICIAL BUSINESS  
PENALTY FOR PRIVATE USE, \$300

POSTAGE AND FEES PAID  
DEPARTMENT OF THE NAVY  
DDG-318



AIRMAIL

Commanding Officer  
Naval Hospital  
Portsmouth, New Hampshire 01801

1/4" 1/4"

COMPLETE ADDRESS MUST SHOW HERE.  
REGARDLESS OF SLIPPAGE OF CONTENTS.

1/4"

STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

APPENDIX I

SAMPLE FORMAT FOR PS FORM 3602 (BULK MAILING)

FOR ZONE RATED MAIL USE PS FORM 3602.

|   |                |  |   |                                      |                           |
|---|----------------|--|---|--------------------------------------|---------------------------|
| U.S. POSTAL SERVICE<br>STATEMENT OF MAILING<br>BULK RATES   |                | MAILER: Complete all items by preparing permit of intent to mail. Prepare in duplicate if necessary. Send to Post Office. Check for instructions from your postmaster regarding this labelled "RCA Offices". |   | PERMIT NO.<br>G-63                   |                           |
| POST OFFICE<br>Oceanside, Ca 92054  | DATE<br>8/4/20 | RECEIPT NO.<br>NA  | BACKS<br>NA   | TRAYS<br>41                          | OTHER CONTAINERS<br>NA    |
| <input type="checkbox"/> 1st Letters, written matter, post cards, at present discount rate<br><input checked="" type="checkbox"/> 2nd Circulars and other printed matter.<br><input type="checkbox"/> 3rd Merchandise less than 16 oz.  |                | <input type="checkbox"/> 3rd Books or catalogs of 21 pages or more, seeds, etc., less than 16 oz.  |   | SAMPLE                               |                           |
| NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code)<br>COMMANDANT OF THE MARINE CORPS<br>NAME<br>WASHINGTON, D.C. 20380  |                | TELEPHONE NO.<br>7   | Postage is being paid by (Check one)<br><input type="checkbox"/> Pre-cancelled Stamps<br><input checked="" type="checkbox"/> Meter Stamps |                                      |                           |
| NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (If other than permit holder)<br>Organization Mailing<br>Pieces Out Complete<br>This Part  |                | Number of pieces in mailing: a) 220<br>Weight of a single piece: b) 1 oz.  |   | Postage chargeable per piece: c) 10¢ |                           |
|   |                | <input type="checkbox"/> CHECK HERE, if mailing is not eligible for discount and mailer elects to pay the full rate.   |   |                                      |                           |
|   |                | PRESORT DISCOUNT IF APPLICABLE   |   |                                      |                           |
|   |                | PRESORTED PIECES<br>200  | NO. PIECES AT<br>a) 10¢   | AMOUNT<br>20.00                      |                           |
|   |                | RESIDUAL PIECES<br>20  | NO. PIECES AT<br>b) 11¢   | AMOUNT<br>2.20                       |                           |
| * The signature of a nonprofit mailer certifies that: (1) The mailing does not violate section 134.57, PSM, and (2) Only the mailer's matter is being mailed; and (3) This is not a cooperative mailing with other persons or organizations that are not entitled to special bulk mailing privileges; and (4) This mailing has not been undertaken by the mailer on behalf of or produced for another person or organization that is not entitled to special bulk mailing privileges. |                |  |   |                                      |                           |
| SIGNATURE OF PERMIT HOLDER OR AGENT (Both principal and agent are liable for any postage deficiency incurred)   |                |  |   |                                      | TELEPHONE NO.<br>725-5986 |
| PS Form 3602-PC<br>Willful Entry of false, fictitious or fraudulent statements or representations hereon punishable by fine up to \$10,000 or imprisonment up to 5 years, or both (18 USC 1001)   |                |  |   |                                      |                           |

GREEN FORM

To be used when the bulk mailing is to be metered for postage by the Post Office.

- 1/ Always use G-63
- 2/ Always write Oceanside, CA 92054
- 3/ Write the date of mailing
- 4/ Record number of trays(s) (500 pieces = 1 tray)
- 5/ Always mark block indicated in the example
- 6/ a) Total # of pieces in the bulk mailing  
b) Weight of a single piece  
c) always mark "metered stamps" block
- 7/ Always use the CMC address indicated in the example
- 8/ Organization address
- 9/ a) Enter total number of pieces qualifying for the presort rate (Note: there must be 200 or more qualifying pieces). Multiply the total # by the rate and record the amount.
  1. 5 DIGIT PRESORT RATE (10¢) - for a piece to qualify, it must be part of a bundle of 10 or more pieces bearing the same 5 digit zip code. There must be a total of no less than 200 qualifying pieces to use the 5 digit presort rate.

STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

APPENDIX I

SAMPLE FORMAT FOR PS FORM 3602 (BULK MAILING)

FOR ZONE RATED MAIL USE PS FORM 3602

|   |  |  |   |  |   |  |
|---|--|--|---|--|---|--|
| U.S. POSTAL SERVICE<br><b>STATEMENT OF MAILING<br/>                 WITH PERMIT IMPRINTS</b>  |  | MAILER (Complete all items by typewriter, pen or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding this labeled "RCA Office.") |   | PERMIT NO.<br>① G-63   |   |  |
| POST OFFICE<br>Oceanside ②, Ca 92054  |  | DATE ③<br>84 05 01   | RECEIPT NO.<br>NA   | SACKS<br>NA ④  | TRAYS<br>2                                | OTHER CONTAINERS<br>NA                     |
| CMC/RN APPLICABLE BOX<br><input type="checkbox"/> International<br><input type="checkbox"/> 1st Class<br><input type="checkbox"/> 2nd Class<br><input type="checkbox"/> 3rd Class   |  | <input type="checkbox"/> 1st Class single piece rate<br><input type="checkbox"/> 2nd Class<br><input type="checkbox"/> 3rd Class   | <input type="checkbox"/> 2nd Newspaper and magazines entered at transitional rate<br><input type="checkbox"/> 3rd Clipping and other printed matter<br><input type="checkbox"/> 3rd Carrier Route Presort | <input type="checkbox"/> 1st Merchandise less than 16 ozs<br><input type="checkbox"/> 1st Books or catalogs of 1 page or more, avoirdupois, less than 16 ozs | <input type="checkbox"/> 4th Library rate | SAMPLE                                     |
| NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code)<br>COMMANDANT OF THE MARINE CORPS<br>(CODE MHP-50)<br>HQMC<br>WASHINGTON, D.C. 20380   |  | TELEPHONE NO.<br>NA  | WEIGHT OF A SINGLE PIECE<br>102 ⑧   | RCA Office: NA   |   |  |
| NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (if other than permit holder)<br>ORGANIZATION MAILING<br>PIECES OUT COMPLETES THIS SECTION. ⑦  |  | TOTAL IN MAILING<br>NA NA  |   | RATE CHARGEABLE<br>NA NA   |   | TOTAL POSTAGE<br>NA                        |
| 1. PIECE RATE POSTAGE CHARGE<br>300 a)  |  | NO PIECES<br>NA  |   | RATE/PIECE<br>11¢  |   | POSTAGE<br>\$33.00                         |
| 2. POUND RATE POSTAGE CHARGE<br>⑨   |  | NO POUNDS<br>NA  |   | RATE/POUND<br>NA   |   | POSTAGE<br>NA                              |
| 3. PRESORT<br>NO QUALIFYING PIECES<br>250 b)  |  | RATE REDUCTION<br>3.6¢   |   | POSTAGE<br>\$9.00  |   | NET POSTAGE (1 or 2 minus 3)<br>\$84.00 c) |
| *The signature of a nonprofit mailer certifies that: (1) The mailing does not violate section 623.5 DMM and (2) Only the mailer's matter is being mailed; and (3) This is not a cooperative mailing with other persons or organizations that are not entitled to special bulk mailing privileges; and (4) This mailing has not been undertaken by the mailer on behalf of or produced for another person or organization that is not entitled to special bulk mailing privileges. |  |  |   |  |   |  |
| SIGNATURE OF PERMIT HOLDER OR AGENT (Both principal and agent are liable for any postage deficiency incurred)<br>Mailer of Organization signs ⑩   |  |  |   |  | TELEPHONE NO. ⑪<br>725-5986               |  |

PB Form 3602 Jan 1981  
 Willful Entry of false, fictitious or fraudulent statements or representations hereon punishable by fine up to \$10,000 or imprisonment up to 5 years, or both (18 USC 1001)

RED FORM

To be used for Bulk Mailings using the permit imprint.

- 1/ Always use G-63.
- 2/ Always write Oceanside, CA 92054.
- 3/ Record date of mailing.
- 4/ Number of tray(s) (500 pieces = one tray).
- 5/ Use the most applicable of the two blocks indicated in the example.
- 6/ Always use the CMC address indicated.
- 7/ Organization address.
- 8/ Weight of a single piece.
- 9/ a) Total pieces in the bulk mailing.  
 b) Total # pieces qualifying for either the 5 DIGIT PRESORT RATE or the CARRIER ROUTE PRESORT RATE. Under "Rate Reduction" record 1.7¢ if there is more than 200 or more pieces qualifying for the CARRIER ROUTE PRESORT RATE. (Refer to block 9a1 and 2 of GREEN FORM for description of a qualifying piece for CARRIER ROUTE PRESORT and 5 DIGIT PRESORT). Multiply the number of qualifying pieces by the rate reduction, record the total rate reduction. Subtract the total rate reduction from the previous total postage. Record the new amount in "Net Postage" block (marked as 9c on example).
- 10/ Organization signs.
- 11/ Always use 725-5986.

STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

APPENDIX J

SAMPLE ADDRESS FORMATS FOR CARRIER ROUTE PRESORT

CARRIER ROUTE PRESORT MUST HAVE  
THIS INSCRIPTION AND CARRIER RT #.  
PLACE IT APPROXIMATELY TWO LINES ABOVE THE ADDRESS

|   |  |
|---|--|
|  | Bulk Rate Mail<br>Postage & Fees Paid<br>USMC<br>Permit # G-63 |
| CARRIER ROUTE PRESORT **CR-5413   |  |
| Sgt Joe B. Marine<br>300 Begonia St.<br>Oceanside, CA 92054                       |  |

SAMPLE ADDRESS FOR "SATURATION MAILING" TO A BASE HOUSING AREA

|   |  |  |
|---|--|--|
| CARRIER RT #  |  | Bulk Rate Mail<br>Postage & Fees Paid<br>USMC<br>Permit # G-63 |
| CARRIER ROUTE PRESORT **CR 5413                                   |  |  |
| OCCUPANT<br>CR-13 Wire Mtn/S. Mesa Housing<br>Oceanside, CA 92054 |  |  |
|   |  | IDENTIFY HOUSING<br>AREA                                       |