



UNITED STATES MARINE CORPS

CONSOLIDATED POST OFFICE

MARINE CORPS BASE

BOX 555001

CAMP PENDLETON CA 92055-5001

IN REPLY REFER TO

5110

20 Oct 05

From: I MEF Postal Officer, Consolidated Post Office, Marine Corps Base
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

Encl: (1) Template 1, PS Form 3849, Unit Mailroom (First Notice)
(2) Template 2, PS Form 3849, Unit Mailroom (Second/Final Notice)
(3) Template 3, PS Form 3849, Unit Mailroom (Delivery)
(4) Template 4, PS Form 3849, Unit Mailroom (Forwarding)
(5) Template 5, PS Form 3849, Unit Mailroom (Refused)

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

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

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

- 1) Box 555071 School of Infantry (SOI)
- 2) Box 555081 Infantry Training Battalion (ITB)
- 3) Box 555091 Marine Combat Training (MCT)
- 4) Box 555151 Headquarters and Headquarters Squadron (H&HS)
- 5) Box 555161 Assault Craft Unit 5 (ACU-5)
- 6) Box 555171 Marine Corps Systems Support Activity (MCTSSA)
- 7) Box 555181 Weapons Field Training Battalion (WFT Bn)
- 8) Box 555218 Center for Naval Aviation Technical Training (CNATT)
- 9) Box 555226 Base Brig
- 10) Box 555627 1st Supply Battalion (1st SUP Bn)
- 11) Box 555657 1st Medical Battalion (1st MED Bn)


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

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

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

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

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


D. L. MCCARTY

RECORD OF CHANGE

Record every change and ensure every Marine is aware of such change.

CHANGE NUMBER	DATE OF CHANGE	DATE RECEIVED	DATE ENTERED	PRINTED NAME AND SIGNATURE OF PERSON MAKING CHANGE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

VERIFICATION SHEET

Every Unit Mail Clerk (UMC) assigned to this command unit mailroom will read and understand this **LETTER OF INSTRUCTION (LOI) FOR HANDLING PERSONAL ACCOUNTABLE MAIL INSIDE THE UNIT MAILROOM**. The Primary Unit Mail Clerk will continuously educate and mentor every Marine that handles mail to ensure understanding of postal guidelines and requirements.

DATE VERIFIED	PRINT RANK and NAME	SIGNATURE	DD 285 (Write the card number)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LETTER OF INSTRUCTION
FOR HANDLING PERSONAL ACCOUNTABLE MAIL
INSIDE THE UNIT MAILROOM

20 October 2005

This LOI provides guidance on the proper handling of personal accountable mail delivered thru the unit mailroom by using the information provided in the following sections:

- Section 1: Types of Personal Accountable Mail.
- Section 2: Receipting for Personal Accountable Mail.
- Section 3: Processing Personal Accountable Mail.
- Section 4: Preparing PS Form 3849 (First Notice).
- Section 5: Preparing the Date Stamp (First Notice) for Personal Accountable Mail Article.
- Section 6: Preparing PS Form 3849 (Second/Final Notice).
- Section 7: Delivery of Personal Accountable Mail to Addressee.
- Section 8: Delivery of Personal Accountable Mail to an Authorized Agent.
- Section 9: Handling PS Form 3811 (Domestic Return Receipt).
- Section 10: Forwarding Personal Accountable Mail.
- Section 11: Refused Personal Accountable Mail (Endorsed by Addressee).
- Section 112: Refused Personal Accountable Mail (Endorsed by Unit Mail Clerk).
- Section 13: Retention Period for Personal Accountable Mail.
- Section 14: Undeliverable Personal Accountable Mail.
- Section 15: Returning Personal Accountable Mail to Serving Military Post Office.

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

Section

1

1. **TYPES OF PERSONAL ACCOUNTABLE MAIL:** The following are examples of accountable mail labels which will assist you in identifying extra services upon receipt:

- 1.a. Express mail (Figure 1)
- 1.b. Certified Mail, green color (Figure 2)
- 1.c. Numbered Insured, blue color (Figure 3)
- 1.d. Return Receipt for Merchandise, brown color (Figure 4)
- 1.e. Signature Confirmation, pink color (Figure 5)

(Figure 1) Express Mail



(Figure 2) Certified Mail



(Figure 3) Insured Mail

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



(Figure 4) Return Receipt For Merchandise



(Figure 5) Signature Confirmation

Section

2

2. RECEIPTING FOR PERSONAL ACCOUNTABLE MAIL: The following information is the proper steps to receipt for personal accountable mail from the serving military post office:

2.a. STEP 1: The personal accountable mail article (except registered) will be received from the serving military post office on Form 3883-MPO(Delivery Receipt for Personal Accountable Mail)(Figure 6).

Camp Pendleton Military Post Office (Form 3883-MPO) Delivery Receipt for Personal Accountable Mail				Bill No.
Unit	Unit Number		Date	
Article Number	Code	Remarks	DD Form 285 #	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
* CODE: E = Express, I = Insured, C = Certified, RR = Return Receipt for Merchandise, DC = Delivery Confirmation, SC = Signature Confirmation				
Delivered By: (Postal Clerk Name)	Pieces Received	Received By: (Unit Mail Clerk Name)	Postmark - Delivery Office	
Delivered By: (Postal Clerk Signature)		Received By: (Signature of Unit Mail Clerk)		
X		X		
All items must be delivered or returned to post office by the following date:				

(Figure 6) Form 3883-MPO


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

2.b. STEP 2: The unit mail clerk will verify **EVERY** accountable item number listed on Form 3883-MPO prior to signing it. Unlike PS Form 3883, extra services can (and will) BE MIXED on the same Form 3883-MPO.

2.c. STEP 3: The unit mail clerk will receipt for personal accountable mail by printing rank and complete first and last name. The unit mail clerks' legible signature is also required to complete the process (Figure 7).

Camp Pendleton Military Post Office (Form 3883-MPO) Delivery Receipt for Personal Accountable Mail				Bill No. 74	
Unit	EDSON RANGE	Unit Number	555 181	Date	12-Oct-05
Article Number	Code	Remarks	DD Form 285 #		
1. 1234 5678 9123 4567	C				
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

* CODE: E = Express, I = Insured, C = Certified, RR = Return Receipt for Merchandise, SC = Signature Confirmation

Delivered By: (Postal Clerk Name) Cpl Iam D Mailman	Placed Received 1	Received By: (Unit Mail Clerk Name) LCpl Joe Marine	Postmark - Delivery Office 
Delivered By: (Postal Clerk Signature) x <i>Iam D Mailman</i>		Received By: (Signature of Unit Mail Clerk) <i>Joe Marine</i>	
All items must be delivered or returned to post office by the following date:		19-Oct-05	

(Figure 7) Form 3883-MPO completed

2.d. STEP 4: Upon signing Form 3883-MPO, the postal clerk will date stamp it using the All Purpose Date Stamp (APDS) and provide the unit mail clerk with their copy. The unit mail clerk copy will be retained for 2 years inside the unit mailroom.

Section

3

3. PROCESSING PERSONAL ACCOUNTABLE MAIL: The following information is the proper steps to prepare and process personal accountable mail at the unit mailroom:

3.a. STEP 1: Upon returning to the unit mailroom, all accountable mail will be processed the same as ordinary mail in that all mail will be date stamped with the date of receipt.

3.b. STEP 2: The unit mail clerk will process, sort and prepare the command personal mail in the following order:

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

3.b.1. Express mail.

3.b.2. Any remaining accountable mail.

3.b.3. All other mail.

3.c. STEP 3: The unit mail clerk will place the notice stamp (Figure 8) on any side, except the address side, of the personal accountable mail. The notice stamp can be obtained from the serving military post office.


FIRST NOTICE _____

SECOND NOTICE _____

RETURN DATE _____

(Figure 8) Notice Stamp

3.d. STEP 4: The unit mail clerk will notify the command members of their personal accountable mail using PS Form 3849 (Delivery Notice/Reminder/Receipt)(Figure 9). The PS Form 3849 can be obtained from the serving military post office.

United States Postal Service		Today's Date	Sender's Name
Sorry We Missed You! We  Deliver for You			
Item is at: ___ Post Office (See back)		Available for Pick-up After Date: _____ Time: _____	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	
Article Requiring Payment <input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs \$ _____		<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item Article Number(s) _____ _____ _____ Notice Left Section Customer Name and Address _____ _____ _____	
<input type="checkbox"/> Final Notice: Article will be returned to sender on _____		Delivered By and Date _____	
PS Form 3849 , November 1999		102595-00-M-0892	Delivery Notice/Reminder/Receipt

(Figure 9) PS Form 3849

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

Section

4

4. PREPARING PS FORM 3849 (First Notice): The unit mail clerk will prepare one PS Form 3849 (first notice) for each personal accountable item (Figure 11), as follows:

4.a. The term "written up" or "writing up" of an accountable item refers to the process of filling out a PS Form 3849 with all pertinent information about the accountable item for notification.

4.b. STEP 1: PS Form 3849 will be prepared the SAME day the personal accountable item is received. Write the following information in the appropriate space (Figure 10):

4.b.1. **TODAY'S DATE:** Write the date or use the unit mailroom date-stamp to show when the personal accountable item arrived at the unit mailroom.

4.b.2. **SENDER'S NAME:** Write ONLY the last name of the sender.

4.b.3. **ITEM IS AT:** Place an "X" or checkmark in the second line and write the unit mailroom building number.

4.b.4. **AVAILABLE FOR PICK-UP AFTER:** Write the time that the personal accountable mail is available for picked-up from the unit mailroom.

4.b.5. Place an "X" on the type of mail it is (letter, envelope, parcel).

4.b.6. **FOR DELIVERY:** Place an "X" on the type of extra service the personal accountable item is (certified, insured, etc).

4.b.7. **ARTICLE NUMBER:** The unit mail clerk will legibly write ONLY ONE personal accountable item (article) number per PS Form 3849. The personal accountable item (article) number MUST FIT on one single line.

4.b.8. **CUSTOMER NAME AND ADDRESS:** Write the addressees' complete name; to include rank if provided. Place the command name and section of where the addressee works.

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

Refer to 4.b.3.

Refer to 4.b.4.

Refer to 4.b.1.

Refer to 4.b.2.

Refer to 4.b.5.

Refer to 4.b.6.

Refer to 4.b.7.

Refer to 4.b.8.

(Figure 10) PS Form 3849 (First Notice)

4.c. STEP 2: The completed PS Form 3849 (First Notice) will be hand delivered to the mail orderly for delivery to addressee.

Section 5. PREPARING THE DATE STAMP (FIRST NOTICE) FOR PERSONAL ACCOUNTABLE MAIL

5

ARTICLE: The unit mail clerk will prepare the First Notice on all the personal accountable mail articles as follows:

5.a. The first line of the notice stamp will be completed with the 6-digit military date (YYMMDD)(Figure 11) to reflect the initial notification.

FIRST NOTICE 051012

SECOND NOTICE _____

RETURN DATE _____

(Figure 11) Notice Stamp (First Notice)

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

5.b. Personal accountable mail will be maintained separately from ordinary mail in the unit mailroom. The notice stamp (Figure 11) should be facing outboard for easy and quick readability of information.

Section

6

6. PREPARING PS FORM 3849 (Second/Final Notice): The unit mail clerk will prepare one PS Form 3849 (Second/Final Notice) as follows:

6.a. If the addressee has not picked up their personal accountable mail after 2 working days (1 working day for express mail) from the day the item was received in the unit mailroom, the second/final notice will be prepared and sent to the addressee as follows:

6.b. Prepare a PS Form 3849 Second/Final Notice exactly as *Section 4, PREPARE PS FORM 3849 (First Notice)*, with the addition of:

6.b.1. Place an "X" in the FINAL NOTICE block (front lower left side) and using red ink write the date (6-digit military format)(YYMMDD) when the personal accountable item will be returned to the serving military post office, which is 5 working days (3 working days for express mail) from the date the PS Form 3849 (FIRST NOTICE) was written up.

6.b.2. Cross out the words "TO SENDER ON" in the Final Notice area and write "POST OFFICE" instead.

6.b.3. Highlight the Final Notice area.

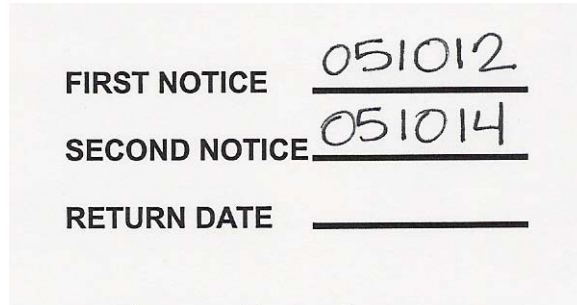
6.c. The completed PS Form 3849 (Second/Final Notice)(Figure 12) will be hand delivered to the mail orderly for delivery to the addressee.

United States Postal Service Sorry We Missed You! We'll Deliver for You		Today's Date 051012	Sender's Name SMITH
Item is at: Post Office (See back) X Mailroom Bldg 31604		Available for Pick-up After Date: Between Time: 1200-1500	We will redeliver or you or your agent can pick up. See reverse.
<input checked="" type="checkbox"/> Letter	For Delivery: (Enter total number of items delivered by service type)	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item	
<input type="checkbox"/> Large envelope, magazine, catalog, etc.	For Notice Left: (Check applicable item)	Article Number(s) 1234 56789123 4567	
<input type="checkbox"/> Parcel	<input type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it.)	<input type="checkbox"/> Registered	
<input type="checkbox"/> Restricted Delivery	<input checked="" type="checkbox"/> Certified	<input type="checkbox"/> Insured	
<input type="checkbox"/> Perishable Item	<input type="checkbox"/> Recorded Delivery	<input type="checkbox"/> Return Receipt for Merchandise	
<input type="checkbox"/> Other:	<input type="checkbox"/> Firm Bill	<input type="checkbox"/> Confirmation Delivery	
Article Requiring Payment		Notice Left Section	
<input type="checkbox"/> Postage Due	<input type="checkbox"/> COD	Customer Name and Address	
<input type="checkbox"/> Customs	Amount Due \$	Lcpl Mike Jones	
<input checked="" type="checkbox"/> Final Notice: Article will be returned to sender post office	051019	Edson Range S-3	
PS Form 3849, November 1999		Delivered By and Date	
		Delivery Notice/Reminder/Receipt	

(Figure 12) PS Form 3849 (Second/Final Notice)

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

6.d. At this time, the second line of the notice stamp (SECOND NOTICE) will be completed with the 6-digit military date (Figure 13) to reflect the date the addressee was notified for a second time.

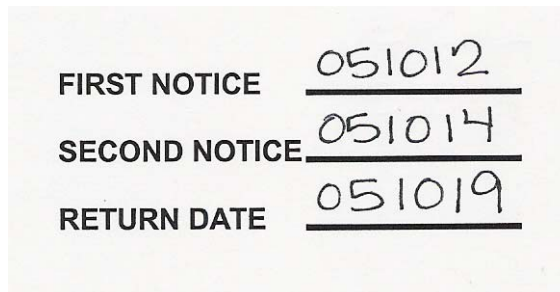


FIRST NOTICE	<u>051012</u>
SECOND NOTICE	<u>051014</u>
RETURN DATE	<u> </u>

(Figure 13) Notice Stamp (Second Notice)

6.e. After the personal accountable mail has been maintained for 5 working days (3 working days for express mail) from the date of arrival in the unit mailroom and has not been delivered to the addressee (or authorized agent), return the personal accountable item to the serving military post office.

6.e.1. STEP 1: The last line of the notice stamp will be completed with the 6-digit military date (Figure 14) to reflect the date the personal accountable item will be returned to the serving military post office.



FIRST NOTICE	<u>051012</u>
SECOND NOTICE	<u>051014</u>
RETURN DATE	<u>051019</u>

(Figure 14) Notice Stamp (Return Date)

6.e.2. STEP 2: The unit mail clerk will return the personal accountable item to the serving military post office for further delivery per guidance listed on *Section 14, UNDELIVERABLE PERSONAL ACCOUNTABLE MAIL*.

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

Section 7. DELIVERY OF PERSONAL ACCOUNTABLE MAIL TO ADDRESSEE: The unit mail clerk will deliver the personal accountable mail to the addressee as follows:

7 7.a. STEP 1: The unit mail clerk must obtain positive identification from the addressee before delivering personal accountable mail. Any documentation that identifies the bearer with a photograph AND complete name such as a military issued ID card.

7.b. STEP 2: The unit mail clerk will ensure the correct personal accountable item is being delivered to the addressee, verifying the article numbers on the personal accountable item and the PS Form 3849.

7.c. STEP 3: The unit mail clerk will obtain the following information on the backside of PS Form 3849 before delivering the personal accountable item (Figure 15) to the addressee:

7.c.1. The addressees' legible signature

7.c.2. The addressees' full printed name.

7.c.3. The addressees' command and work section.

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.	
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You:	Delivery Section
3. <input checked="" type="checkbox"/> Redeliver (Enter day of week.):	Signature X Mike Jones
(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.) <input type="checkbox"/> Leave item at my address	Printed Name LCPL Mike Jones
(Specify where to leave. Example: "porch", "side door". This option is not available if box is checked on the front requiring your signature at time of delivery.) <input type="checkbox"/> Refused <input type="checkbox"/> Forward <input type="checkbox"/> Return	Delivery Address EDSON RANGE S-3
PS Form 3849, November 1999 (Reverse)	USPS 5293 0147 4476 4220

(Figure 15) PS Form 3849 with addressee signature (Back)

7.d. STEP 4: The unit mail clerk will print their full name, legible signature and delivery date (6-digit military format)(YYMMDD) upon delivering the personal accountable item (Figure 16).

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

United States Postal Service Sorry We Missed You! We'll Deliver for You		Today's Date 051012	Sender's Name SMITH
Item is at: ___ Post Office (See back) <input checked="" type="checkbox"/> Mailroom Bldg 31604		Available for Pick-up After Between Date: _____ Time: 1200-1500	We will redeliver or you or your agent can pick up. See reverse.
<input checked="" type="checkbox"/> Letter	For Delivery: (Enter total number of items delivered by service type)	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item	Article Number(s) 1234 5678 9123 4567
___ Large envelope, magazine, catalog, etc.	For Notice Left: (Check applicable item)	___ Registered	
___ Parcel	___ Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it.)	___ Insured	
___ Restricted Delivery	<input checked="" type="checkbox"/> Certified	Return Receipt for Merchandise	
___ Perishable Item	___ Recorded Delivery	Delivery Confirmation	
___ Other:	___ Firm Bill	Signature Confirmation	
Article Requiring Payment		Amount Due	
<input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs		\$ _____	
<input type="checkbox"/> Final Notice: Article will be returned to sender on _____		Delivered By and Date Joe Marine 051012	
PS Form 3849, November 1999		LCpl Joe Marine Delivery Notice/Reminder/Receipt	

Refer to 7.d.

(Figure 16) PS Form 3849 with unit mail clerk delivery information

7.e. STEP 5: The unit mail clerk will annotate on the remarks section of Form 3883-MPO the following information (Figure 17):

7.e.1. **Remarks**: Write the date and the complete name of the addressee (or authorized agent) who signed for the personal accountable item.

7.e.2. **DD Form 285 #**: Write the DD Form 285 card number of the unit mail clerk that delivered the personal accountable item.

Camp Pendleton Military Post Office (Form 3883-MPO) Delivery Receipt for Personal Accountable Mail			Bill No. 74
Unit	EDSON RANGE	Unit Number	555181
		Date	051012
	Article Number	Code	Remarks
1.	1234 5678 9123 4567	C	051012 LCpl Mike Jones
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
* CODE: E = Express, I = Insured, C = Certified, RR = Return Receipt for Merchandise, DC = Delivery Confirmation, SC = Signature Confirmation			
Delivered By: (Postal Clerk Name) Iam D. Mailman		Received By: (Unit Mail Clerk Name) Joe Marine LCpl	
Delivered By: (Postal Clerk Signature) x Ian D Mailman		Received By: (Signature of Unit Mail Clerk) Joe Marine	
All items must be delivered or returned to post office by the following date:		051019	
		Postmark - Delivery Office CAMP PENDLETON CA 92505 OCT 12 2005 DISPATCH	

Refer to 8.d.2.

Refer to 8.d.1.

(Figure 17) Form 3883-MPO Remarks after delivery to addressee (or authorized agent).

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

7.e.3. Completing the "Remarks" and "DD Form 285 #" section on Form 3883-MPO upon delivery of the personal accountable item will assist in tracking the delivery and disposition of personal accountable mail maintained inside the unit mailroom.

7.f. STEP 6: The unit mail clerk will return completed PS Forms 3849 to the serving post office **DAILY** along with their rework mail.

Section 8. DELIVERY OF PERSONAL ACCOUNTABLE MAIL TO AUTHORIZED AGENT: The unit mail clerk will deliver the personal accountable mail to an authorized agent as follows:

8

8.a. STEP 1: For delivery of a personal accountable item, PS Form 3849 must be signed by the addressee giving permission to an authorized agent to receipt for the personal accountable mail.

8.a.1. The unit mail clerk must ensure that the addressee signed Block 2, printed their name in Block 3 on the backside of PS Form 3849 and printed the authorized agents' name on the top right edge of PS Form 3849 (Figure 18).

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): **BOB HANSON**

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.

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

3. Redeliver (Enter day of week):
MIKE JONES
(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

USPS

Delivery Section

Signature: **X**

Printed Name: _____

Delivery Address: _____

PS Form **3849**, November 1999 (Reverse) **5293 0147 4476 4206**

(Figure 18) PS Form 3849 for an authorized agent

8.b. STEP 2: Just as in Section 7, Delivery of Personal Accountable Mail to Addressee, the unit mail clerk must obtain positive identification from the authorized agent before delivering the personal accountable mail. Any documentation that identifies the bearer with a photograph AND complete name such as a military issued ID card.

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

8.c. STEP 3: The unit mail clerk will ensure that the correct personal accountable item is being delivered to the addressee, verifying the article numbers on the personal accountable item and the PS Form 3849.

8.d. STEP 4: The unit mail clerk will obtain the following information on the backside of PS Form 3849 before delivering the personal accountable item (Figure 19) to the authorized agent:

- 8.d.1. The authorized agents' legible signature
- 8.d.2. The authorized agents' full printed name.
- 8.d.3. The authorized agents' command and work section.

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): BOB HANSON

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.

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


3. Redeliver (Enter day of week):
Mike Jones

(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

Delivery Section

Signature	<u>Bob Hanson</u>
Printed Name	<u>Cpl Bob Hanson</u>
Delivery Address	<u>3/5 I Co</u>

USPS 

PS Form 3849, November 1999 (Reverse) **5293 0147 4476 4213**

(Figure 19) PS Form 3849 signed by an authorized agent

8.e. STEP 5: The unit mail clerk will print their full name, legible signature and delivery date (6-digit military format)(YYMMDD) upon delivery of the personal accountable item (Figure 16).

8.f. STEP 6: The unit mail clerk will return the completed PS Forms 3849 to the serving post office **DAILY** along with their rework mail.

Section

9. HANDLING PS FORM 3811 (DOMESTIC RETURN RECEIPT): The unit mail clerk will handle and process PS Form 3811, Domestic Return Receipt as follows:

9

9.a. STEP 1: If a PS Form 3811, (Domestic Return Receipt) (Figure 20) is attached to any personal accountable item, it will be removed from the accountable item by the unit mail clerk prior to delivering the accountable item to addressee (or authorized agent).

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

The image shows a PS Form 3811 Domestic Return Receipt. The form is divided into two main sections: 'SENDER: COMPLETE THIS SECTION' and 'COMPLETE THIS SECTION ON DELIVERY'. The 'SENDER' section includes instructions and a field for the addressee's name and address. The 'DELIVERY' section includes fields for signature, date of delivery, and service type. Handwritten information includes the name 'LCPL MIKE JONES', address 'EDSON RANGE (S-3) Box 555181 CAMP PENDLETON CA 92055-5181', and article number '1234 5678 9123 4567'. Three callouts on the left side of the form point to specific fields: 'Refer to 9.b.1.' points to the addressee's name, 'Refer to 9.b.2.' points to the article number, and 'Refer to 9.b.3.' points to the service type section.

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none">Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.Print your name and address on the reverse so that we can return the card to you.Attach this card to the back of the mailpiece, or on the front if space permits.		A. Received by (Please Print Clearly)	B. Date of Delivery
1. Article Addressed to: LCPL MIKE JONES EDSON RANGE (S-3) Box 555181 CAMP PENDLETON CA 92055-5181		C. Signature X	<input type="checkbox"/> Agent <input type="checkbox"/> Addressee
2. Article Number (Copy from service label) 1234 5678 9123 4567		D. Is delivery address different from item 1? If YES, enter delivery address below: <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.		4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes	
PS Form 3811, July 1999		Domestic Return Receipt 102595-99-M-1789	

(Figure 20) PS Form 3811

9.b. STEP 2: The unit mail clerk must ensure that items 1, 2 and 3 on PS Form 3811 are properly completed (Figure 20).

9.b.1. Item 1, the name and mailing address of the addressee.

9.b.2. Item 2, the article number for the personal accountable item.

9.b.3. Item 3, the type of extra service the personal accountable item has.

9.c. STEP 3: The addressee (or authorized agent) must complete the following on PS Form 3811 (Figure 21):

9.c.1. Item A, print the name of addressee (or authorized agent).

9.c.2. Item B, write the date of delivery.

9.c.3. Item C, signed by addressee (or authorized agent). Place a checkmark in the appropriate block.

9.c.4. Item D, place a checkmark in the appropriate block indicating whether the original mailing address is correct or not in Item 1 of PS Form 3811. If incorrect, write the correct mailing address in this space.

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

The image shows a completed PS Form 3811, Domestic Return Receipt. The form is divided into two main sections: 'SENDER: COMPLETE THIS SECTION' and 'COMPLETE THIS SECTION ON DELIVERY'. Handwritten entries include the recipient's name and address (LCPL MIKE JONES, EDSON RANGE (S-3), BOX 555181, CAMP PENDLETON CA, 92055-5181), the article number (1234 5678 9123 4567), the recipient's signature (Mike Jones), and the date of delivery (051012). Callout lines from the right side of the page point to specific fields with the following references: 'Refer to 9.c.1.' points to the Date of Delivery; 'Refer to 9.c.2.' points to the Signature; 'Refer to 9.c.3.' points to the Service Type section; and 'Refer to 9.c.4.' points to the Article Number.

(Figure 21) PS Form 3811 (Completed)

9.d. STEP 4: Once the PS Form 3811 has the printed name, addressee (or authorized agent) signature and date, and all appropriate items have been verified (to include a complete return mailing address on the front side) (Figure 22) it is treated as first class mail and will be given to the serving military post office to be mailed back to the sender.

The image shows the front view of a PS Form 3811. It features the 'UNITED STATES POSTAL SERVICE' logo, a barcode, and a 'First-Class Mail Postage & Fees Paid USPS Permit No. G-10' label. A central box contains the handwritten address: 'DADDY SMITH, 345 Backhome St, Nowhere TX 77777'. Above the address box, there is a printed instruction: '* Sender: Please print your name, address, and ZIP+4 in this box *'.

(Figure 22) PS Form 3811 (Front)

Section 10. FORWARDING PERSONAL ACCOUNTABLE MAIL: The unit mail clerk will process and forward personal accountable mail as follows:

10

10.a. Forwarding personal accountable mail is similar to forwarding first class mail, with the addition of preparing a PS Form 3849 with the same forwarding information as the personal accountable item.

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

10.b. STEP 1: Obtain the forwarding address from a reliable source:

10.b.1. The signed NAVMC 10572 Directory File Card.

10.b.2. Postal Automated Locator System (PALS) can be used when forwarding to a military address in the absence of a signed NAVMC 10572 Directory File Card.

10.b.3. The Morning Online (MOL) can be used for Morning Report purposes and verification ONLY.

10.b.4. Schools' and academies' addresses, geographically located aboard Camp Pendleton, can be obtained from the schools/academies themselves.

10.b.5. Contact the serving military post office for any needed assistance.

10.c. STEP 2: Complete PS Form 3849 for every personal accountable item that needs to be forwarded as indicated on Section 4, PREPARE PS FORM 3849 (First Notice).

10.d. STEP 3: On the front of PS Form 3849 complete the DELIVERED BY AND DATE block as follows:

10.d.1. Using RED ink write the word "Forward" or abbreviation "FWD" and write the date (6 digit military format)(YMMDD) that the personal accountable item is being forwarded (Figure 23).

United States Postal Service Sorry We Missed You! We'll Deliver for You		Today's Date 051012	Sender's Name SMITH
Item is at: ___ Post Office (See back) X Mailroom Bldg 31604		Available for Pick-up After Date: Date: _____	Time: 1200-1500 Between We will redeliver or you or your agent can pick up. See reverse.
<input checked="" type="checkbox"/> Letter	For Delivery: (Enter total number of items delivered by service type)	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item	
___ Large envelope, magazine, catalog, etc.	For Notice Left: (Check applicable item)	Article Number(s) 1234 5678 9123 4567	
___ Parcel	___ Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it.)	Return Receipt for Merchandise	
___ Restricted Delivery	<input checked="" type="checkbox"/> Certified	Delivery Confirmation	
___ Perishable Item	___ Recorded Delivery	Signature Confirmation	
___ Other:	___ Firm Bill	Confirmation	
Article Requiring Payment		Amount Due	
<input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs		\$ _____	
<input type="checkbox"/> Final Notice: Article will be returned to sender on _____		Delivered By and Date FWD 051012	
PS Form 3849, November 1999		Delivery Notice/Reminder/Receipt	

(Figure 23) PS Form 3849 to forward personal accountable item (FRONT)

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

10.e. STEP 4: On the *backside* of PS Form 3849 complete the DELIVERY SECTION blocks as follows (Figure 24):

10.e.1. Write the complete forwarding mailing address (in the top right open space) obtained from a reliable source as listed on *Section 10.b.* of this LOI.

10.e.2. The unit mail clerk that is forwarding the personal accountable mail will sign their legible signature, print their rank, full name and their DD Form 285 number in the designated blocks.

10.f. STEP 5: Place an "X" on the FORWARD block located in the lower bottom left (Figure 22).

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.	123 Somewhere St. Anytown CA 99999
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You:	Delivery Section
3. <input type="checkbox"/> Redeliver (Enter day of week.):	Signature X Joe Marine
(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)	Printed Name Ltjpl Joe Marine 15-04
<input type="checkbox"/> 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 5293 0147 4476 4152
<input type="checkbox"/> Refused <input checked="" type="checkbox"/> Forward <input type="checkbox"/> Return	
PS Form 3849, November 1999 (Reverse)	

(Figure 24) PS Form 3849 to forward personal accountable item (BACK)

10.g. STEP 6: The unit mail clerk will provide the serving post office the following two items:

10.g.1. The personal accountable mail item with properly completed forwarding address on front of mail and appropriate endorsements on the back.

10.g.2. The properly completed PS Form 3849 prepared for forwarding.

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

11. REFUSED PERSONAL ACCOUNTABLE MAIL (ENDORSED BY ADDRESSEE): The unit mail clerk will handle and process personal accountable mail that is refused and endorsed by the addressee as follows:

11

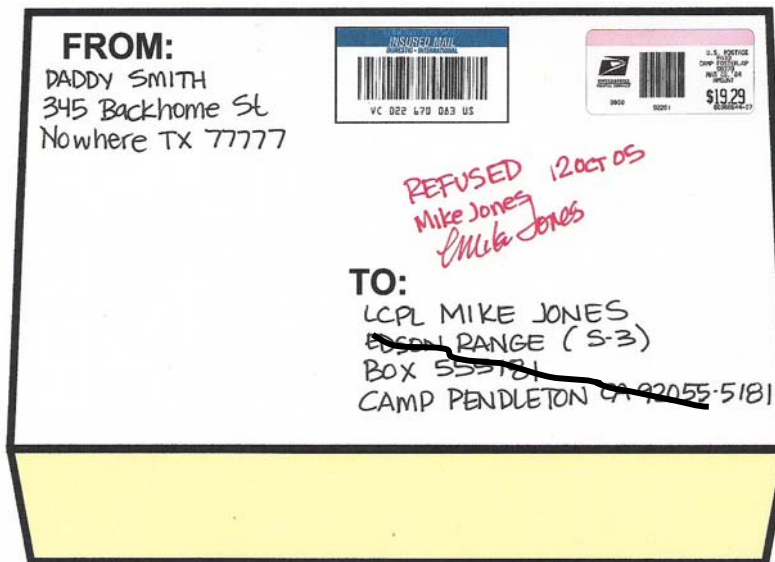
11.a. STEP 1: The addressee will endorse, on the front of the refused personal accountable item, the following information (ABOVE the military address) (Figure 25):

11.a.1. Write the word "REFUSED".

11.a.2. The current date.

11.a.3. Print full name and legible signature.

11.a.4. The unit mail clerk will draw a single diagonal line over the military address (DO NOT TOUCH the addressee name).



(Figure 25) Example of Personal Accountable item refused by addressee

11.b. STEP 2: The unit mail clerk will complete a PS Form 3849 for every personal accountable item that is refused as indicated on *Section 4, PREPARE PS FORM 3849 (First Notice)*.

11.c. STEP 3: On the *front* of PS Form 3849 complete the DELIVERED BY AND DATE block as follows:

11.c.1. Using RED ink write the letters "RTS", which is the abbreviation for "Return To Sender", and write the date (6 digit military format)(YYMMDD) the personal accountable item is being refused (Figure 26).

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

United States Postal Service Sorry We Missed You! We'll Deliver for You		Today's Date 051012	Sender's Name SMITH
Item is at: — Post Office (See back) <input checked="" type="checkbox"/> Mailroom Bldg 31604		Available for Pick-up After Between Time: 1200-1500	We will redeliver or you or your agent can pick up. See reverse.
<input checked="" type="checkbox"/> Letter	For Delivery: (Enter total number of items delivered by service type)	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item	
— Large envelope, magazine, catalog, etc.	For Notice Left: (Check applicable item)	Article Number(s) 1234 5678 9123 4567	
— Parcel	— Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it.)	— Registered	
— Restricted Delivery	— Certified	— Insured	
— Perishable Item	— Recorded Delivery	Return Receipt for Merchandise	
— Other:	— Firm Bill	— Confirmation	
Article Requiring Payment		Amount Due	
<input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs		\$	
<input type="checkbox"/> Final Notice: Article will be returned to sender on		Notice Left Section Customer Name and Address Lcpl Mike Jones Edson Range 5-3	
PS Form 3849, November 1999		Delivered By and Date RTS 051012 Delivery Notice/Reminder/Receipt	

(Figure 26) PS Form 3849 to refuse personal accountable item (FRONT)

11.d. STEP 4: On the *backside* of PS Form 3849 complete the DELIVERY SECTION blocks as follows:

11.d.1. Write the complete return mailing address (in the top right open space) obtained from the personal accountable item.

11.d.2. The unit mail clerk will sign their legible signature and print rank and full name in the designated blocks.

11.e. STEP 5: Place an "X" on the "REFUSED" block located in the lower bottom left (Figure 27).

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. <input checked="" type="checkbox"/> a. Check all that apply in section 3; b. Sign in section 2 below; c. Leave this notice where the carrier can see it.	345 Backhome St. Nowhere TX 77777
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You:	Delivery Section
3. <input type="checkbox"/> Redeliver (Enter day of week):	Signature X Joe Momine
(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.) <input type="checkbox"/> Leave item at my address	Printed Name Lcpl Joe Marine 1504
(Specify where to leave. Example: "porch", "side door". This option is not available if box is checked on the front requiring your signature at time of delivery.) <input checked="" type="checkbox"/> Refused <input type="checkbox"/> Forward <input type="checkbox"/> Return	Delivery Address
PS Form 3849, November 1999 (Reverse)	USPS 5293 0147 4476 4169

(Figure 27) PS Form 3849 to refuse personal accountable item (BACK)

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

11.f. STEP 6: The unit mail clerk will provide the serving post office the following two items:

11.f.1. The personal accountable item with properly completed endorsements on the front of the item.

11.f.2. The properly completed PS Form 3849 prepared for returning the item to sender.

Section

12

12. REFUSED PERSONAL ACCOUNTABLE MAIL (ENDORSED BY UNIT MAIL CLERK): At times, the addressee will REFUSE to endorse the personal accountable mail that must be returned to sender. The unit mail clerk will handle and process personal accountable mail that is refused by the addressee but endorsed by unit mail clerk as follows:

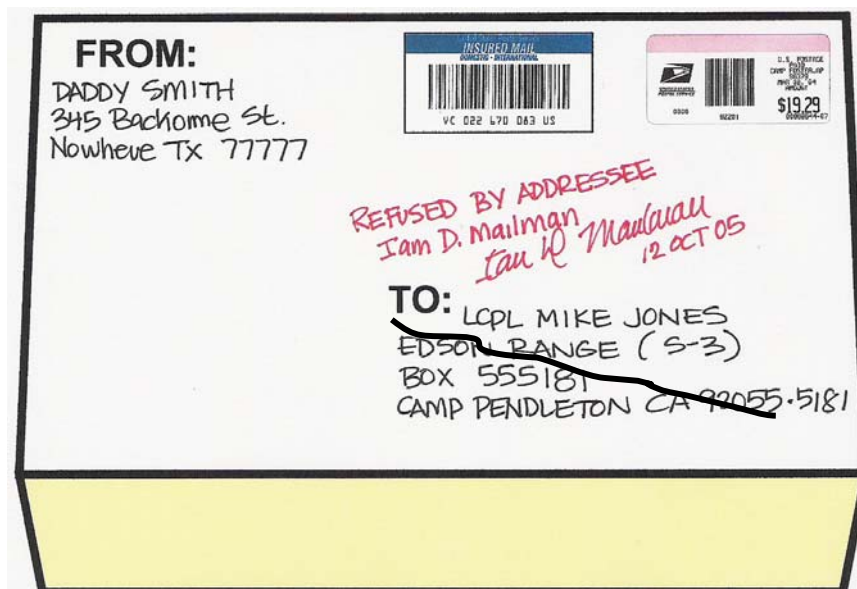
12.a. STEP 1: When the addressee REFUSES to endorse a personal accountable item, the unit mail clerk will endorse the refused personal accountable item with the following information (Figure 28):

12.a.1. Write the word "REFUSED BY ADDRESSEE".

12.a.2. The current date.

12.a.3. Print full name and legible signature.

12.a.4. The unit mail clerk will draw a single diagonal line over the military address (DO NOT TOUCH the addressee name).



(Figure 28) Example of Refused Personal Accountable item endorsed by unit mail clerk

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

12.b. STEP 2: The unit mail clerk will complete a PS Form 3849 for every personal accountable item that needs to be refused as indicated in *Section 4, PREPARE PS FORM 3849 (First Notice)*.

12.c. STEP 3: On the *front* of PS Form 3849 complete the DELIVERED BY AND DATE block as follows:

12.c.1. Using RED ink write the letters "RTS", which is the abbreviation for "Return To Sender", and write the date (6 digit military format)(YYMMDD) that the personal accountable item is being refused (Figure 26).

12.d. STEP 4: On the *backside* of PS Form 3849 complete the DELIVERY SECTION blocks as follows:

12.d.1. Write the complete return mailing address (in the top right open space) obtained from the personal accountable item.

12.d.2. The unit mail clerk will sign a legible signature, print their rank and full name and DD Form 285 card number in the designated blocks.

12.e. STEP 5: Place an "X" on the REFUSED block located in the lower bottom left (Figure 27).

12.f. STEP 6: The unit mail clerk will provide the serving post office with the following two items:

12.f.1. The personal accountable item with properly completed endorsements on the front of the item.

12.f.2. The properly completed PS Form 3849 prepared for returning the item to sender.

Section
13 **13. RETENTION PERIOD FOR PERSONAL ACCOUNTABLE MAIL:** If personal accountable mail can not be delivered within the 5 working days (See section 13.a.), return the personal accountable item to the serving military post office the next working day with properly completed PS Form 3849.

13.a. The following are reasons, not inclusive, to return personal accountable mail to the serving military post office by the next working day (if unable to be delivered within 5 working days):

13.a.1. Leave.

13.a.2. Temporary Assigned Duty (TAD).

13.a.3. Hospitalization.

13.a.4. Sick in Quarters (SIQ).

13.a.5. Unauthorized Absence (UA).

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

13.a.6. Military Confinement (Brig).

13.a.7. In Hands of Civilian Authorities (IHCA).

13.a.8. Field Exercises (training).

13.a.9. Marksmanship training.

13.a.10. Pre-deployment workups.

13.a.11. Deployment.

13.a.12. Inbound personnel with Estimated Date of Arrival (EDA).

13.b. When personal accountable mail cannot be delivered within 5 working days, it will be returned to the serving military post office with a PS Form 3849 indicating why the mail is being returned.

13.c. The unit mail clerk must have supporting documentation, inside the unit mailroom, from a reliable source as authority to temporarily hold personal accountable mail at the serving military post office. Such reliable sources are:

13.c.1. Copy of Leave authorization paperwork.

13.c.2. Copy of Orders (TAD).

13.c.3. Mail Disposition Form, signed by either the addressee or Unit Postal Officer(s).

13.c.4. A signed and dated letter or document from the addressee stating their wishes in regards to the handling of their mail.

13.c.5. A Reliable source of written documentation such as Morning Reports, Section SNCOIC and Company Command Staff as to the whereabouts of addressee.

13.d. STEP 1: The unit mail clerk will prepare a PS Forms 3849 in accordance with *Section 4, Prepare PS Form 3849 (First Notice)*, of this LOI.

13.e. STEP 2: The unit mail clerk will annotate on the back-side of the PS Form 3849 the following information (Figure 29):

13.e.1. The reason the item is to be held.

13.e.2. The date the hold period will end.

13.e.3. The unit mail clerk DD Form 285 card number.

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

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.

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

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

PS Form 3849, November 1999 (Reverse)

ON LEAVE UNTIL 051031 15-04

Delivery Section

Signature X

Printed Name

Delivery Address

USPS

5293 0147 4476 4176

(Figure 29) PS Form 3849 (Back) for personal accountable item to be held at the serving military post office.

13.f. STEP 3: The **last** line of the notice stamp will be completed with the 6-digit military date to reflect the date the personal accountable item will be returned to the serving military post office (Figure 30).

FIRST NOTICE 051012

SECOND NOTICE _____

RETURN DATE 051013

(Figure 30) Notice Stamp cancellation

13.g. The unit mail clerk will return the personal accountable item to the serving post office in accordance with *Section 15, RETURNING PERSONAL ACCOUNTABLE MAIL TO SERVING MILITARY POST OFFICE* of this LOI.

13.h. The unit mail clerk, upon properly returning the personal accountable item will receive a PS Form 3849 (Duplicate) (Figure 31) from the serving post office.

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

United States Postal Service Sorry We Missed You! We'll Deliver for You		Today's Date 051012	Sender's Name SMITH
Item is at: Post Office (See back) X Mailroom Bldg 31604		Available for Pick-up After Date: Between 1200-1500	We will redeliver or you or your agent can pick up. See reverse.
<input checked="" type="checkbox"/> Letter	For Delivery: (Enter total number of items delivered by service type)	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item	
<input type="checkbox"/> Large envelope, magazine, catalog, etc.	For Notice Left: (Check applicable item)	Article Number(s) 1234 5678 9123 4567	
<input type="checkbox"/> Parcel	<input type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it.)	DUPLICATE	
<input type="checkbox"/> Restricted Delivery	<input type="checkbox"/> Registered	Notice Left Section	
<input type="checkbox"/> Perishable item	<input checked="" type="checkbox"/> Certified	Customer Name and Address LCpl Mike Jones	
<input type="checkbox"/> Other:	<input type="checkbox"/> Insured	Edson Range 5-3	
	<input type="checkbox"/> Return Receipt for Merchandise	Delivered By and Date	
	<input type="checkbox"/> Delivery Confirmation		
	<input type="checkbox"/> Signature Confirmation		
Article Requiring Payment	Amount Due		
<input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs	\$		
<input type="checkbox"/> Final Notice: Article will be returned to sender on			
PS Form 3849, November 1999		Delivery Notice/Reminder/Receipt	

(Figure 31) PS Form 3849 (Duplicate)

13.i. The PS Form 3849 (Duplicate) (Figure 31) will be retained in the unit mailroom. Upon the addressee return from the temporary absent status, the DUPLICATE PS Form 3849 will be provided to the section mail orderly for delivery to addressee.

13.j. The addressee will take the DUPLICATE PS Form 3849 to the serving military post office to sign for the personal accountable item.

Section

14. UNDELIVERABLE PERSONAL ACCOUNTABLE MAIL: The unit mail clerk will handle and process personal accountable mail that was not delivered as follows:

14

14.a. STEP 1: When the personal accountable item has not been picked up after 5 working days (3 working days for Express mail) from the first day of arrival into the unit mailroom, the unit mail clerk will verify the Marines' status thru the addressees actual section, department SNCOIC or Officer in Charge (OIC).


14.b. STEP 2: The unit mail clerk will return the personal accountable item to the serving military post office for further processing per guidance listed on Section 15, RETURNING PERSONAL ACCOUNTABLE MAIL TO SERVING MILITARY POST OFFICE.

14.c. STEP 3: The unit mail clerk will annotate in the "Remarks" section of Form 3883-MPO which was received from the serving post office, the disposition of the personal accountable item with the military (6-digit) date, "RETURNED TO POST OFFICE" and unit mail clerk DD Form 285 card number (Figure 32).

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

Camp Pendleton Military Post Office (Form 3883-MPO) Delivery Receipt for Personal Accountable Mail				Bill No.
Unit	EDSON RANGE		Unit Number	Date
			555 181	12-Oct-05
Article Number	Code	Remarks	DD Form 285 #	
1. 1234 5678 9123 4567	c	051013 Returned to PO	15-04	
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

* CODE: E = Express, I = Insured, C = Certified, RR = Return Receipt for Merchandise, SC = Signature Confirmation

Delivered By (Postal Clerk Name) Cpl lam D Mailman	Pieces Received 1	Received By: (Unit Mail Clerk Name) LCpl Joe Marine	Postmark - Delivery Office 
Delivered By: (Postal Clerk Signature) x <i>Lam D Mailman</i>		Received By: (Signature of Unit Mail Clerk) <i>Joe Marine</i>	

All items must be delivered or returned to post office by the following date: 19-Oct-05

Refer to 14.c.

(Figure 32) Form 3883-MPO Showing Disposition of Personal Accountable Item received in the unit mailroom.

Section

15

15. RETURNING PERSONAL ACCOUNTABLE MAIL TO SERVING MILITARY POST OFFICE:

The unit mail clerk will return personal accountable mail to the serving military post office for further processing using the following procedures:

15.a. **STEP 1:** The unit mail clerk will write up the personal accountable mail being returned to the serving post office **two** Forms 3883-MPO. Each Form 3883-MPO will be completed as follows (Figure 32):

15.a.1. **Bill Number:** Write the next sequential number from the previous Form 3883-MPO for personal accountable items returned to the serving military post office. The sequential number series will begin with the number 1 at the beginning of each calendar year.

15.a.2. **Unit Name:** The name of the serving military post office where the personal accountable item is being returned to.

15.a.3. **Unit Number:** Write the serving military post office box number.

15.a.4. **Date:** The date the personal accountable item is being returned to the serving military post office.

15.a.5. **Article Number:** Legibly write every personal accountable item number. Write only one item per numbered line.

15.a.6. **Code:** Mark the type of personal accountable mail depending in accordance with the code legend (Item 15.a.9.)

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

15.a.7. **Remarks:** State the reason why each personal accountable item is being returned.

15.a.8. **DD Form 285 #:** Not used.

15.a.9. **Close-out Line:** The line will begin from the bottom of the last personal accountable item and end at the last space of the article number area. The loop will contain the total number of personal accountable items listed. This is to prevent unauthorized additions to Form 3883-MPO.

15.a.10. **Code Legend:** The code legend is used to identify the type of personal accountable item listed in the "code" block (Item 15.a.6).

15.a.11. **Delivered By (Postal Clerk Name):** Print the name of the unit mail clerk returning the personal accountable item.

15.a.12. **Delivered By (Postal Clerk Signature):** The unit mail clerk returning the personal accountable mail will sign a legible signature.

15.a.13. **Pieces Received:** Write the total amount of individual personal accountable items being returned.

15.a.14. **Received By (Unit mail Clerk Name):** The military postal clerk will print their complete name.

15.a.15. **Received By (Signature of Unit Mail Clerk):** The military postal clerk will sign a legible signature.

15.a.16. **Postmark - Delivery Office:** The serving military post office will place a date stamp using the All Purpose Date Stamp (APDS).

15.a.17. **All items must be delivered or returned to post office by the following date:** Not used.

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

The diagram shows Form 3883-MPO with the following callouts:

- 15.a.1: Bill No.
- 15.a.2: Unit
- 15.a.3: Unit Number
- 15.a.4: DD Form 285 #
- 15.a.5: Article Number
- 15.a.6: Code
- 15.a.7: Remarks
- 15.a.8: Date
- 15.a.9: Pieces Received
- 15.a.10: Delivered By: (Postal Clerk Name)
- 15.a.11: Delivered By: (Postal Clerk Signature)
- 15.a.12: Received By: (Unit Mail Clerk Name)
- 15.a.13: Received By: (Signature of Unit Mail Clerk)
- 15.a.14: Remark - Delivery Office
- 15.a.15: A / Items must be delivered or returned to post office by the following date:
- 15.a.16: (Bottom right section)
- 15.a.17: (Bottom right section)

(Figure 33) Form 3883-MPO Returning Personal Accountable Mail to Serving Military Post Office.

15.b. STEP 2: The unit mail clerk will provide to the serving military post office a completed PS Form 3849, **two** Forms 3883-MPO and the personal accountable item for the following reasons:

- 15.b.1. Personal accountable mail with retention period.
- 15.b.2. Personal accountable mail being forwarded.
- 15.b.3. Personal accountable mail being refused.
- 15.b.4. Personal accountable mail that is undeliverable.

15.b.5. Personal accountable mail unclaimed after the 5 working days (3 working days for Express mail).

15.c. STEP 3: The serving military post office will take responsibility of the returned personal accountable mail by having the postal clerk print their full name, signing their legible signature and using the All Purpose Date Stamp (APDS) on both Forms 3883-MPO.

15.d. STEP 4: The unit mailroom will retain their copy of Form 3883-MPO for their records for 2 years.

FIGURE LISTING

ITEM	FIGURE NAME	PAGE
Figure 1	Express Mail	4
Figure 2	Certified Mail	4
Figure 3	Insured Mail	4
Figure 4	Return Receipt for Merchandise	5
Figure 5	Signature Confirmation	5
Figure 6	Form 3883-MPO	5
Figure 7	Form 3883-MPO Completed	6
Figure 8	Notice Stamp	7
Figure 9	PS Form 3849	7
Figure 10	PS Form 3849 (First Notice)	9
Figure 11	Notice Stamp (First Notice)	9
Figure 12	PS Form 3849 (Second (Final) Notice)	10
Figure 13	Notice Stamp (Second Notice)	11
Figure 14	Notice Stamp (Return Date)	11
Figure 15	PS Form 3849 with Addressee signature (Back)	12
Figure 16	PS Form 3849 with unit mail clerk delivery information	13
Figure 17	Form 3883-MPO Remarks after delivery to addressee (or authorized agent)	13
Figure 18	PS Form 3849 for an Authorized Agent	14
Figure 19	PS Form 3849 signed by an Authorized Agent	15
Figure 20	PS Form 3811	16
Figure 21	PS Form 3811 (Completed)	17
Figure 22	PS Form 3811 (Front)	17
Figure 23	PS Form 3849 Forward personal accountable item (Front)	18
Figure 24	PS Form 3849, Forward personal accountable item (Back)	19

FIGURE LISTING (continued)

ITEM	FIGURE NAME	PAGE
Figure 25	Example of Personal Accountable item refused by Addressee	20
Figure 26	PS Form 3849, Refuse personal accountable item (Front)	21
Figure 27	PS Form 3849, Refuse personal accountable item (Back)	21
Figure 28	Example of Refused Personal Accountable item endorsed by unit mail clerk	22
Figure 29	PS Form 3849 (Back) for Personal Accountable Item to be held at the Serving Military Post Office	25
Figure 30	Notice Stamp cancellation	25
Figure 31	PS Form 3849 (Duplicate)	26
Figure 32	Form 3883-MPO Showing Disposition of Personal Accountable Item received in the unit mailroom	27
Figure 33	Form 3883-MPO Returning Personal Accountable Mail to Serving Military Post Office	29

First Notice

UMR LOI reference number is listed in the parenthesis.

Item 1 (4.b.5.) Place an "X" on the type of mail it is.

Item 2 (4.b.3.) Place an "X" or checkmark on second line and enter the unit mailroom building number.

This information can be filled out in advance to save time preparing PS Form 3849 later.

Item 6 (4.b.7) Use separate PS Forms 3849 for every article. The unit mail clerk will legibly write ONLY ONE personal accountable item (article) number per PS Form 3849. The personal accountable item (article) number MUST FIT on one single line.

1 Annotate the type of mail.

2 Mailroom and Bldg #

3 Annotate service

4 Date

5 Sender's Name

6 Article number

7 Name & address

UMR LOI reference number is listed in the parenthesis.

Item 7 (4.b.8.) Write the addressee's complete name; to include rank if provided. Place the command name and section of where the addressee works.

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):

- Check all that apply in section 3; Sign in section 2 below; Leave this notice where the carrier can see it.
- Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You.
- Redeliver (Enter day of week):

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

(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

USPS

PS Form 3849, November 1999 (Reverse) **5290 0027 3515 0094**

NOTE 1 Hand deliver PS Form 3849 to section mail orderly. DO NOT mix with the mail bundle or in the section mailbag.

NOTE 2 Proceed with accountable phone log procedures if item is EXPRESS or REGISTERED.

NOTE 3 Place DATE and NOTICE STAMP on article along with military date (YYMMDD) on FIRST NOTICE column. Leave the other column of the NOTICE STAMP blank at this time.



"Make a hole, mail coming thru!"

Second/Final Notice

Annotate the type of mail.

Mailroom and Bldg #

Annotate service

Date

Sender's Name

United States Postal Service
Sorry We Missed You! We'll Deliver for You

Item is: _____ Available for Pick-up After _____
 Post Office (See back) _____ Date: _____ Time: _____

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.)
 Registered
 Insured
 Return Receipt for Merchandise
 Certified
 Delivery Confirmation
 Recorded Delivery
 Signature Confirmation
 Firm Bill

Article Number(s) _____

Notice Left Section
Customer Name and Address _____

Article Requiring Payment Amount Due
 Postage Due COD Customs \$ _____

Final Notice: Article will be returned to _____ POST OFFICE

PS Form 3849, November 1999 102595-00-M-0892 Delivery Notice/Reminder/Receipt

UMR LOI reference number is listed in the parenthesis

Item 8 (6.b.1.) Place an "X" in the FINAL NOTICE block.

Item 9 (6.b.1.) Using **RED** ink, write the 6-digit military date format (YYMMDD) when the personal accountable item will be returned to the serving military post office, which is 5 working days (3 working days for express mail) from the date the PS Form 3849 (First Notice) was written up. Highlight this block

Mark this box **8**

Place article RETURN date and HIGHLIGHT **9**

UMR LOI reference number is listed in the parenthesis.

Item 9 (continued) (6.b.2.) Cross out the words "TO SENDER ON" in the Final Notice area and write "POST OFFICE" instead.

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.

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

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

Delivery Section

Signature _____
 Printed Name _____
 Delivery Address _____

USPS

PS Form 3849, November 1999 (Reverse) 5290 0027 3515 0094

NOTE 1 Hand deliver PS Form 3849 to section mail orderly. DO NOT mix with the mail bundle or in the section mailbag.

NOTE 2 The second line of the notice stamp (Second Notice) will be completed with the 6-digit military date (YYMMDD) to reflect the date the addressee was notified for a second time. DO NOT complete the third line (RETURN) on the date stamp.



Delivery

UMR LOI reference number is listed in the parenthesis

Item 10 (7.d.) The unit mail clerk will print their full name, legible signature and delivery date (6-digit military format (YYMMDD) upon delivering the personal accountable item.

Item 11 (7.c.) The addressee (or authorized agent) will sign and print their name in the respective space. If the customer doesn't print name, the unit mail clerk can print it for them. The addressee's command and work section will be written. If an authorized agent signs for the personal accountable item, then the authorized agents' command and work section will be written.

Annotate the type of mail.

Mailroom and Bldg #

Annotate service

Date

Sender's Name

Article number

Name & address

United States Postal Service
Sorry We Missed You! We'll Deliver for You

Item is: Post Office (See back)

Available for Pick-up Enter Date: Time: **We will redeliver or you or your agent can pick up. See reverse.**

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

Article Number(s)

Notice Left Section
Customer Name and Address

Delivered By and Date

PS Form 3849, November 1999 102595-00-M-0892 **Delivery Notice/Reminder/Receipt**

10

Delivery unit mail clerk and Date

11

Info from Addressee or authorized agent

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):

- Check all that apply in section 3;
 - Sign in section 2 below;
 - Leave this notice where the carrier can see it.
- Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You:
- 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

Delivery Section

Signature

Printed Name

Delivery Address

USPS

PS Form 3849, November 1999 (Reverse) 5290 0027 3515 0094

NOTE 1 USPS requires that the delivery address be printed (below addressee printed name on reverse side) since most PS Forms 3849 will be scanned. This information is used if the customer requests proof of delivery via fax or mail.

NOTE 2 The unit mail clerk will return completed PS Form 3849 to serving military post office **DAILY** along with their rework mail.



Forwarding

UMR LOI reference number is listed in the parenthesis

Item 12 (10.d.1.) Using **RED** ink, the unit mail clerk will write the word **“FORWARD”** or abbreviation **“FWD”** and the date (6-digit military format) (YYMMDD).

Item 13 (10.e.2.) Using **RED** ink, the unit mail clerk will enter their legible signature, print their rank, full name and their DD Form 285 number.

Item 14 (10.f.) Place an “X” on the FORWARD block.

Item 15 (10.e.1.) Using **RED** ink, the unit mail clerk will write the complete forwarding mailing address obtained from a reliable source as listed on Section 10.b.

Annotations for PS Form 3849 (Front):

- Annotate the type of mail.** (Points to Item 1)
- Mailroom and Bldg #** (Points to Item 2)
- Annotate service** (Points to Item 3)
- Date** (Points to Item 4)
- Sender's Name** (Points to Item 5)
- Article number** (Points to Item 6)
- Name & address** (Points to Item 7)

12
“FWD” and Date
in **RED INK**

13
Unit mail clerk info
in **RED INK**

Annotations for PS Form 3849 (Reverse):

- 12** (Points to Item 12)
- 13** (Points to Item 13)
- 14** (Points to Item 14)
- 15** (Points to Item 15)

Mark “FORWARD” block **14**

Forwarding address
in **RED INK** **15**

NOTE 1 When FORWARDING or RETURNING an article, always use a RED INK pen.

NOTE 2 The unit mail clerk will return completed PS Form 3849 to serving military post office **DAILY** along with their rework mail.



Refused

UMR LOI reference number is listed in the parenthesis

Item 16 (11.c.1.) Using **RED** ink, the unit mail clerk will write the letters “**RTS**” (the abbreviation of RETURN TO SENDER) and date (6-digit military format (YYMMDD)).

Item 17 (11.d.2.) Using **RED** ink, the unit mail clerk will enter their legible signature, print their rank, full name and their DD Form 285 number.

Item 18 (11.e.) Place an “X” in the “REFUSED” block.

Item 20 (11.d.1.) Using **RED** ink, the unit mail clerk will print the complete RETURN mailing address.

Annotations for PS Form 3849 (Front):

- Annotate the type of mail.** (Points to Item 1)
- Mailroom and Bldg #** (Points to Item 2)
- Annotate service** (Points to Item 3)
- Date** (Points to Item 4)
- Sender's Name** (Points to Item 5)
- Article number** (Points to Item 6)
- Name & address** (Points to Item 7)

16
“**RTS**” and date
in **RED INK**

17
Unit mail clerk info
in **RED INK**

18
Mark “**REFUSED**” block

Annotations for PS Form 3849 (Reverse):

- 16** (Points to Item 1)
- 17** (Points to Item 2)
- 18** (Points to Item 3)
- 19** (Points to Item 4)

19
Return address

NOTE 1 When FORWARDING or RETURNING an article always use RED INK pen.

NOTE 2 The unit mail clerk will return completed PS Form 3849 to serving military post office **DAILY** along with their rework mail.

