



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE, SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

DepO 5112.2
1A1
SEP 17 2004

DEPOT ORDER 5112.2

From: Commanding General
To: Distribution List

Subj: POSTAL SERVICE AND HANDLING OF U.S. MAIL

Ref: (a) MCO P5110.6B
(b) OPNAVINST 5112.4B
(c) DoD 4525.6M
(d) MCO P5110.4
(e) MCO 5110.5D

Encl: (1) Mail Orderly Statement of Understanding (5119/10)
(2) Specific Prohibitions and Limitations

1. Situation. To publish instructions for the handling of U.S. Mail aboard the Depot in accordance with the references.

2. Cancellation. DepO P5112.1G.

3. Summary of Revision. This revision:

a. Re-formats the previous Order.

b. Incorporates information on the use of the nine-digit zip code for recruits.

c. Eliminates personal delivery of mail to RTR facilities and Building 31 by Military Postal Clerks.

4. Mission. To establish procedures for handling and distribution of mail matters within the United State Postal Service (USPS) aboard MCRD, San Diego.

5. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To ensure procedures are in place and assign responsibility for the supervision, operation, and administration of postal services aboard MCRD.

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(b) The references and this Order will be the guiding influences in U.S. mail handling procedures aboard MCRD.

(2) Concept of Operations. MCRD will receive, sort, and ensure delivery of mail addressed to personnel aboard the Depot as well as deliver to the USPS mail addressed outside the Depot in the most efficient and effective manner possible.

b. Subordinate Element Missions

(1) AC/S, G-1. The AC/S, G-1 is assigned staff cognizance over all postal functions within this command. The AC/S, G-1 will assign an officer as the Depot Postal Officer (DPO) in writing.

(2) DPO. The DPO is responsible for the supervision, operation, and administration of postal services within the command. Specific duties include, but are not limited to:

(a) Advising the CG on postal matters.

(b) Preparing and submitting directives and reports pertaining to postal matters.

(c) Establishing schedules for the receipt, distribution, and dispatch of U.S. Mail.

(d) Maintaining liaison with civilian postal officials and other commands concerning postal matters.

(e) Conducting or assisting in postal investigations.

(f) Conducting periodic training for postal personnel and mail orderlies.

(g) Providing oversight of subordinate unit postal operations.

(3) Commanding Officers

(a) Assign at least two mail orderlies per section/unit. The Post Office will issue one mail orderly card and maintain a record on the mail orderly designation log. Mail orderlies will present their mail orderly card to the Postal Clerk for mail pickup. Mail orderlies, prior to receipt of their mail orderly card, will be formally briefed in writing by Postal personnel regarding their responsibilities as mail orderlies. Instructions to mail orderlies will provide for contacting the Depot Post Office whenever questions arise which are not specifically covered. Mail orderlies will be held directly responsible for any loss brought about by their failure to properly handle mail entrusted to their care. While in the custody of mail orderlies, U.S. Mail will be considered inviolate and will not be subject to delay, interception, seizure, rifling, or

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confiscation by any person, but will be delivered only to the addressee or an agent designated by the addressee in writing.

(b) Mail orderly responsibilities. Specific responsibilities of the mail orderlies are contained in enclosure (1) and include:

1 Prompt delivery of incoming mail and collecting and processing outgoing mail.

2 Readdressing, endorsing, and forwarding undeliverable mail.

3 Safeguarding mail until delivery can be affected or other authorized disposition is made.

4 Ensuring that undeliverable mail is not held overnight, but returned to the MCRD Military Post Office.

(c) Drill Instructors. All Drill Instructors shall familiarize themselves with the provisions of the current edition of references (a), (c) and this Order to ensure the proper handling of U.S. Mail.

6. Administration and Logistics

a. Collection and Delivery of Routine Mail

(1) Incoming Mail. Mail orderlies will collect mail at the Depot Military Post Office for further delivery to addressees.

(2) Mail orderlies will personally deliver personal mail to addressees. **Under no circumstances will mail be placed on bunks, tables, desks, in desk drawers, in open boxes or similar places, or otherwise left unprotected while awaiting delivery. Undelivered mail will be returned to the Depot Post Office for safekeeping the same day.**

(3) Mail for personnel transferred or hospitalized will be readdressed and forwarded by postal personnel. Mail for addressees who are on temporary additional duty or for other reasons are temporarily absent, will be forwarded to the addressee, provided that there is a reasonable certainty that delivery can be made.

(4) A signature will be obtained on a suitable log from mail orderlies when they pick up mail for their unit/section. The log will show the name of the activity and the date and time the mail was picked up. The mail pickup log will be retained for 6 months.

(5) Mail addressed "CO" and other official mail for the command will be delivered to the cognizant officer or representative authorized in

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writing to receive official mail. This is to include mail addressed "Attn:_____".

b. Official Mail

(1) Official mail collected by mail orderlies for dispatch will be arranged so that all addressees face the same way. All personal (rework) and official letters will be sorted and banded into separate bundles.

(2) Outgoing mail will be collected, prepared for dispatch and delivered to the Military Post Office before 1500 daily.

(3) Type or print all official mail addresses. More detailed information is contained in reference (e).

(4) Official mail will be picked up by authorized mail orderlies. Mail addressed to personnel by title (e. g., CG, Executive Officer, Adjutant, or "CO of_____") is considered official mail.

c. Mail Directory Service. The Depot Military Post Office maintains a mail directory file for all personnel receiving mail through the Postal Service Center (PSC section and personnel ordered to report and those who have departed from Recruiter School, Drill Instructor School, and MECEP).

d. Duplication of Mail Service. Per reference (c), DoD personnel and resources may not be used to duplicate services that USPS by law is obligated to provide. Personnel residing in housing or billeting where USPS provides free delivery service will receive personal mail at their quarters address.

e. Disposition of Undeliverable Mail. Mail bearing incomplete or incorrect addresses, and mail for personnel not present with the unit, will be checked against the mail directory and/or the Marine Corps Total Force System. Mail for personnel for whom there is no record, and mail for which forwarding addresses are recorded, will be suitably endorsed or returned promptly to the source from which received.

f. U.S. Mail Unintentionally Opened

(1) A person or office receiving U.S. Mail not intended for them will immediately return such mail, unopened, to the mail orderly or Military Post Office for delivery to the proper address.

(2) A person mistakenly opening U.S. Mail will immediately endorse such mail on the rear of the envelope, as indicated in the example below, and return it to the mail orderly or Military Post Office re-sealed:

Opened by mistake (date opened)
Joe E. Jones (legible signature)

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(3) Personnel shall not examine the contents of mail mistakenly opened, but will treat it as though it was sealed.

g. Mail for Personnel In Confinement

(1) The words "Brig", "Confined", "Prison", "U.A.", "Deserter", or "Deceased", or similar notations will not be entered or used as part of an address on any re-addressed mail matter. Mail forwarded to persons confined shall bear no obvious external indications that the individual is confined in a correctional facility. The address will bear a post office number, building number, or such identification as may be applicable.

(2) Mail for personnel in hands of civil authorities will be forwarded under cover to the appropriate official, for delivery to the prison or institution in which the individual is confined. A letter of transmittal shall be forwarded with the mail advising the detaining civil authority, if the individual has been released, to return the enclosed mail. A self-addressed envelope will be included to facilitate the return.

h. Notice of Change of Address. Change of address cards will be made available to personnel reporting to or being transferred from the organization. Personnel will be directed to use the card to notify families, friends, and publishers of periodicals and newspaper of their correct address.

i. Mail Addressees. General instructions on addressing personal and official U.S. Mail to Navy and Marine Corps activities are contained in the current edition of reference (b). Detailed instructions on correct and current Marine Corps and/or Depot command addresses are contained in reference (e) and enclosure (2).

j. Recruit Mail. Defined as any item received at this Command addressed to a recruit, via the USPS. Recruit mail is handled at the Depot Military Post Office located in building #9.

(1) Sample Recruit Mailing Address

RECRUIT BELL O WOOD
2ndBn Fox Co Plt XXXX (i.e., PLT 2064)
36001 Midway Dr
San Diego, CA 92140-XXXX (i.e., 92140-2064)

(2) Responsible personnel must ensure that recruits utilize the new address format and notify all correspondents of this change. Failure to do so results in manual intervention to determine where the recruit is located and increases delivery time based on the volume of mail requiring research.

(3) The last 4 numbers of the 9-digit zip code suffix is the platoon number. For example, if the recruit is in platoon 2064, the zip

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code will be 92140-2064. Recruits assigned to MRP, PCP and RSP will utilize the appropriate four-digit extension for that specific platoon.

(4) MCRD Activity addresses are listed in Depot Bulletin 5112 and are the only addresses authorized.

(5) All commands/sections **will** include the nine-digit zip code as this provides the most efficient delivery of mail. Non-compliance will result in delay of mail delivery. Mailroom personnel have been instructed to report zip code discrepancies to the appropriate CO.

(6) Point of contact at MCRD is the Postal Chief at DSN 524-5775 or comm 619-524-5575.

(7) Each command or section must notify all correspondents of the updated official mailing address, including the nine-digit zip code. Changes of address cards are available at the Depot Post Office.

(8) Utilizing the correct address and nine-digit zip code will allow the USPS to sort mail using automated equipment. This eliminates manual sorting, facilitates electronic sorting, speeds up processing time, and ensures faster delivery to the addressee.

k. Personnel Entitled to Use the Military Postal Service. Detailed information concerning the policy governing the entitlement of agencies and personnel to use military postal service is contained in reference (c).

l. Non-Mailable Matter

(1) Non-mailable matter includes all matter, which is by law, regulation, treaty, or stipulation prohibited from being sent in the mail or which cannot be forwarded to its destination because of illegible, incorrect, or insufficient address.

(2) Matter which may not be sent through the mail includes, but is not limited to:

(a) Intoxicating beverages.

(b) Any articles, compositions, materials that may kill or injure another, damage mail and other property.

(c) Obscene and indecent matter.

(d) Lotteries, frauds, and libelous matter.

(e) Subversive matter.

(f) Publications, which violate copyrights, granted by the

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United States.

(g) Personnel in doubt as to whether any matter is authorized for mailing should ask postal personnel. The burden rests with the mailer to ensure that they have complied with the law. The mailer of prohibited matter may be held fully liable for violation of law if they actually send non-mailable matter through the mail.

(h) Severe penalties including fine, imprisonment, or both are provided for persons who knowingly mail, or cause to be mailed, any matter, which has been declared non-mailable under law.

m. Postal Violations

(1) The protection and proper use of postal funds, supplies, equipment, and the protection and expedient transmission of mail matter is of prime importance. Any incident, report, or allegation of loss, theft, rifling, wrong delivery, delay, or damage of mail while under the jurisdiction or in the custody of the USMC shall be investigated fully.

(2) Upon discovery of any irregularity pertaining to the mail while in military custody for transportation, delivery, or use, take the following action:

(a) Any person making such discovery will immediately inform their CO, who will immediately notify the DPO. If required, this Headquarters will notify civilian postal authorities.

(b) The DPO, or the DPO's representative, will proceed to the scene of the incident and make a determination whether investigative assistance is required or if investigative action should be initiated by the organization concerned. If investigative assistance is required, the DPO will initiate the appropriate action.

(c) When applicable, the person making the discovery shall immediately isolate the area, permitting no one to compromise the area by entering there in, until the arrival of the DPO or his representative.

(d) The CO will immediately forward to the DPO two copies of all pertinent documents concerning postal violations. Such documents will include, but are not limited to, correspondence pertaining to the incident, reports of investigation, disposition of the case, and when applicable, reports of disciplinary action taken against the offender(s).

(e) Personnel will be informed that they should not report suspected violations to mail orderlies or postal clerks as this may forewarn the individual responsible for the violation and hinder any subsequent investigation. All reports of suspected violations will be promptly reported to the CO or the DPO.

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(f) The following punishment information from the Manual for Courts-Martial U.S. 2002, is published to impress upon all members of this Command the severity of punishments which may be imposed for the following offenses involving the Marine Corps Postal Service:

"Article 134: Mail: Taking, opening, secreting, destroying, or stealing mail is an article intended to protect the mail and mail system. "Mail matter" means any matter deposited in a postal system of any government or any authorized depository thereof or in official mail channels of the United States or an agency thereof including the armed forces. The value of the mail matter is not an element.

Maximum Punishment: Dishonorable discharge, forfeiture of all pay and allowances and confinement for five years."

"Article 134: Mail: Depositing or causing to be deposited obscene matters in which obscene is synonymous with indecent. The matter must violate community standards of decency or obscenity and must go beyond customary limits of expression.

Maximum Punishment: Dishonorable discharge, forfeiture of all pay and allowances and confinement for five years."

n. U.S. Mail Collection Boxes. The location of, and general hours of collection from U.S. Mail collection boxes at MCRD San Diego, is listed below. Increases to the number, changes of location, and changes of hours of collection of authorized U.S. Mail collection boxes at these areas will not be made without approval from the DPO. Requests for changes will be submitted in writing to the AC/S, G-1 (Attn: DPO) setting forth each desired change and complete justification therefore.

LOCATION AND COLLECTION SCHEDULE OF MAIL BOXES

Location	Mon-Fri	Sat	Sun	Holidays
Bldg # 10, Exchange	1300	0800	None	None
Bldg #620, Messhall	1300	0800	None	None
Bldg # 16, Sundries Store	1300	0800	None	None
Bldg #310, DSSC	1300	0800	None	None
Bldg #569, Recruit Messhall (4 mailboxes)	1300	0800	None	None
Bldg # 31, Headquarters Bldg	1300	0800	None	None
Bldg # 9, Depot Postal Office	1300	0800	None	None

Items other than U.S. Mail should not be placed into U.S. Mail collection boxes. Official mail shall not be placed into U.S. Mail collection boxes by units; it must be given to the appropriate section mail Orderly for proper mail handling and dispatch.

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o. Receipt and Dispatch of U.S. Mail

(1) All U.S. Mail destined for the MCRD San Diego Post Office is received and dispatched through the San Diego Post Office.

(2) Receipt and dispatch of U.S. Mail for WFTBn and Recruit Field Training Division will be made through the MCB, Camp Pendleton Post Office.

p. Locations of Post Offices. The MCRD Post Office is located in Building #9. The civilian U.S. Postal Service personnel conduct financial operations. Business hours are as follows:

Civilian Post Office Hours (Building #9)

Mon-Fri	0830-1600	Sale of money orders will secure 30 minutes before closing time
	1300-1400	Closed for Lunch
Saturday	Closed	
Sun & Holidays	Closed	

Military Depot Post Office Hours (Bldg #9)

Mon, Tue, Thu, Fri	0730-1600	
Wednesday	0730-1200	(1200-1600 closed for training)
Saturday	0730-1100	(delivery only)

WFTBn (Bldg #31604, MCB Camp Pendleton): 1330-1530

q. Postal Training. Every Wednesday the Military Post Office will be closed for postal training at 1200. The MCRD Civilian Post Office will remain open for normal postal services.

r. Distribution of Incoming Official/Personal Mail

(1) The organizations, companies and sections including Bldg 31, aboard MCRD San Diego, will pick up their mail between 1030-1130, Monday through Friday and 1000-1100 on Saturday.

(2) All personnel who receive mail through the PSC section, located at Bldg 619 and Bldg 625, will have their mail posted by 1200 daily.

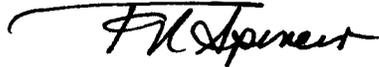
s. Postal Cost Management Program. Postage costs have increased dramatically. A substantial portion of these costs are directly attributable to increased use of official mail and use of special mail services. CO's will take appropriate action to reduce costs in the administration of their official mail programs.

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7. Command and Signal

- a. Command. This Order is effective on the date signed.
- b. Signal. This Order is applicable to MCRD/WRR.



T. W. SPENCER
Chief of Staff

DISTRIBUTION: A

Copy to: Depot Post Office

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MAIL ORDERLY STATEMENT OF UNDERSTANDING (5119/10)1. GENERAL INFORMATION

a. With my appointment as a Mail Orderly, I understand that I am a direct representative of the Military Postal Service and, as such, have been entrusted with the responsibilities associated with the daily handling and delivery of U.S. Mail to the members of my section. Personnel appointed as Mail Orderlies must meet strict eligibility criteria and clearly demonstrate the highest levels of trustworthiness and integrity at all times.

b. As a Mail Orderly, I understand that I am **legally bound** to perform my duties in strict compliance with Depot Order 5112.2 and this Statement of Understanding. Further, I understand that I am morally obligated to my fellow command members, to perform my duties in a highly proficient and professional manner at all times. **I have been advised, therefore, and fully understand that any failure to strictly adhere to the regulations, which govern the handling and delivery of U.S. Mail, will not be tolerated and is punishable under Articles 92 and/or 134 of the Uniform Code of Military Justice. In addition, I understand that if I commit offenses against the U.S. Mails, I am subject to Federal prosecution under Title 18, U.S. Code.**

2. SECURITY/PROTECTION OF MAIL

a. My DD Form 285 (Mail Orderly Appointment Card) is a carefully controlled item, and must at all times, be in my possession along with my military ID card when performing mail-handling duties. If my DD Form 285 becomes lost, stolen, or unserviceable, I must report this fact to the depot mailroom immediately. I must never allow another individual to have access to my DD Form 285 for any purpose. If I am transferred or reassigned to another section within my unit, I must report to the Depot mailroom to relinquish my DD Form 285 prior to the effective date of my transfer or reassignment.

b. I must handle all U.S. Mail entrusted to me in a safe and secure manner at all times. I will be held responsible for any loss or damage caused by my failure to properly handle and deliver the mail entrusted to my care. Specifically, I must:

(1) Handle/transport mail in a safe and secure manner until proper delivery has been accomplished.

(2) Carefully guard all mail in my custody against loss, theft, or damage, and prevent access to the mail in my custody by unauthorized individuals. I must **never** leave U.S. Mail unattended.

(3) During inclement weather, I must take all necessary precautions to protect the mail from water damage, as U.S. Mail bags are not waterproof.

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(4) I must never transport mail in a private vehicle, except in emergency situations with prior approval of the Depot Postal Officer, and then I am required to return, in the most direct route, to my work section to effect proper delivery of all mail in my possession.

c. I must never violate the sanctity or private nature of U.S. Mail and postal records. Specifically, I must never:

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

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

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

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

(5) Release any information regarding mail or postal records (including personal or home addresses, names and/or addresses of correspondents, etc.) to any individual for any purpose. I will refer all inquiries and requests for such information to Depot postal officer.

d. I must report any known or suspected postal-related offenses to the Depot Postal Officer, assistant Depot Postal Officer, or CO immediately.

3. RECEIPT OF MAIL

a. I understand that I must report to the Depot Mailroom every workday per the schedule published in Depot Order 5112.2, to receipt for incoming mail for the members of my section. If I am unable to fulfill this daily requirement, I must ensure that another appointed Mail Orderly from my section does so.

b. When receipting for the mail for my section, I must carefully screen all mail received. I will immediately remove all mis-directed or non-deliverable mail, accountable mail and return it to the postal clerk **prior to leaving the vicinity of the depot mailroom.**

c. At the time that I accept custody of the mail each day, I must place my DD Form 285 card #, the current date, print my full name, and my payroll signature on the Mail Orderly Receipt Log in a neat and legible manner. This will officially certify that I have received the mail for my section and am responsible for its safe, secure, efficient, and proper handling and delivery.

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d. If no mail is available for my **entire section** at the designated time, I will note this fact on the Mail Orderly Receipt Log, sign and date the entry.

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

4. HANDLING AND DELIVERY OF PERSONAL MAIL

a. If applicable, Block 9 of my DD Form 285 has been marked and initialed to indicate "Personal, Except Accountable." This authorizes me to receipt for, handle, and deliver all forms of non-accountable personal mail addressed to the members of my section. **I understand that I am not authorized to handle or deliver any personal accountable mail (registered, numbered insured, certified, and express).** Any personal accountable mail that I may inadvertently receive from the Depot mailroom must be immediately returned to the postal clerk for subsequent return to the serving post office.

b. I must **personally deliver** all non-accountable personal mail that I receive from the Depot mailroom, directly to the individual it is addressed to on the same day I receive it. Personal mail will **never** be left on racks, under doors, in or on desks, sent through guard mail, etc., in order to effect delivery. Personal mail may not be given to the addressee's OIC/NCOIC, roommate, squad leader, or any individual for subsequent delivery to the addressee; unless that individual has been authorized by the addressee **in writing** to receipt for their mail. **Proper delivery of mail occurs when custody of a piece of U.S. Mail is directly passed from the hand of the appointed mail orderly to the hand of the addressee, or to the hand of an agent which the addressee has authorized in writing to receipt for mail, and then only after the identity of the addressee/agent has been properly verified.**

c. I must **personally deliver** all PS Forms 3849 (Notification of Personal Accountable Mail) directly to the addressee as early as possible on the date I receive them. PS Forms 3849 shall be treated/handled in the same manner as personal mail with regard to security and delivery procedures.

d. Any personal mail or PS Form 3849 that cannot be properly delivered as described is considered "undeliverable." As a mail orderly, I am not authorized to retain undeliverable personal mail outside the Depot mailroom overnight. All personal mail and PS Forms 3849 which cannot be personally delivered to the addressee/authorized agent, **must** be returned to the Depot

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Mail Room for overnight storage or forwarding as appropriate, on the same day I receive them. When returning undeliverable personal mail and PS Forms 3849 to the mailroom, I must provide the postal clerk with written documentation (i.e. post-it note or other documentation) indicating the reason for non-delivery. **I must never deface any piece of mail by writing directly onto it for any reason.** All mail will be faced (i.e., addresses on the mail will be facing one direction) and bundled.

e. When delivering mail to the addressee, I must advise all personnel not using a correct and complete address to immediately notify their correspondents (preferably in writing) as to their correct mailing address.

5. HANDLING AND DELIVERY OF OFFICIAL MAIL. If applicable, Block 9 of my DD Form 285 has been marked and initialed to indicate "Official, All"; therefore I am authorized to receipt for, handle, or deliver any form of official accountable mail (registered, express, numbered insured, or certified) or any ordinary official mail which is addressed to an individual by billet/duty title, (i.e., Commanding Officer, Adjutant, Supply Chief, "Commanding Officer of," Training NCO, etc.) or by a combination of name and billet/duty title (i.e., Admin Chief (Attn: SSgt Jones)). As Mail Orderly, I will handle and deliver all official mail to the appropriate authority.

6. CERTIFICATION

By my signature hereon, I certify that I have read this Statement of Understanding and fully understand my duties and responsibilities as outlined herein. Further, I have been personally briefed by the Depot Postal Officer and/or Assistant Depot Postal Officer with regard to my duties and responsibilities, and fully understand the consequences of my failure to perform them precisely as described above. I have received a copy of this Statement of Understanding to guide me in the daily performance of my duties as a Mail Orderly.

DEPOT POSTAL OFFICER
PRINTED RANK/NAME

MAIL ORDERLY
PRINTED RANK/NAME

DEPOT POSTAL OFFICER
SIGNATURE/DATE

MAIL ORDERLY
SIGNATURE/DATE

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ENCLOSURE (1)

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SPECIFIC PROHIBITIONS AND LIMITATIONS1. Specific Prohibitions and Limitations

a. The use of "Special Delivery," "Special Handling," and "Insured Mail," is prohibited for the transmission of official mail where cost for these services is borne by the Marine Corps.

b. "Priority Mail" is not authorized without specific permission from the DPO. Joint Uniform Military Pay System (JUMPS), Not Operationally Ready Supply (NORS), Anticipated Not Operationally Ready Supply (ANORS), and material critical to Aviation or maritime safety are exempted from this restriction.

c. "First Class" is not authorized for items in excess of 12 ounces unless an item qualifies as part of the consolidated correspondence program of specifically authorized by the Depot Postal Officer.

d. "Military-Official-Mail" (MOM) will be utilized for directives and periodicals having a required due date and addressed to a Fleet Postal Officer. The MOM endorsement, in bold print on the address side of the item, will ensure airlift service from gateway to overseas destination. This procedure is in no way intended for mailings of periodicals whose contents are only informative in nature.

e. "Certified Mail" will be used only in accordance with reference (d). Authorization to utilize certified mail is granted in those instances where, in the judgment of the Staff Judge Advocate, proof of delivery or of an attempt to deliver legal documents is required. Certified mail will not be used merely to obtain proof of mailing or receipt. If proof of mailing is required, a certificate of mailing (PS Form 3817) or similar form may be obtained from the serving post office.

f. "Registered Mail" is only authorized as outlined in reference (d) or by specific authorization of the DPO.

g. "Express Mail" service is not authorized except when authorization has been specifically granted on a case-by-case basis by the DPO.

h. "Return Receipt" (PS Form 3811) provides the mailer with evidence of delivery. A return receipt is authorized for use when proof of delivery of official mail sent to non-government addresses is required. When proof of delivery of official mail sent to another government agency is required, an OPNAV Form 5511/10 (Record of Receipt) will be used as an internal return receipt. These forms are placed inside the items being mailed and provide instructions to the addressee on completing and returning the form to the sender.

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i. The Classified Material Control Center (CMCC) Bldg 31 Room 235 is the classified material screening point for all registered and certified mail for classified material.

2. Cost Management Measures

a. Routine official correspondence or documents intended for entry and delivery by the U.S. Postal Service will be delivered to the Command Mail Center located at the Depot Adjutant's Office.

b. The Command Mail Center will determine, sort and consolidate those documents/correspondence which are to be handled by the U.S. Postal Service and which are to be sent by guard mail. **In no case will documents originated by Depot Units and destined for organizations or units aboard the Depot be entered into the U.S. Postal Service system.**

c. The use of facsimile, email and digital senders to disseminate Adobe PDF "copy to" routine correspondence or documents is highly encouraged and will be utilized by the Command Mail Center.

d. Correspondence destined for a single location will be consolidated and forwarded under a single cover, regardless of weight, and addressed to CG/CO of the activity. The endorsement "Contains Consolidated Correspondence" will be placed in the lower left Quadrant of the address side of the container.

e. Command mail centers receiving mail endorsed "Contains Consolidated Correspondence" are authorized to open this type mail and make appropriate distribution.

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

g. The smallest possible envelope suitable for a single mailing will be utilized in all cases. The U.S. Postal Service restrictions with regard to oversize envelopes are outlined in reference (d) and must be strictly followed to avoid unnecessary surcharges.

3. Presort Program. Significant savings may be realized through the use of the USPS Presort Program. Activities are directed to contact the Depot Post Office for specific information concerning this program.

4. Indicia Use By Contractors

a. Future contracts shall not authorize contractors to utilize "Postage and Fees Paid" indicia cards, envelopes, and labels.

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b. Existing contracts need not be modified; however, upon renewal of such existing contracts, they will be modified to preclude use of "Postage and Fees Paid" indicia cards, envelopes, and labels.

c. Marine Corps Recruiting Advertising Programs have been granted an exemption from the requirements regarding contractor utilization of the "Postage and Fees Paid" indicia.

5. Endorsement such as "Deserter", "UA", "Deceased", "IHCA", or "Brig" will not be placed on any mail. These types of endorsements may be written on a separate piece of paper, and wrapped around the envelope with a rubber band or affixed with a paper clip. Mail will not be stapled.

6. Suspicious Mail. All persons are prohibited from reading a recruit's mail, unless they are doing so pursuant to a prior command authorization for search and seizure of an item. The recruit in the presence of a drill instructor will open suspicious mail/letters.

7. Postal Violation(s). Suspected violations of postal regulations will be expeditiously reported to the Battalion/Company Commander, who will notify the DPO.

8. Emergency Disposition of Mail

a. Destruction plans of activities operating mailrooms shall provide for disposition of mail in emergencies involving danger of capture as follows:

(1) Sufficient advance warning received:

(2) Deliver or dispatch mail on hand.

(3) Suspend operations and transport postal effects and supplies to a safe area.

b. When insufficient advance warning is received to permit carrying out completely the provisions of subparagraphs 14a(1) thru (3), priority of emergency destruction is as follows:

(1) Official registered mail;

(2) Directory service cards;

(3) Other accountable mail;

(4) All remaining mail;

(5) All other records, equipment, mail sacks, furniture, etc.

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c. A report of items destroyed is of great value. Registered, insured, and certified mail should be recorded by number, office of origin, originator, addressee, and description of contents. Two people, preferably officers, will witness the destruction of postal effects. Personnel conducting an emergency destruction of postal effects will submit a list of items destroyed to the DPO within 48 hours of destruction.

9. Express Mail

a. USPS Express Mail service is a high-speed (generally overnight) delivery that is available to most major locations within the United States. Contact must be made with the local U.S. Post Office to determine which areas have Express Mail deliveries.

b. Because of the high cost of postage required for the utilization of express mail, considerations should be taken to ensure that next day delivery service is an essential requirement to mission accomplishment, and not a convenience. The following questions should be answered prior to using Express Mail:

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

(2) What compelling circumstances prevented the items from being read in time for normal mail transit? (Typing delays are not acceptable).

(3) Will the recipient be present to accept the documents? (Important on Fridays since once the USPS attempts delivery, their requirement is met and the package, if unable to be delivered then, is returned for normal mail processing during the next week).

c. Local Authorization. The DPO will follow the above guidance to ensure that the Express Mail is disbursed as judiciously as possible. Any activity requesting Express Mail services should consult with the DPO for approval prior to attempting delivery of the package at the Post Office for processing.

10. Registered, Insured and Certified Mail

a. The delivery of all personal, registered, insured, or certified mail will be made at the serving post office to the addressee or his agent upon presentation of proper identification.

b. Mail Orderlies are not authorized to handle personal registered, numbered insured, or certified mail. In the event personal registered, numbered insured, or certified mail is received by a Mail Orderly in error, it will be immediately returned to the serving post office for proper processing and disposition.

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c. Official registered and certified mail may be handled by Mail Orderlies at the discretion of the CO or responsible officer. Accountable mail addressed to the CO may be delivered by the Mail Orderly to an authorized agent of the CO.

ENCLOSURE (2)