UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO P5112.1F
3BD
30 DEC 1996

STATION ORDER P5112.1F

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS (SHORT TITLE: SOP FOR POSTAL AFFAIRS)

Ref: (a) DOD 4525.6M, Vol II, DOD Postal Manual (NOTAL)
(b) DOD 4525.8M , Official Mail Manual
(c) OPNAVINST 5112.5, Postal Affairs Manual
(d) DMM, Domestic Mail Manual (NOTAL)
(e) MCO P5110.4, The Marine Corps Official Mail Program
(f) MCO P5110.6A SOP For Unit Mail Rooms

Encl: (1) LOCATOR SHEET

Report Required: Postage Expenditure Report (NAVMC 11125) par. 5004.4

1. **Purpose.** To publish standing operating procedures for postal affairs and mail handling to guide MCAS units in accordance with the procedures set forth in references (a) through (f).

2. **Cancellation.** StaO P5112.1E.

3. **Action.** All unit commanders, unit postal officers, and department/ section heads are directed to bring the contents of this Order to the attention of all personnel involved with mail handling procedures.

4. **Summary of Revision.** This revision has been reformatted and contains a substantial number of changes and must be completely reviewed.

5. **Certification.** Reviewed and approved this date.

C. J. TURNER

DISTRIBUTION: A

UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO P5112.1F Ch 1
3BD
13 FEB 1998

STATION ORDER P5112.1F Ch 1

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS (SHORT TITLE: SOP FOR POSTAL AFFAIRS)

1. Purpose. To direct a pen change to the basic Order.

2. Action. On page 5-5, paragraph 5004.4, delete in its entirety and replace with:

"4. Official Financial expenditure reports, NAVMC 11125, will be submitted semi-annually to CMC (MHP-50) by the MPF. Periods are 1 Apr - 30 Sep and 1 Oct - 31 Mar. All reports are due ten days after the period covered."

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

C. J. TURNER

DISTRIBUTION: A

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS SHORT TITLE: (SOP FOR POSTAL AFFAIRS)

Location: _____
(Indicate the location(s) of the copy(ies) of this Manual.)

SOP FOR POSTAL AFFAIRS

RECORD OF CHANGES

Log completed change action as indicated

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

SOP FOR POSTAL AFFAIRS

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SOP FOR POSTAL AFFAIRS

REPORTS REQUIRED

REPORT TITLE	PARAGRAPH
I. Postage Expenditure Report (NAVMC 11125)	5004.4

SOP FOR POSTAL AFFAIRS

CHAPTER 1

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SOP FOR POSTAL AFFAIRS

CHAPTER 1

MILITARY POSTAL SERVICE

1000. **GENERAL**. The Military Postal System (MPS) for MCAS Yuma is operated in accordance with mail handling procedures established by applicable postal laws, regulating joint military procedures and such supplemental instructions as may be prescribed by higher authority. The efficiency of the handling of mail depends to a large measure upon command supervision and continuous liaison with civilian and unit mail clerks.

1001. **AUTHORIZED USERS**. As per reference (d), only those individuals who reside in the barracks may receive personal mail at the unit level. Personnel arriving at MCAS Yuma who reside in base housing or off base housing may utilize the military postal service temporarily until correspondents are notified their correct mailing address. This authorization is normally for a period not to exceed 90 days after residence is established.

1002. **UNAUTHORIZED USERS**. Military personnel who reside in quarters which receive free delivery service by the United States Postal Service (USPS), civilian personnel, DOD non-funded activities and businesses are not entitled to use the MPS. Other activities aboard MCAS Yuma may have postal service established through an Interservice Support Agreement. Post office boxes are available for rent at a nominal fee at the USPS Station Post Office for unauthorized users of the MPS.

1003. **POSTAL FACILITIES**

1. The Station Post Office is a branch of the Main Post Office, Yuma, Arizona. It is located in building #699 and provides most facets of postal services. The hours operation are:

Monday - Friday	0900-1300	1330-1530
Money Orders	0900-1300	1330-1530
Closed	Saturdays, Sundays, and holidays	
P. O. Box Lobby	Open 24 Hours	

2. The Military Postal Facility (MPF) is under the operational control of the Commanding Officer, MCAS Yuma and is manned by the postal clerks (MOS 0161) of the command. The MPF is in building 699 adjacent the Station Post Office and the hours of operation are:

Hours of Operation	Mon - Wed - Fri	0730-1530
Hours of Operation	Tue - Thur	0730-1630
Mail Call	Mon - Fri	1245-1400
Rework Mail Return	Mon - Fri	0900-1030
Closed	Saturdays, Sundays, and Holidays	

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CHAPTER 2

RESPONSIBILITIES

2000. COMMANDING OFFICER, MCAS YUMA. The Commanding Officer, MCAS Yuma is responsible for the following:

1. Designating a Station Postal Officer in writing.

2. Coordinating with the serving postmaster to ensure adequate and continuous support. USPS, at a minimum, should provide service equal to that provided to the local community.

3. Ensuring that DOD personnel and resources are not used to perform functions that USPS is obligated by law or agreement to perform.

2001. STATION POSTAL OFFICER. The Station Postal Officer is responsible for the following:

1. Preparing directives, as necessary, to prescribe uniform secure mail handling procedures.

2. Coordinating all postal functions of the Station.

3. Ensuring that training is provided for Postal Clerks as necessary.

4. Arranging mail service for incoming transient units.

5. Ensuring that mail for deceased military personnel is processed in accordance with reference (c).

6. Ensuring that adequate postal services are provided to personnel.

7. Ensuring that suspected cases of rifling, theft, destruction and other postal offenses are reported as shown in reference (c).

8. Cooperating with postal inspectors regarding complaints, inquires and claims processed for personnel served.

2002. UNIT POSTAL OFFICERS. Unit Postal Officers are responsible for the following:

1. Providing adequate space and equipment necessary for the proper handling and security of mail.

2. Ensuring that unit mail clerks have sufficient time to perform their mail handling duties.

3. Weekly inspections of mailrooms to ensure mail is being handled in accordance with regulations.

4. Ensuring that personnel residing in housing or billeting where USPS provides delivery service are receiving their personal mail at their quarters and not through the unit mail room.

5. Keeping personnel informed of the nature of mail service which can be expected in the area concerned.

6. Reporting and taking required action on postal offenses and losses.

7. Utilizing the format presented in Appendix A to appoint individuals authorized to receipt for and open official and official accountable mail.

2003. POSTAL CLERKS. The postal clerks are responsible for the following:

1. Providing mail service in accordance with current postal regulations.

2. Performing prompt directory service on all unclaimed mail.

3. Delivering non-accountable and accountable official mail.

4. Maintaining a maintenance log for the postage meter.

5. Transferring information from postal bulletins to required publications.

6. Maintaining a daily record of meter registered readings.

7. Reporting known or suspected postal offenses to the postal officer.

8. Maintaining the current edition of all references needed for postal matters.

2004. UNIT MAIL CLERKS. The unit mail clerks are responsible for the following:

1. Picking up mail at specified times.

2. Safeguarding mail at all times.

3. Delivering official accountable mail and maintaining official accountable mail records properly.

4. Reporting known or suspected postal offenses to the unit postal officer.

5. Ensuring that outgoing mail is official in nature, properly addressed, and consolidated whenever practical.

SOP FOR POSTAL AFFAIRS

CHAPTER 3

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SOP FOR POSTAL AFFAIRS

CHAPTER 6

MAILING REQUIREMENTS AND RESTRICTIONS

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CHAPTER 3

OPERATIONS

3000. OPERATIONS. The Military Postal Facility is tasked with providing three distinct operational functions for MCAS Yuma.

1. Handling personal mail. The MPF is tasked with ensuring that all personal mail coming aboard MCAS Yuma is processed and distributed properly to the various units. That each command receipts for mail on normal workdays.

2. Official Mail. The MPF has the responsibility of ensuring all incoming official mail is processed properly, to include, official accountable mail. That all outgoing official meets the requirement of references (b) and (e) and that postage be metered properly and accounted for.

3. Postal Inspection/Training. Inspections will be conducted by the MPF to ensure that all unit mailrooms aboard MCAS Yuma are adhering to the regulations prescribed in references (a), (c), and (f). Quarterly training will also be conducted by the MPF for all Command Postal Officers, Mail Clerks, and Mail Orderlies.

3001. MAIL COLLECTION. Mail collection boxes are conveniently located throughout the Station. The location and times of pickup are as follows:

1.

Location	Pickup	Time
HQ MCAS (Bldg 980)	MON-FRI	1530
Enl Din Fac (Bldg 710)	MON-FRI	1530
Post Office (Bldg 699)	MON-FRI	1530
	SAT	1345
7 Day Store (Bldg 692)	MON-FRI	1530

Note: Times are approximate. Ensure mail is deposited prior to the time indicated.

2. Units are prohibited from maintaining United States mail collection boxes. Units in remote areas may request exception through the Station Postal Officer.

3002. MAIL ARRIVAL/DEPARTURE. Unit mail arrives at the Station Post Office at approximately 0815 on normal workdays. Mail clerks will receive mail from the MPF during specified mail call hours. Mail deposited at the Station Post Office, MPF and in all mail collection boxes, excluding the housing area, departs the Station at approximately 1530 during normal workdays. Weekend and holiday departures are as posted on the collection boxes.

3003. MAIL CALL. Mail call will be conducted as follows:

1. Unit mail clerks and section mail handlers will receipt for their mail at the MPF from 1245 to 1400 during normal workdays.

2. Mail clerks are required to have their military ID card and their DD Form 285 (Mail clerk/orderly appointment card) in their possession at all times when they are performing mail handling duties.

3. All civilians and GS workers will have their ID in their possession when receipting for mail.

4. Postal clerks reserve the right to refuse delivery of mail at anytime for cause.

3004. EMERGENCY DESTRUCTION OF POSTAL EFFECTS. When compromise or capture is imminent the destruction will be conducted in accordance with the provision listed in chapter 3 of reference (f).

3005. MAIL BOMBS. With the increased threat of terrorism or sabotage, mail handling personnel must be on the lookout for suspicious looking parcels or letters which could contain explosive devices. Early detection of the suspect parcels could prevent death, injury or destruction of property. If an article is suspected of containing a potentially hazardous/explosive device, the postal clerk will clear and secure the immediate vicinity and contact the Explosive Ordnance Disposal (EOD) team. The following is a list of unique mail bomb characteristics that the USPS has compiled to assist in identifying suspect mailing:

1. Protruding wires, aluminum foil, visible oil stains, peculiar odors, buzzing, ticking and sloshing sounds.

2. Distorted handwriting or name and address prepared with homemade labels or cut and pasted lettering.

3. Inaccurate addresses, names and/or titles.

4. Excessive amount of affixed postage stamps.

5. Unprofessional wrapping with several combinations of tape used to secure the package and may be endorsed "Fragile - Handle With Care" or "Rush Do Not Delay."

6. Irregular shapes with soft spots or bulges.

7. Pressure or resistance noted when removing contents.

3006. SECURITY OF MAIL

1. Loss of Mail. Postal clerks, mail clerks/mail handlers will be held liable for any loss caused by their failure to handle mail properly.

2. Delivery of Mail. Mail will be delivered only to the servicing postal facility, authorized addresses, or agents named in writing by the Commanding Officer. Mail will not be delayed, intercepted, opened, rifled or left unattended when not in an authorized secure area.

3. Overnight Storage. The MPF must have an approved security container to store official registered mail overnight and must meet the requirements for storing classified material.

4. MPF and Mail Room Structural Requirements. Structural requirements will be in accordance with DOD 4525.6M Vol. I Chap. 13 (DOD Postal Manual).

5. Access. The only personnel authorized to the enter the MPF or unit mail room are those conducting official business. Proper identification and authorization shall be verified prior to allowing entry.

6. Control of Keys

a. The MPF shall be locked at all times during nonduty hours or when not in use. MPF supervisor shall be the custodian of the keys and shall keep a current list or log of the personnel issued a key. The keys shall be strictly controlled and safeguarded at all times.

b. The combination locks of containers used to store registered mail will be changed at least annually, each time there is a departure of a postal clerk and whenever actual or suspected compromise occurs.

c. Each duplicate key and a copy of the safe combination shall be sealed in its own PS Form 3977. This envelope shall be endorsed by the Station Postal Officer to show its contents and date. This envelope shall be kept in the Station Classified Material Control Center (CMCC) vault.

3007. MAIL INSTRUCTIONS FOR UNITS DEPLOYING FROM MCAS YUMA. All units deploying for a period of three weeks or longer must make liaison with the Postal Chief at the MPF for forwarding mail during the deployment. All mail for members that are on deployment will be returned to the MPF by 1430 daily. The MPF is responsible for forwarding the mail to the deploying unit. The MPF will be given ten days prior notice for a unit deployment inside CONUS and 45 days notice for a Unit Deployment Program (UDP) outside CONUS. The MPF must be given the following information in writing by the Commanding Officer:

1. Advance party departure date.

2. Main body departure date.

3. Class of mail to be forwarded (CONUS ONLY).

4. Location of deployment and the name of the exercise.

5. Duration of deployment.

6. Date of return to MCAS Yuma.

SOP FOR POSTAL AFFAIRS

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CHAPTER 4

POSTAL ADMINISTRATION

4000. CHANGE OF ADDRESS CARDS. The administration of change of address cards, OPNAV Form 5110/5, will be as follows:

1. Change of address cards will be completed by every Marine whether departing or joining the Station. It is the responsibility of each command to ensure that this is done. The only time this will not happen is when the Marine is separating from the Marines.

2. Upon arrival, the unit mailroom will ensure that a change of address card is completed by the individual and forwarded to the individual's previous command.

3. Personnel being permanently transferred from Station will complete one change of address card which will be forwarded by the unit mail clerk to the individual's new command.

4. It is the responsibility of every mail clerk to ensure that the change of address card is completed to include Estimated Date of Arrival (EDA). The mail clerk will inform Military personnel, that change of address cards are available at the Station Post Office, bldg. 699, which can be used to contact personal correspondents.

4001. PERSONAL MAIL ADDRESS INSTRUCTIONS. Personal mail will be administered as follows:

1. Individuals authorized to receive personal mail through their military unit will utilize the address format as indicated in Appendix C. Each person receiving mail through the Station Post Office will inform correspondents of their new and correct mailing address as soon as possible after their arrival.

2. Example of personal mailing addresses:

a. CPL John A. Dancy (SSN. optional)
H&HS (Supply, Etc.)
Box 99160
Yuma AZ 85369-9160

b. PFC Bill J Piper (SSN optional)
MAG-13 (Sec)
Box 99180
Yuma AZ 85369-9180

4002. RECEPTACLES. Receptacles are normally assigned only to service-members not afforded free mail delivery by the USPS at their quarters address. Commanders may make exceptions to this policy for those military members who, by type of assignment, receive professional papers, journals, and other job-related materials or whose duties prohibit their receiving mail daily at their quarter's address. This category includes, but is not limited to, Medical Doctors, Dentists, Veterinarians, Lawyers, Chaplains, single members of alert crews who reside off base and public health officials. Certain offices that receive privileged mail on a regular basis also may be assigned a receptacle. These include Military Service investigative agencies, Chaplain, and the Staff Judge Advocate. Under no circumstances shall receptacles be used to conduct private business.

4003. OFFICIAL MAIL. The administration of official mail will be as follows:

1. Official mail is any letter, publication or parcel relating exclusively to the business of the United States Government and mailed using official postage. Only those items that are mailed under postal laws may be sent as official mail. By law, 39 U.S.C 3203, only officials of the United States Government are authorized to send items through the postal systems official mail. The penalty for misuse of official mail includes a fine of up to $300.00 (18 U. S. C. 1719).

2. All United States Marine Corps activities are authorized to use official mail. These activities include, but are not limited to:

a. Headquarters, U.S. Marine Corps and subordinate commands.

b. Marine Corps Reserve activities.

c. Morale, Welfare and Recreation (MWR) activities for business related directly to the execution of their mission. However, materials related directly to buying or selling nonappropriated fund (NAF) merchandise and service may not as be sent as official mail.

3. Official mail will not be used for the following:

a. Private use.

b. Correspondence that is not exclusively USMC business.

c. Correspondence from NAFI on buying or selling of NAFI merchandise or services, routing correspondence with commercial sources of products, routine bills to members of open messes and other membership associates and advertisement for individual NAFI or MWR activities.

d. Greeting cards, Christmas cards, retirement announcements, job resumes, invitations to social functions, except functions authorized and funded from official representation funds in accordance with SECNAVINST 7042.7F of 15 Jan 1981.

e. Correspondence from retired members of the United States Marine Corps, unless acting in an official capacity.

f. Non-mailable items. A list may be obtained from a local post office.

g. Matter mailed at a civilian post office in a foreign country.

h. Parcels tendered for movement by Government Bill of Lading in connection with commercial freight carriers or in the military transportation channels.

i. Concessionaires and their employees.

j. The mailing of official material, i.e., any bulletins that contain unofficial information.

k. The mailing of dependent school year books and other unofficial items such as announcement cards, thank you cards, class rings, etc.

l. Mail not bearing a complete and proper return address.

m. The mailing of authorized USMC newspapers to individual subscribers.

n. The mailing of military cruise books or other related items whose printing is paid for by the individual or non-appropriated funds.

4004. SPECIAL POSTAL SERVICES FOR OFFICIAL MAIL. These services are limited to instances required by law, DOD instructions, Marine Corps Directives, this manual, on when authorized in writing by the Commandant of the Marines Corps (Code MHP-50).

4005. MAIL CLASSES. Domestic mail consists of several classes.

1. First Class Mail. All first class mail receives expeditious handling and transportation. All official mail weighing less than 12 ounces is treated as first class mail, unless endorsed differently. Items such as post cards, matter handwritten or typewritten, matter closed against postal inspection, matter having the character of personal correspondence, bills and statements of account must be sent as first class mail. Matter produced by computer, unless having the character of actual and personal correspondence, is not required to be sent as first class mail.

2. Second Class Mail. Second class mail is those newspaper and periodical publications which meet the following requirements:

a. Issued at regular stated frequency of no less than four issues per year.

b. Issued and mailed from a known office of publication where business is transmitted and circulation records are maintained.

4006. REGISTERED MAIL

1. Registered mail is authorized for official, mission essential mailing requiring the highest degree of security. Examples of this type include:

a. Any currency, vouchers or other high value items.

b. Mailable shipments of government owned firearms.

c. Calibration equipment and sensitive, controlled pilferable or irreplaceable material.

d. Narcotics for use by authorized government agencies.

e. Material required to be sent as registered mail by law, DOD instruction, Marine Corps directives or when authorized by the Commandant of the Marine Corps.

2. All personnel opening registered mail must have a security clearance of "Secret" or above. If correspondence is determined to be classified, **DO NOT OPEN THE INNER ENVELOPE** and deliver it immediately to the Classified Material Control Center.

4007. CERTIFIED MAIL. Certified mail is restricted for use within the domestic postal system and provides evidence of mailing and a record of delivery. Examples of authorized uses of certified mail are:

1. Notification to obligated reservists of failure to complete required training.

2. Proof of delivery or an attempt to deliver legal documents.

3. Letters or transmittal and orders to extend active duty to reserve personnel.

4. Material required to be sent as certified mail by law, DOD instructions, Marine Corps directives or when authorized by CMC (code MSP).

4008. INSURED MAIL. Insured mail is authorized only on a case by case basis by CMC (Code MHP-50).

4009. RETURN RECEIPT MAIL. The return receipt is authorized for use when proof of delivery of official mail sent to non-government addresses is required. The form used for return receipt is PS Form 3811. When proof of is delivery to another government agency is required, OPNAV Form 5511/10, Record of Receipt or DD Form 1087, Transit Time Data, will be used.

4010. CERTIFICATE OF MAILING. Certificate of mailing may be requested when proof of mailing is required, but proof of delivery is not necessary. The form used for a certification of mailing is PS Form 3817. It is to be used instead of numbered insured, registered or certified mail.

4011. SPECIAL HANDLING AND SPECIAL DELIVERY. These services are not authorized for Marine Corps use unless written authorization had been granted by CMC (Code MHP-50).

4012. EXPRESS MAIL FOR OFFICIAL BUSINESS. USPS express mail is a high speed delivery that is available to most major locations within the United States and overseas.

1. Express mail shall be used only when it is the MOST COST EFFECTIVE way to accomplish the mission. Due to the expense incurred, all requests must be approved by the Station Adjutant or in his/her absence, Station Postal Chief.

2. Express Mail shall NOT BE USED on Fridays or days before holidays unless the sender has verified someone will be available to accept it during the weekend. It will not be authorized for the purpose or correcting administrative oversights, such as late submissions when adequate time existed.

4013. HANDLING OF MAIL FOR CONFINED, UA, IHCA, HOSPITALIZED AND CASUALTIES.

a. Mail for personnel confined in the brig at Camp Pendleton will be forwarded to: Box 555226 A, MCB, Camp Pendleton, CA. 92055. Mail for personnel confined at MCAS, Yuma will be forwarded to: Box C, MCAS, Yuma, AZ 85369.

b. Mail for UA personnel will be held in the UMR until the 31st day of UA status or when declared a deserter. The mail will then be returned to the MPF with a deserter slip signed by the unit Postal Officer.

c. Mail for personnel In Hands of Civilian Authorities (IHCA) will be forwarded to the appropriate civilian authorities under cover with a letter of transmittal.

d. Mail for personnel in the hospital will be forwarded once it has been determined that the Marine will be there for a length of time. It will then be sent to the appropriate hospital with their ward number.

e. Mail for casualties shall not, under any circumstances, be returned to sender until absolute verification is obtained that the next of kin has been notified. This information can be obtained from the Casualty Assistance Officer or Station Adjutant. Once the next of kin has been positively notified, the mail shall be returned to the MPF with a certificate of notification of deceased Form MCBCP 5112/1, signed by the unit Postal Officer.

SOP FOR POSTAL AFFAIRS

CHAPTER 5

POSTAL COST MANAGEMENT

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CHAPTER 5

POSTAL COST MANAGEMENT

5000. GENERAL. It is DOD policy that mailing costs be kept to the minimum necessary to conduct essential government business. In recent years, postal costs for the Marine Corps have risen dramatically.

5001. POSTAL COST PRACTICES. In an effort to reduce postage and conform with current DOD policy, all activities must ensure that their official mail practices conform with the following guidelines:

1. Use standard, letter size envelopes whenever possible. Large envelopes shall be used only when material may be damaged when folding.

2. Use presorted or bulk mail discounts when eligible and economically feasible.

3. Ensure that personnel who originate or prepare material for mailing are adequately trained.

4. Periodically review the necessity for recurring mailings.

5. Review mailings to ensure that they are not subject to surcharge or are unmailable. The USPS levies surcharges on lightweight, less than ounce, nonstandard size letter mail. In addition, the USPS prohibits the mailing of envelopes that do not meet the minimum size, thickness, and length-to-height standards.

6. Review the frequency and volume of mailings.

7. Update mailing lists.

8. Consider microform alternatives for mailing publications.

9. Reduce publication weight, as practical, by printing on both sides of the paper, selecting the lightest weight paper and using all available printing space.

10. Require adequate printing lead time to permit economical mail service.

11. Ensure that contracts for printing and distribution contain DOD component specifications for using the most economical mailing services consistent with the priority of the case.

12. Consider alternatives to automatic data processing hard copy mailings, such as electronic transfer.

13. Promote computer formats that make maximum use of available printing space to reduce the weight of mailings.

14. Implement and maintain positive official mail accountability systems, i.e., postage meters, permit mailings, computerized postage and reimbursing the USPS for official mail costs for all official mail.

5002. COMMAND MAIL CENTER. A Command Mail Center is established within the MPF. The postal clerks will enforce the cost management measures as established by appropriate directives. The Command Mail Center is authorized to open and make distribution on all mail received with the endorsement "Contains Consolidated Correspondence". The Command Mail Center will provide "final" consolidation utilizing envelopes and official pouches. The Station Postal Officer will ensure necessary funds are provided for the consolidation operations.

5003. OFFICIAL MAIL USERS. Marine Corps official mail users will ensure that the following measures are adhered to:

1. Multiple mailings destined for a single location will be consolidated into one package by the sending activity. The lower left portion of the package will be endorsed "Contains Consolidated Correspondence". All such mailings will be mailed at the priority rate.

2. The smallest possible envelopes suitable for a single mailing will be utilized in all cases.

3. Guard mail will be utilized for items destined for activities on Station.

4. Use of special postal services is to be limited to the requirements of appropriate directives.

5. The most economical rates will be used for official mailings.

6. Identical pieces numbering two hundred or more of a mailing or identical pieces of fifty pounds or more with an individual weight of less than one pound will be sent as bulk rate. Refer to section 5005 on permit mailings for additional information.

7. In accordance with reference (b), all outgoing official mail is required to have a return address. Appendix C lists the appropriate official mailing address established for each unit/section at MCAS, Yuma.

5004. OFFICIAL MAIL METERING PROGRAM. The administration of the mail metering program will be as follows:

1. All official mail originating from MCAS Yuma must have postage affixed in lieu of the "Postage and Fees Paid " indicia. The MPF is tasked with ensuring that such mail receives the correct postage utilizing official meter postage.

2. Mailers will ensure that official mail is deposited at the MPF prior to 1430 during normal working hours. Mail which is deposited in the USPS mail boxes will be returned for postage.

3. The postal clerks will ensure strict compliance with the references when computing postage. The most economical means will be used.

4. An official Mail Quarterly Financial expenditure report, NAVMC 11125, will be submitted by the MPF to CMC (MHP-50) within ten working days of a new month. All receipts will accompany this report and copies will be retained on file.

5005. PERMIT MAILINGS. The administration of permit mailings will be as follows:

1. In certain cases, permit mailing may be used in lieu of applying postage. Applicable cases include bulk rates and presort first class. When this type of procedure is used, the USPS charges the permit holder, MCAS, Yuma for each mailing. Mailers utilizing this procedure will ensure an accurate count of pieces is available when depositing the mail at the MPF. The only bulk mail permit authorized for use at MCAS, Yuma is #35. All other permits previously utilized by the Marine Corps were canceled on 1 October 1992, specifically G-63 and BRM 12945.

2. Offices mailing 200 or more identical pieces to housing will utilize the bulk rate mailer format available through the Management Assistance Office.

3. The postal clerks accepting permit mailings will ensure that two PS Forms 3602-R are completed and submitted with the mailing to the Main Post Office in Yuma. The returned copy will be retained on file for use when calculating the monthly postage expenditure report.

5006. BUSINESS REPLY MAIL. Tenders who desire to use a self addressed envelope for a reply from the addressee will utilize the business reply envelope, NAVMC 11136, or the business reply card, NAVMC 11122. These forms are available through the supply system.

CHAPTER 6

MAILING REQUIREMENTS AND RESTRICTIONS

6000. PACKAGING REQUIREMENTS. All articles presented for official mailing are subject to the packing requirements of the Domestic Mail Manual (DMM) as directed in reference (d). Articles which do not meet the standards established by reference (d) will not be accepted for mailing. Mailers are reminded that it is their responsibility to ensure that the article is properly prepared for entry into the postal system. The local post office will provide packaging tips when requested. Limited funds preclude the MPF from providing packing materials. The following packing requirements exist:

1. Use of cellophane and masking tape for closure of boxes is prohibited. The nylon reinforced tape available through the supply system is recommended.

2. Envelopes containing odd shaped items which may burst through are unacceptable. Either a padded envelope or a box should be used.

3. Large envelopes which are stuffed to capacity without added reinforcement are subject to burst in transit and will not be accepted for mailing. Envelopes of this nature should be reinforced with crisscross-type banding of nylon reinforced tape.

4. Registered items are to be sealed with a material that will allow the post office to apply their seal on the seams of the article. Tape which will not absorb ink will not be accepted. The brown craft paper/reinforced paper tape should be used for this type of mailing.

5. The contents of a box should provide a solid foundation of support. Boxes which are partially full are subject to bursting when stacked. Therefore, all boxes presented for mailing will be sufficiently filled so that no shifting of contents will occur and the top will not give in when pressure is applied.

6. The maximum weight for domestic mailing is 70 pounds. The maximum size is 108 inches length and girth combined. Certain FPO/APO addresses have different weight and size limits. Contact the MPF for additional information.

6001. NON-MAILABLE MATTER. Non-mailable matter includes all matter which by law, regulation or treaty stipulation is prohibited from being sent in the mail. When mailers are in doubt as to whether any matter is mailable,

they should inquire at the serving post office. Severe penalties by fine or imprisonment, or both, are provided for persons who knowingly mail or cause to be mailed any matter which has been declared non-mailable under the law. The following is a partial list of non-mailable matter:

1. Obscene or indecent matter.

2. Lotteries, fraud and libelous matter.

3. Intoxicating beverages and illicit drugs, including marijuana.

4. Explosive, flammable or poisonous matter.

5. Firearms with certain exceptions.

6. Bombs, grenades, ammunition or percussion caps.

7. Matter advocating disloyalty to the United States or threats to the President of the United States.

8. Unprotected sharp instruments.

SOP FOR POSTAL AFFAIRS

CHAPTER 7

REGISTRY SECTION

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CHAPTER 7

REGISTRY SECTION

7000. GENERAL

1. Accountability. Precise care shall be taken in the receipt, documentation, handling, delivery and dispatch of registered mail. It shall be afforded the highest degree of security at all times and shall remain under direct and constant surveillance by military postal personnel or be secured properly in an approved safe or other secure area while in custody of the MPS.

2. Transferring Accountability. To ensure accountability, an unbroken chain of receipts shall be maintained for registered mail at all times while in MPS channels. Accountability for registered mail may be transferred to another agency or person on PS Form 3854 (Manifold Registry Dispatch book), PS Form 3883 (Firm Delivery Book for Official Accountable mail), DD Form 1384 (Transportation Control and Movement Document), DD Form 1385 (Cargo Manifest) or OPNAV Form 5510/9 (Mail Manifest). Dispatch registered mail to air carriers in sealed containers and use DD Form 1372 (Mail) when dispatching registered mail in closed body vehicles. PS Form 3830-A or PS Form 3854 shall be used with PS Form 2900; PS Form 3854 shall be used with DD Form 1372 and 1384 to maintain proper accountability.

3. Classified Material. To maintain proper security, military postal clerks will always assume official registered mail contains classified material up to and including Secret.

4. Opening and closing the registry safes shall be documented and a security review conducted at the close of registry business each day.

7001. SECURING THE REGISTRY CAGE

The registry cage shall be secured by a three-way changeable combination padlock. Unless staffed at all times, the registry section shall also be equipped with a safe with a built-in three position, dial-type combination lock for the storage of official registered mail. The use of General Service Administration (GSA) approved, three-position, changeable combination padlock to secure the container is also authorized. To maintain proper security, the following policies shall be complied with at all times:

1. Containers used for official registered mail may not be used to store fixed credit or personal property.

2. During business hours, the container and the registry section shall be secured when not in direct control by registry clerks.

3. After business and during non-duty hours, official registered mail shall be stored in an authorized container within the registry section. Oversize pieces shall be secured in the registry cage.

SOP FOR POSTAL AFFAIRS

CHAPTER 8

POSTAL LOSSES AND OFFENSES

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CHAPTER 8

POSTAL LOSSES AND OFFENSES

8000. GENERAL. The protection and proper usage of postal funds, supplies, equipment and the protection, expeditious transmission of mail matter is of prime importance, Any incident, report or allegation of loss, theft or embezzlement of postal funds and the loss, rifling, wrong delivery, delay or damage of mail under the jurisdiction or in the custody of the Marine Corps shall be investigated in the most vigorous and expeditious manner.

8001. NOTIFICATION UPON DISCOVERY. Upon discovery of an irregularity pertaining to the mail, mail equipment, keys or postal funds which are in military custody for transmission or delivery use, the following action shall be taken:

1. Any person making such a discovery shall immediately inform the Station Postal Officer who will then notify the Commanding Officer, MCAS, Yuma.

2. Certain incidents necessitate an immediate message report to the Military Postal Service Agency (MPSA) with an informational copy to CMC (CODE MHP-50) and COMCABWEST (Postal Officer). The message format in reference (a) will be utilized. It is of the utmost importance that all known and suspected irregularities be reported to COMCABWEST (Postal Officer) without delay prior to release of any message report.

3. In the event that the MPF is broken into, the person making the discovery shall immediately isolate the area, permitting no one to compromise the area by entering until the arrival of the Provost Marshal or his representative or investigative agency.

8002. INVESTIGATIVE ACTION

1. The Station Postal Officer, upon being notified, will proceed immediately to the scene of the incident and will make a determination as to whether investigative action should be initiated by the activity concerned.

2. In the event investigative assistance is required, the Station Postal Officer will initiate action to obtain such assistance from the appropriate investigative agency (NIS).

8003. SUBMISSION OF DOCUMENTS. The Station Postal Officer will ensure that two copies of all pertinent documents concerning postal violations and investigations are immediately forward to COMCABWEST (Postal Officer).

8004. INVIOLABILITY'S OF THE MAILS

1. The secrecy of the mails is inviolable. Tampering with or depredation against the mails are offenses against the United States and are punishable under the laws thereof. Mail is considered to be in the custody of the United States Postal Service from the time it is deposited in an authorized post office, depository or military post office or collected by designated military postal clerks, until it is delivered to the addressee in person, or to a representative authorized by him/her in writing.

2. Marine Corps postal personnel shall not break or permit to be broken the seal of any first class matter while in the Marine Corps postal channels. Second, third or fourth class believed to contain unmailable matter will be handled in accordance with DOD 4525.6M, Volume I, chapter 8.

3. The following information has been extracted from the Manual for Courts Martial, U.S. 1984 for the purpose of impressing upon all members of the Command, the severity of punishment that may be imposed for offenses against the mails:

a. "Article 134. Offenses: Wrongfully opening, taking, obstructing, secreting, destroying, stealing or obstructing mail matter while in the custody of any other agency or not yet delivered or received. Depositing or causing to be deposited obscene or indecent matter in the mail."

b. Punishment: "Dishonorable discharge, forfeiture of all pay and allowances and confinement at hard labor not to exceed five years."

4. Offenses against the mails are triable under the Uniform Code of Military Justice. The following are excerpts from the U. S. Code Annotated Title 18, Crimes and Criminal Procedures of June 1948, Chapter 83, Postal Service Section 1691 through 1732.

a. Section 1700 Desertion of Mails. "Whoever, having taken charge of any mail, voluntary quits or deserts the same before he has delivered it into the post office at the termination of the route, or to some known mail carrier, messenger, agent or other employee in the Postal Service authorized to receive the same, shall be fined note more than $500.00 or imprisoned not more than one year or both." (June 25, 1948, c. 645, 62 Stat. 778).

b. Section 1701 Obstruction of Mails . "Whoever knowingly and willfully obstructs or retards the passage of the mail, or any carrier or conveyance carrying the mail, shall be fined not more than $100.00 or imprisoned not more than six months or both." (June 25, 1948, c. 645, 62 Stat. 778).

c. Section 1702 Obstruction of Correspondence. "Whoever takes any letter, post card or package out of any post office or any authorized depository for mail matter, or from any letter or mail carrier, or which has been in the post office or authorized depository, or in the custody of any letter of mail carrier, before it has been delivered to the person to whom it was directed, with design to obstruct the correspondence, or to pry into the business or secrets of another, or opens, secrets, embezzles, or destroys the same, shall be fined not more than $2,000.00 or imprisoned not more than five years, or both." (June 25, 1948, c. 645, 62 Stat. 778).

d. Section 1703 Delay or Destruction of Mail or Newspaper.

(1) "Whoever, being a postmaster or postal service employee, unlawfully detains, delays or opens any letter, postal card, package, bag or mail intrusted to him or which shall come into his possession, and which was intended to be conveyed by mail, or carried or delivered by any carrier, or other employee of the postal service, or forwarded through or delivered from any post office or station thereof established by authority of the Postmaster General, or secrets, or destroys any such letter, postal card, package, bag of mail, shall be fined not more than $500.00 or imprisoned not more than five years or both."

(2) "Whoever, being a postmaster or postal service employee, unlawfully detains, delays or destroys any newspaper or permits any person to detain, delay or destroy the same, or opens or permits any other person to open any mail or package of newspaper not directed to the office where he is employed.

(3) "Whoever, without authority, opens or destroys any mail or package of newspaper not directed to him, shall be fined not more than $100.00 or imprisoned not more than one year or both." (June 25, 1948, c. 645, 62 Stat. 778; May 24, 1949 c. 139, Section 37, 63 Stat. 95).

e. Section 1704 Keys of Locks Stolen or Reproduced. "Whoever steals, embezzles or obtains by false pretense any key suited to any lock adopted by the postal service and in use on any of the mails or bags thereof, or any key to any lock box, lock drawer, or other authorized receptacles for the deposit or delivery of mail matter; or whoever knowingly and unlawfully makes, forges or counterfeits any such key or possesses any such mail, lock

or key with the intent to unlawfully or improperly use, sell or otherwise dispose of the same, or to cause the same to be unlawfully or improperly used sell or otherwise dispose of the same; or to cause the same to be unlawfully or improperly used, sold, or otherwise disposed of; or whoever, being engaged as a contractor or otherwise in the manufacture of any such person not duly authorized under the hand of the Postmaster General and seal of the postal service, to receive the same, unless the person manufacture thereof in the manner authorized by the contractor, or the agent of such manufacture; shall be fined not more than $500.00 or imprisoned not more than ten years or both." (June 25, 1948, c. 645, 62 Stat. 778).

f. Section 1705 Destruction of Letter Boxes or Mail. "Whoever willfully or maliciously injures, tears down or destroys any letter box or other receptacle intended or used for the receipt or delivery of mail on any mail route or breaks open the same or deposited therein, shall be fined not more than $1,000.00 or imprisoned not more than three years or both." (June 25, 1948, c. 645, 62 Stat. 779; May 24, 1949, c. 139, Section 38, 63 Stat. 95).

g. Section 1708 Theft or Receipt of Stolen Mail Matter Generally. "Whoever steals, takes or abstracts by fraud or deception obtains or attempts to so obtain thereof, letter box, mail receptacle, on any mail route or other authorized depository for mail matter or from a letter or mail carrier any letter, postal card, package, bag or mail, any article or thing contained therein, or secrets, embezzles, or destroys any such letter, postal card, package, bag or mail any article or thing contained therein; or whoever steals, takes or abstracts, or by fraud or deception obtains any letter, postal card, bag or mail or any article or thing contained therein which has been left for collection upon or adjacent to a collection box or other authorized depository of mail matter; or whoever buys, receives, conceals or unlawfully has in their possession, any letter, postal card, package, bag mail or any article or thing contained therein, which has been so stolen, taken, embezzled or abstracted, as herein described, knowing the same to have been stolen, taken, embezzled, or abstracted; shall be fined not more than $2,000.00 or imprisoned not more than five years or both." (June 25, 1948, c. 645, 62 Stat 799; May 24, 1949, c. 139 Section 39, 63 Stat. 95; July 1, 1952, c. 555, 66 Stat. 314).

h. Section 1709 Theft of Mail Matter by Postmaster or Employee. "Whoever, being a postmaster or postal service employee, embezzles any letter, postal card, package, bag, mail or any article or thing contained therein instructed to him/her or comes into his/her possession intended to be conveyed by mail, carried or delivered by any carrier, messenger, agent or the person employed in any department of the postal service, or forwarded through or delivered from any post office or station thereof established by

authority of the Postmaster General, or steals, abstracts or removes from any such letter, package, bag or mails, any article or thing contained therein, shall be fined not more than $2,000.00 or imprisoned not more than five years or both." (June 25, 1948, c. 645, 62 Stat. 780).

i. Section 1710 Theft of Newspaper. "Whoever being a postmaster or postal service employee, takes or steals any newspaper or package or newspapers from any post office or from any person having custody thereof, shall be fined not more than $100.00 or imprisoned not more than one year or both." (June 25, 1948, c. 645, 62 Stat. 780).

j. Section 1715 Firearms as Nonmailable: Regulations. "Pistols, revolvers and other firearms capable of being concealed on the person are nonmailable and shall not be deposited in or carried by the mails or delivered by any postmaster, letter carrier or other person in the postal service. Such articles may be conveyed in the mail, under such regulations as the Postmaster General shall prescribe for use in connection with their official duty to officers of the Army, Navy, Air Force, Coast Guard, Marine Corps, Organized Reserve Corps, to officers of the National Guard or Militia of a State, Territory, or District; to officers of the United States or of a State Territory or district whose official duty is to serve warrants of arrest or commitments to employees of the postal service; to officers and employees of enforcement agencies of the United States; and to watchmen engaged in guarding the property of the United States, State Territory or District. Such articles also may be conveyed in the mails to manufactures of firearms or bona fide dealers therein customary trade shipments, including such articles for repairs or replacements of parts from one to the other, under such regulations as for mailing or delivery, or knowingly causes to be delivered by the person to whom it is addressed, any pistol, revolver or firearm declared nonmailable by this section shall be fined not more than $1,000.00 or imprisoned not more than two years or both." (June 25, 1948, c. 645, 62 Stat. 781; May 25, 1949, c. 139, Section 40, 63 Stat. 95).

k. Section 1716 Injurious Articles as Nonmailable

(1) "All kinds of poison, articles and all poisonous animals, insects, reptiles and explosives, inflammable materials, infernal machines, mechanical, chemical, devices or compositions which may ignite or explode and all disease germs or scabs and all other natural or artificial articles, compositions or material which may kill or injure another, or injure the mails or other property, whether or not sealing as first class matter are nonmailable and shall not be conveyed in the mails or delivered from any post office or station thereof, nor by any letter carrier."

(2) "Whoever knowingly deposits for mailing or delivery, or knowingly causes to be delivered by mail, according to the direction thereon, or at any place at which it is directed to be delivered by the person to whom it is addressed, anything declared nonmailable by this section, unless in accordance with the rules and regulations authorized to be prescribed by the Postmaster General, shall be fined not more than $1,000.00 or imprisoned not more than one year or both." (June 25, 1948, c. 645, par. 1, 62 Stat. 781; May 8, 1952, c. 246, 66 Stat. 67).

l. Section 1717 Letters and Writing as Nonmailable

(1) "Every letter, writing, circular, postal card, picture, print, engraving, photograph, newspaper, pamphlet, book or the publications, matter or thing, in violation of Sections 499, 506, 793, 915, 956, 9557, 960, 964, 1017, 1542, 1543, 1544 or 2388 of this title or which contains any matter advocating or urging treason, insurrection or forcible resistance to any law of the United States is nonmailable and shall not be conveyed in the mails or delivered from any post office or by any letter carrier."

(2) "Whoever uses or attempts to use the mails or postal service of the United States for the transmission of any matter declared by this section to be nonmailable, shall be fined not more than $5,000.00 or imprisoned not more than ten years or both." (June 25, 1948, c. 645, 62 Stat. 782; Sept 2, 1960, Pub. L. 85-682, Section 12 (b), 74 Stat. 708).

m. Section 1718 Libelous Matter. "All matter otherwise mailable by law, upon the envelope or outside the envelope or outside cover or wrapper of otherwise impressed or apparent any delineation , epithet, term, or language of libelous, scurrilous, defaming or threatening character, or calculated by the terms of manner of style display and obviously intended to reflect nefariously upon the character or conduct of another, it is nonmailable matter and shall not be conveyed in the mails nor delivered by any letter carrier, and shall be withdrawn from the mails under such regulations as the Postmaster General shall prescribe. Whoever knowingly deposits for mailing or delivery, anything declared by this section to be nonmailable matter or knowingly takes the same, shall be fined not more than $1,000.00 or imprisoned not more than one year or both." (June 25, 1948, c. 645, 62 Stat. 782).

n. Section 1719 Franking Privilege. "Whoever makes use of any official envelope, label or endorsement authorized by law to avoid payment of postage or registry fee on his/her private letter, package or other matter in the mail shall be fined not more than $300.00." (June 25, 1948, c. 645, 62 Stat. 783).

o. Section 1720 Canceled Stamps and Envelopes. "Whoever uses or attempts to use in payment of postage any canceled postage stamp whether the same has been used or not, or removes, attempts to remove or assists in removing the canceling or defacing marks from any postage stamp, or the superscription from any stamped envelopes or postal cards that has once been used in payment of postage with the intent to use the same for a like purpose, or to sell the offer to sell any such postage stamp, stamped envelope, or postal card or uses/attempts to use the same in payment; or whoever unlawfully and willfully removes from any matter any stamp attached there to in payment of postage, any postage stamp, postal card or stamped envelope, issued in pursuance of law, which has already been used for a like purpose, shall be fined not more than $500.00 or imprisoned not more than one year or both; but if he/she shall be fined not more than $500.00 or imprisoned not more than three years or both." (June 25, 1948, c. 645, 62 Stat. 783).

5. Accessory After the Fact. "Whoever, knowing that an offense against the United States has been committed, receives, relieves, comforts or assists the offender in order to hinder or prevent his/her apprehension, trail or punishment is an accessory after the fact. Except as otherwise expressively provided by Congress, an accessory after the fact shall be imprisoned or fined not more than one half the maximum punishment of the principle or both; or if the maximum punishment for the principle is punishment by death, the accessory shall be imprisoned not more than ten years." (Act of 25 June 1949, Title 18 U.S. Code Supp V-3).

APPENDIX A

SAMPLE AUTHORIZATION TO RECEIPT FOR AND OPEN OFFICIAL MAIL

(Organization Heading)

SSIC
Originator Code
Date

From: Commanding Officer
To: Personnel Authorized to Receipt and Open All Official Mail to Include Official Accountable Mail

Subj: AUTHORIZATION TO RECEIPT FOR AND OPEN ALL OFFICIAL MAIL TO INCLUDE OFFICIAL ACCOUNTABLE MAIL

Ref: (a) DoD 4525.6-M, Volume II, Chapter 3
(b) MCO 5110.6A, Chapter 4

1. Per references (a) and (b), you are authorized to receipt for and open all official mail including official accountable mail addressed to the Commanding Officer, (Name of Organization).

	NAME	SIGNATURES
(1)	_____	_____
(2)	_____	_____
(3)	_____	_____
(4)	_____	_____
(5)	_____	_____

NOTE: THIS AUTHORITY SUPERCEDES ALL PREVIOUS AUTHORIZATIONS

I. M. COMMANDING

Signed Copy to:
Unit Mailroom

SOP FOR POSTAL AFFAIRS

APPENDIX B

UNIT MAIL CLERK INSTRUCTIONS

1. Definition of a Unit Mail Clerk. An individual designated by proper authority to perform mail handling duties. Duties are limited to collection and delivery of personal nonaccountable and official accountable mail from the serving post office.

2. Security of Mails. Unit Mail Clerks will be held liable for any loss caused by their failure to handle mail properly:

a. Delivery

(1) Official mail will be delivered only to those individuals authorized by the unit commander.

(2) Do not place mail on beds, desks or leave unprotected in any way.

b. Transportation

(1) Use of POV's to transport U. S. Mail is unauthorized.

(2) When transporting mail in an open bed vehicle, the mail clerk will ride in the bed with the mail. During inclement weather, a water proof covering will be used to protect the mail.

(3) All mail, except oversized pieces, shall be transported in USPS mailbags or authorized equipment.

3. Authorized Users of the Military Postal Service (MPS). The reference is very specific regarding the use of the MPS. Basically, the only mail that is to be handled by the MPS aboard this Station is:

a. Mail addressed to military members who do not receive delivery service by the USPS (Personnel who reside in BOQ/BEQ's).

b. Mail for members arriving under PCS orders until a residence address is established. Mail will be treated as General Delivery for 90 days or until personnel have established a residence.

4. Unauthorized Users of the MPS. Listed are individuals and organizations that do not rate the use of the MPS. Mail clerks are instructed to advise unauthorized recipients that their mail may be returned to the sender. Mail clerks are cautioned with the provisions set aside for official mailings which are covered in Section VI.

5. Official Mail

a. Outgoing

(1) The sender is responsible for ensuring that outgoing official mail meets the criteria established by current directives.

(2) To avoid the inconvenience of this procedure, it is suggested that the official mail managers (OMM) screen the outgoing official mail at the unit/section level.

b. Incoming mail addressed to an individual by title, i.e., SgtMaj, 1stSgt, etc. are considered to be official business.

6. Mail Call Procedures

a. Unit Mail clerks will receive mail from the MPF during the posted mail call hours.

b. ID cards and DD 285's will be presented before receipt of mail.

c. Official mail will be delivered to individuals authorized in writing by the unit commander.

d. Official outgoing mail will be received at the MPF no later than 1430.