



ORIGINAL
UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 5112.1D
HQPO

26 JUL 2013

AIR STATION ORDER 5112.1D

From: Commanding Officer, Marine Corps Air Station Beaufort
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR POSTAL AFFAIRS

Ref: (a) DOD (Department of Defense) 4525.6M, Postal Manual
(b) DOD 4525.8M, Official Mail Manual
(c) DODI (Department of Defense Instruction) 4525.08, Official Mail Management
(d) OPNAVINST 5112.6D, Navy Postal Instruction
(e) MCO P5110.4A, The Marine Corps Official Mail Program
(f) MCO P5110.5D w/Ch 1, The Marine Corps Official Mail Program
(g) MCO P5110.6C, Conduct of Marine Corps Unit Mail Rooms and Mail Distribution Centers

Encl: (1) SOP FOR POSTAL AFFAIRS

1. Situation. To promulgate standing operating procedures concerning postal affairs for Marine Corps Air Station (MCAS) Beaufort.

2. Cancellation. ASO 5112.1C.

3. Mission. Postal affairs for MCAS Beaufort and all tenant activities will be conducted per the references and this Order.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To prescribe policy and procedures, according to the references, for the processing and delivery of both personal and official mail for MCAS Beaufort and its tenant activities.

(b) The timely and accurate delivery of mail is paramount in maintaining good order throughout any unit. This Order provides the Commanding Officer (CO), MCAS Beaufort and all tenant activity's CO's, Officers-in-Charge (OIC) and Department Heads with the information needed in order to operate and properly maintain an efficient Post Office (PO) and/or Unit Mailroom (UMR).

(2) Concept of Operations. The policies outlined in this Order are applicable to MCAS Beaufort's Military Post Office (MPO) and all military and civilian activities which receive mail through MCAS Beaufort's MPO.

Distribution list statement A: Approved for public telcase; distribution is unlimited.

5. Administration and Logistics

ASO 5112.1D

26 JUL 2012

a. Recommended changes to this Order are invited and should be submitted to the CO, MCAS Beaufort via the appropriate chain of command.

b. This Order is published electronically and can be accessed on-line via the MCAS Beaufort intranet at <https://beaufort.mcieast.usmc.mil/Pages/default.aspx>.

6. Command and Signal

a. Command. This Order is applicable to MCAS Beaufort.

b. Signal. This Order is effective the date signed.



B. C. MURTHA

DISTRIBUTION: A

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Chapter 1

MCAS Beaufort Military Post Office

1. General. This chapter amplifies the policy and procedures for the processing and delivery of both personal and official mail for MCAS Beaufort and all tenant activities. Specific operating instructions are provided to include the delivery of mail and directory service. Should any portion of this chapter come in conflict with directives from higher authority, the latter shall take precedence.
2. Organizational and Operational Control
 - a. The CO, MCAS, Beaufort exercises operational control of the MPO.
 - b. The Commanding General, 2d Marine Logistics Group is responsible for providing postal support to units at Beaufort and deployed units thereof, when such services are required.
3. Command Responsibilities. The following detail responsibilities of personnel assigned within the Station as they pertain to the MPO.
4. Station Commanding Officer. Provide postal support to all commands and activities aboard MCAS Beaufort and assign personnel to oversee this support.
5. Station Postal Officer Responsibility. Assigned duties include but are not limited to:
 - a. Responsible for the supervision of postal affairs to include official mail and mail handling aboard MCAS Beaufort.
 - b. Indirectly responsible for all postal administrative procedures of all subordinate units and tenant activities aboard MCAS Beaufort.
 - c. Investigating or appointing investigators for reports concerning suspected postal offenses or irregularities in postal and mail handling procedures within MCAS Beaufort.
 - d. Conducting required inspections of subordinate and tenant command mailrooms.
6. Station Postal Chief. Assigned duties include but are not limited to:
 - a. Directly responsible for the supervision of all postal affairs and mail handling procedures aboard MCAS Beaufort, including adequate postal services for all tenant commands and activities aboard MCAS Beaufort.
 - b. Directly responsible for coordinating in conjunction with the United States Postal Service (USPS), for the timely and complete receipt, processing, and dispatch of all mail both to and from MCAS Beaufort.
 - c. Investigating reports concerning suspected postal offenses or irregularities in postal and mail handling procedures within MCAS Beaufort. As necessary, this entails the reporting of all suspected offenses and irregularities to higher Postal authorities.

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d. Directly responsible for the consolidation and cost effective management of all official mail originating from MCAS Beaufort and destined for entry into the USPS mail stream.

e. Coordinating and assisting in the establishment of addresses for all deploying units aboard MCAS Beaufort.

f. Conducting unannounced quarterly (at a minimum) mailroom inspections of all UMRs located aboard MCAS Beaufort.

g. Providing quality and required UMR training for all tenant commands and activities aboard MCAS Beaufort.

7. Authorized Use of Military Postal Service

a. The Military Postal Service (MPS) operates under an agreement between the USPS and Department of Defense (DoD), and will provide postal service in areas where the USPS does not operate.

b. The delivery of personal mail through the UMR is restricted to those personnel residing in government provided barracks. Service personnel and Civil Service personnel residing in military or off-base housing, where the USPS delivers, are not authorized to receive personal mail through the UMR.

8. Required References. At a minimum the following directives will be on hand and readily available to all mail handling personnel at all times:

a. DoD 4525.6-M (Department of Defense Postal Manual).

b. DoD 4525.8-M (Department of Defense Official Mail Manual).

c. DoDI 4525.08 (Department of Defense Official Mail Management).

d. OPNAVINST 5112.6D (Navy Postal Instruction).

e. MCO P5110.4A (The Marine Corps Official Mail Program).

f. MCO P5110.5D (Official Mail Address Listing for Marine Corps Commands).

g. MCO P5110.6C (Conduct of Marine Corps Unit Mailrooms and Mail Distribution Centers)

h. Commanding General mail handling directives (where applicable).

i. All MCAS Beaufort mail handling directives.

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9. Location and Hours of Operation. The serving PO for MCAS Beaufort, is located in building 1283. This office is a joint operation of the USPS and MPS. The USPS provides postal services to include stamps and money order sales, box rental, express mail, and claims. Military postal clerks (MPC) operate the command's directory service, official mail, and receive, sort, and deliver all mail addressed to units and activities aboard MCAS Beaufort. Both entities are closed on Saturdays, Sundays, and holidays, or as directed. Normal hours of operation for both are as follows:

USPS

	Hours	Days
All Services	0900-1300	Mon-Fri
	1330-1600	Mon-Fri

MPO

	Hours	Days
Mail Call	1300-1600	Mon-Fri
Official Mail	0730-1600	Mon-Fri

a. The exterior USPS lobby door is open at all times for personnel who rent post office boxes.

b. All outgoing mail is dispatched to the local USPS Mail Distribution Center (MDC) daily; with the exception of Saturday, Sunday, and holidays.

10. U.S. Mail Collection Box. The sole mail collection box is located adjacent to building 1283. Hours of daily collection are posted on the box. Unit official and directorized mail is not to be deposited in this box.

11. Non-mailable Matter. Non-mailable matter includes all material matters, which by law, regulation, or treaty stipulations that are prohibited from being sent in the mail. When patrons are in doubt any matter is mailable, they should inquire at their serving PO. The following is a partial list of non-mailable matters:

a. Generally, any articles, compositions or materials which may kill or injure another or damage the mail and/or other property.

b. Intoxicating liquors and illicit drugs.

c. Ammunition, ordnance, and explosives to include percussion or blasting caps, and flammable, or poisonous matter.

d. Firearms (with exceptions/see your serving PO).

e. Obscene or indecent matter.

f. Lotteries, frauds, and libelous matter.

g. Any letters, publications, or other items which contain matter advocating or urging treason, insurrection, forcible to any law of the United States, or matter which advocates threatening to take the life of or harm the President.

h. Unprotected sharp instruments.

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12. Emergency Destruction of Mail and Postal Effects. Mail and postal effects involved in emergencies involving danger or capture shall be handled as follows:

a. When sufficient advance warning is received:

- (1) Deliver or dispatch all mail on hand.
- (2) Suspend all postal operations and secure or move all postal effects to a safe area.

b. When insufficient advance warning is received destroy in the following order:

- (1) Official registered mail.
- (2) Directory service records.
- (3) Other accountable mail.
- (4) All remaining mail.
- (5) All other records, mail sacks, and postal equipment, etc.

(6) When possible, both the Station Postal Officer and Postal Chief should witness the destruction of mail handling effects. When these personnel are not available, witnesses should include two officers, or one officer and one senior enlisted person, or as a last resort, two enlisted personnel of any grade.

(7) Personnel conducting emergency destruction shall submit a list of items destroyed to Commandant of the Marine Corps (CMC) (MRP-3) and their senior command within 48 hours.

13. Mail Routing and Transportation. The Squadron CO or unit Postal Officer of a unit deploying from MCAS Beaufort will submit a Mail Routing Request (MRR) to the Station Postal Chief a minimum of 45 days prior to the advance party leaving. The MCAS Beaufort's MPO will establish the deployed address. Appropriate instructions and authorized mailing addresses will be disseminated via electronic message (see Figure 1-1).

14. Routing for Units Deployed Outside the Continental U.S. (OCONUS). Requests for mail routing must be made as soon as possible and at least 45 days prior to the departure of the advanced party. Once in the deployed area and continuous throughout the deployment, liaison by the deployed unit must be made and maintained with the serving MPO with regards to mail distribution, delivery and changes to mail routing. If the deploying unit will have a rear party, the following applies:

a. Rear party mail clerks remove and deliver mail for the rear party.

b. Deployed mail is date stamped, bundled, attached to properly completed deployed mail cover sheets (by location), and returned to the MCAS Beaufort MPO daily.

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15. Routing for Units Deployed Within the Continent U.S. (CONUS). Delivery of mail for units involved in field exercises/training can normally be accomplished through the USPS. In all cases where USPS services are not available, liaison must be made with the servicing MPO. If the unit CO determines no mail be forwarded (i.e. unit training for less than 30 days) and requests the MPO office to hold the unit's mail, a signed request letter must be submitted to the MCAS Beaufort Postal Chief a minimum of one week prior to training commencing.

16. Postal Offenses and Losses. The secrecy of mail is inviolable. Tampering with or depredation against any mail is an offense against the United States and is punishable under the laws thereof. Mail is considered in the custody of the United States Postal Service from the time it is deposited in an authorized Post Office depository, MPO, or collected by designated Marine Personnel Carriers (MPC), until it is delivered to the addressee or a representative authorized by them in writing. Mail handling personnel at all levels shall not break or permit to be broken, the seal of any class of mail while in Marine Corps postal channels. The following offenses are chargeable within or as a part of articles 80, 92, 107, 109, 121, and 134 of the Uniform Code of Military Justice, involving mail:

a. Desertion of Mail. Having mail in your custody, then voluntarily deserting it before it has been delivered to an authorized agent. Individual committing this offense is subject to charges under the Uniform Code of Military Justice (UCMJ) Article 134.

b. Obstruction of Mail Generally. Taking any mail before it has been delivered, with the desire to obstruct, pry into the business or secrets of another, open, secret, embezzle or destroy. Individual committing this offense is subject to charges under the UCMJ Article 134, and 121.

c. Delay or Destruction of Mail or Newspapers. Unlawfully detaining, delaying, opening, secreting, or destroying mail. Individual(s) committing this offense is subject to charges under the UCMJ Article 134, and 121.

d. Keys or Locks Stolen or Reproduced. Stealing, embezzling, knowingly and unlawfully making, forging, counterfeiting, possessing, and or obtaining keys or combinations by false pretense that are used by mail handling personnel with intent to unlawfully or improperly use them. Individual(s) committing this offense is/are subject to charges under the UCMJ Article 121.

e. Injury of Mail Bags. Cutting or tearing containers used for moving mail or breaking/loosening security devices affixed to such containers with the intent to steal or make said containers insecure. Individual(s) committing this offense is/are subject to charges under the UCMJ Article 109.

f. Theft of Property. Using Postal Service property for other than its proper use and conveying away Postal Service property to the hindrance or detriment of the public service. Individual(s) committing this offense is/are subject to charges under the UCMJ Article 121.

g. Theft or Receipt of Stolen Mail Matter General. Theft or possession of stolen mail matter, even if unknowingly. Individual(s) committing this offense is/are subject to charges under the UCMJ Article 134.

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17. Accessory After the Fact. Whoever, knowing that one of the aforementioned offenses against the United States has been committed, and receives, relieves, comforts, or assists the offender in order to hinder or prevent apprehension, is an accessory after the fact.

18. Offense Reporting. Upon discovery of an offense or loss pertaining to mail, or postal effects, the following actions will be taken:

a. Persons making the discovery must immediately notify their unit Postal Officer who should promptly notify the unit's CO. Do not notify the mail clerks, mail orderlies or postal clerks, as this may forewarn the responsible parties, further hindering any/all subsequent investigation.

b. The unit's CO then reports the suspected mail irregularity to the MCAS Postal Officer/Chief or Postal Inspector immediately.

c. In the event the MPO or a mail room is broken into, the person(s) making the discovery will immediately isolate the area, allowing no one to enter the area until the arrival of the MCAS Postal Officer/Chief or Postal Inspector. No investigative personnel (Military Police, Criminal Investigative Division, Naval Investigative Service, etc.) should enter until accompanied by the MCAS Postal Officer/Chief or Postal Inspector.

d. Upon arrival at the scene, the MCAS Postal Officer/Chief or Postal Inspector will determine whether investigative assistance is required or if investigative action should be initiated by the activity concerned.

e. COs will ensure two copies of all pertinent documents concerning possible postal violations and investigations are immediately forwarded to the MCAS Postal Officer/Chief or Postal Inspector. Such documents will include, but are not limited to, correspondence pertaining to the incident, reports of investigation, final disposition of the case and when applicable, a report of disciplinary action taken against the offender(s).

f. The MCAS Postal Chief will submit all facts pertaining to violations to the respective higher authority within the concerned activity's chain of command as well as the Military Postal Service Agency, via normal Marine Corps Postal channels.



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
YOUR UNIT
BOX XXXXX
BEAUFORT, SOUTH CAROLINA 29904-XXXX

ASO 5112.1D

26 JUL 2013

In Reply Refer To
5110
ACTIVITY
DATE

From: Unit Postal Officer, UNIT
To: Postal Chief, Marine Corps Air Station, Beaufort
Subj: MAIL ROUTING REQUEST (45 DAYS PRIOR)
Ref: (a) DoD 4525.6M
(b) ASO P5112.1C

1. Per the references, the following information is submitted:

- a. Name of Exercise/Operation: _____
- b. Departure date of Advance Party: _____
- c. Departure date of Main Body: _____
- d. Specific area of deployment: _____
- e. Estimated date of Advance Party return: _____
- f. Estimated date of Main Body return: _____
- g. Classes of mail to be forwarded: _____
- h. Size of unit (Squadron, etc): _____
- i. Exact name of deploying unit: _____
- j. Other units involved (attachments): _____
- k. Is there a rear party in CONUS: _____
- l. Pre-deployment brief requested/location: _____
- m. Is Moto/Photo Mail support requested during the deployment? _____

2. Point of contact is (UNIT POSTAL OFFICER) at extension (XXX-XXX-XXXX) or (EMAIL ADDRESS).

I. M. MARINE

Copy to:
Files
Serving MPO

Figure 1-1.--Mail Routing Request

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Chapter 2

Official Mail

1. General. Official mail may be used by all Marine Corps activities only when mailing official matter directly relating to the business of the U.S. Government. Official mail is not authorized for personal use or for transmitting matter for the promotion of private groups, individuals, or for Non-appropriated Fund Activities. The responsibility to determine eligibility of matter for official mail rests both with the individual command representative and the MPS. The unauthorized use of official mail is outlined in references (b) and (e).
2. Command Responsibilities. Reference (c) and chapter three of this Order, details command responsibilities for all activities utilizing official mail services aboard MCAS Beaufort. This includes each command's appointment of two E-7's or above as both the Official Mail Manager (OMM) and Assistant Official Mail Manager (AOMM) (see Figure 2-1).
 - a. Mailing Supplies. Each command will ensure adequate stocks of mailing supplies are on hand for use in preparing the unit's official mail.
3. The Command's Official Mail Center (OMC). CO's are required to establish and maintain an OMC. The OMC serves as the central point where all outgoing official matters generated by the command is screened, consolidated, and approved for mailing. This center should also serve as the central distribution point for all incoming official mail. The requirement to establish an OMC extends to all activities aboard MCAS Beaufort utilizing official postage services at the MPO. The OMC is not to be collocated with the unit mailroom, but should be centrally located where it will best meet the needs of the unit while providing adequate security and supervision.
4. Postage Metering of Official Mail. In order to assure that all outgoing official mail, from the OMC (MPO), is affixed with proper postage, the official postage meter must be utilized. The Station AOMM is responsible for the upkeep of this machine and will ensure adequate postage has been paid for on an annual basis. Official mail will not be deposited into USPS collection boxes.
5. Official Mail Addressing Standards. The following will be followed when preparing all official mail aboard MCAS Beaufort:
 - a. All official mail addresses used aboard MCAS Beaufort are generated and coordinated for use or suspension solely by the Station AOMM (see Figure 2-2). Subordinate units will not generate their own official addresses.

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b. Official mail addresses will be limited to five lines, formatted with a uniform left margin, and limited to a maximum of 47 characters per line, including spaces. Addresses will be typed or computer generated in upper case letters and will contain no punctuation except for the hyphen in the zip code with final four digit suffix (zip-plus four). Rubber stamped and handwritten impressions are not authorized. The second line in the address is optional and may be modified within the command to assist in the sorting and distribution within the OMC. Geographical locations are not authorized (Iwakuni, Afghanistan, USS Enterprise, etc.). Use the following example to address mail:

Format:

(TITLE OF OFFICIAL IN CHARGE)
 (OPTIONAL LINE OR ATTN LINE)
 (NAME OF ACTIVITY LINE)
 (DELIVERY ADDRESS LINE)
 (CITY STATE ZIP)

Format using example:

COMMANDING OFFICER
 ATTN ADJ OFFICE
 MCAS BEAUFORT
 PO BOX 55001
 BEAUFORT SC 29904-5001

6. Use of Special Services. The use of special services shall be strictly limited to those instances when their use is required by law, DoD instructions, Marine Corps directives, or when specifically authorized in writing by the CMC. Extra postage fees are charged for these services; therefore, they will not be used as a matter of convenience for mailings which do not qualify. The Station OMM will determine the final eligibility of use. Clarifying instructions are contained in reference (e). Commands desiring the use of special services for official mail not listed as authorized within references (a) and (e) must be requested in writing for the use of special services. This request will only be authorized by the Station CO, OMM, or AOMM.

7. Registered. This registered mail is the highest form of security and is authorized solely for the "safe delivery" of mission essential official mail. Registered mail is costly and may be used for First Class and Priority mail shipping. It is the slowest rate of shipping, requiring a chain of receipts, and does not come with postal insurance.

8. Express. Requests for use of Express Mail are submitted in writing to and authorized by the Station OMM on a case by case basis. This should only be requested for when there is a certainty that mission failure will result if official mail is not received the next day.

9. Insured. Insured mail is authorized only when there is an established requirement for evidence of mailing and a record of delivery of Marine Corps supply items not having a required delivery date. The least expensive insurance fee is used.

10. Certified. Certified mail is authorized only when evidence of mailing and record of delivery is needed. This may be used only within the domestic postal system for official mail having no intrinsic value and does not provide a chain of receipts.

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11. Return Receipt. Return receipts are authorized only when proof of receipt of official mail at a non-government address is required. It requires additional postage fees when proof of receipt for official mail received at a government agency are required; a DD Form 2825 should be used. These forms are placed inside the item being mailed and should provide instructions to the addressee for completing and returning the form to the sender (see Figure 2-2).
12. Certificate of Mailing. Certificates of mailing are only authorized when proof of mailing is required.
13. Cost Management Procedures. DoD and Headquarters Marine Corps (HQMC) policy requires that official mailing costs be kept to a minimum. The Station OMC has the responsibility for determining what material is to enter the USPS mail as stream as official mail. No "official mail" destined for activities aboard MCAS Beaufort will be admitted. The Station OMM/AOMM may open for inspection if any unclassified matter submitted for acceptance as official mail is suspected of failing to comply with the regulations established for the use of official mail. References (b) and (e) provide numerous additional cost saving tips. The following are a sampling of guidelines used for reducing postage costs.
 - a. Establishing controls within each unit to create a cost-effective official mail management program.
 - b. Strictly limiting the use of special services to those mailings meeting the requirements in references (b) and (e).
 - c. Ensuring alternate forms of distribution (fax, guard mail, courier service, electronic mail, scans, etc.) are used to the greatest extent.
 - d. Consolidating official mail destined for the same address/location. The Station AOMM shall ensure that all consolidated official mail is clearly marked with "Contains Consolidated Correspondence" before entering the USPS mail stream.
 - e. Ensuring the smallest possible packaging material is used for all mailings.
 - f. Reporting the misuse of official mail to the Station CO, unit CO, and OMM/AOMM.
 - g. Ensuring all newly appointed subordinate OMM/AOMM's or civilian activities handling official mail attend a course taught by the MPO, within four months of appointment per reference (c).

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UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
YOUR UNIT
PO BOX XXXXX
BEAUFORT, SOUTH CAROLINA 29904-XXXX

In Reply Refer To
1000
ACTIVITY
DATE

From: Commanding Officer, Unit
To: Person being appointed FIRST, MI, LAST, LAST 4/MOS USMC
Subj: ASSIGNMENT AS UNIT OFFICIAL MAIL MANAGER
Ref: (a) DOD 4525.8M
(b) DoDI 4525.8
(c) MCO 5110.4A

1. Effective this date, you are hereby appointed as the Official Mail Manager for (UNIT). The references will guide you in the performance of your duties.

2. The following information is provided:

a. Name: FIRST, MI., LAST
b. Rank: RANK
c. Official Address: COMMANDING OFFICER
YOUR UNIT
PO BOX XXXXX
BEAUFORT SC 29904-XXXX
d. Telephone number: (XXX) XXX-XXXX
e. Email address: EMAIL ADDRESS

3. The authority contained in paragraph 1 above is automatically revoked upon reassignment from your present duties or detachment from (UNIT).

I. M. MARINE

Copy to:
Files
Unit Mailroom
Serving MPO

Figure 2-1.--Unit Official Mail Manager/Assistant Mail
Manager Appointment Letter

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COMMANDING OFFICER MCAS PO BOX 55001 BEAUFORT SC 29904-5001	COMMANDING OFFICER MWSS 273 MCAS PO BOX 66038 BEAUFORT SC 29904-6038	LIBRARIAN LIBRARY MCAS PO BOX 66134 BEAUFORT SC 29904-6134
DIRECTOR NAVAIR ISS/HONEYWELL MCAS PO BOX 55002 BEAUFORT SC 29904-5002	OFFICER IN CHARGE MACS 2 DET A MCAS PO BOX 66049 BEAUFORT SC 29904-6049	DIRECTOR NAVAIR EASU MCAS PO BOX 66136 BEAUFORT SC 29904-6136
SUPERINTENDENT DOD SCHOOL SYSTEM MCAS PO BOX 55005 BEAUFORT SC 29904-5005	DIRECTOR TACTS/TTR/NOR GRU MCAS PO BOX 66065 BEAUFORT SC 29904-6065	DIRECTOR NMCRS MCAS PO BOX 66137 BEAUFORT SC 29904-6137
POSTAL OFFICER MCAS PO BOX 55006 BEAUFORT SC 29904-5006	COMMANDING OFFICER HQ MAG 31 MCAS PO BOX 66120 BEAUFORT SC 29904-6120	DIRECTOR LIFE LONG LEARNING MCAS PO BOX 66138 BEAUFORT SC 29904-6138
COMMANDING OFFICER HQTRS & HQTRS SQUADRON MCAS PO BOX 55010 BEAUFORT SC 29904-5010	COMMANDING OFFICER MALS 31 MAG 31 MCAS PO BOX 66121 BEAUFORT SC 29904-6121	DIRECTOR NREAO MCAS PO BOX 66139 BEAUFORT SC 29904-6139
DIRECTOR NAWC MCAS PO BOX 55011 BEAUFORT SC 29904-5011	COMMANDING OFFICER VMFA 312 MAG 31 MCAS PO BOX 66122 BEAUFORT SC 29904-6122	
DIRECTOR HOUSING OFFICE MCAS PO BOX 55012 BEAUFORT SC 29904-5012	COMMANDING OFFICER VMFA 115 MAG 31 MCAS PO BOX 66125 BEAUFORT SC 29904-6125	
DIRECTOR MCCS MCAS PO BOX 55018 BEAUFORT SC 29904-5018	COMMANDING OFFICER VMFA 122 MAG 31 MCAS PO BOX 66126 BEAUFORT SC 29904-6126	
DIRECTOR PUBLIC WORKS MCAS PO BOX 55019 BEAUFORT SC 29904-5019	COMMANDING OFFICER VMFA 251 MAG 31 MCAS PO BOX 66127 BEAUFORT SC 29904-6127	
OFFICER IN CHARGE MEDICAL & DENTAL CLINIC MCAS PO BOX 55020 BEAUFORT SC 29904-5020	COMMANDING OFFICER VMFA AW 533 MAG 31 MCAS PO BOX 66129 BEAUFORT SC 29904-6129	
DIRECTOR FSC MCAS PO BOX 55023 BEAUFORT SC 29904-5023	OFFICER IN CHARGE NATEC MCAS PO BOX 66130 BEAUFORT SC 29904-6130	
OFFICER IN CHARGE SUPPLY/TMO MCAS PO BOX 55024 BEAUFORT SC 29904-5024	COMMANDING OFFICER VMFA 224 MAG 31 MCAS PO BOX 66131 BEAUFORT SC 29904-6131	
COMMANDING OFFICER CLC 23 MCAS PO BOX 55730 BEAUFORT SC 29904-5730	DIRECTOR FRC SUPPORT EQUIP PO BOX 66133 BEAUFORT SC 29904-6133	

Figure 2-2.--MCAS Beaufort Official Mail Address Listings

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INTERNAL RECEIPT <i>(Envelopes, Packages, Boxes, Crates, etc.)</i>			1. CARRIER'S NUMBER		2. DISPATCH NUMBER	
			3. TO		4. FROM	
5. DISPATCHED BY			6. DATE (YYYYMMDD)		7. TIME	
a. NAME (Last, First, Middle Initial)		b. GRADE	c. OFFICE SYMBOL			
ITEM	8. CONTAINER NUMBER(S)	9. SPECIAL SERVICE	ITEM	8. CONTAINER NUMBER(S)	9. SPECIAL SERVICE	
11			111			
12			112			
13			113			
14			114			
15			115			
16			116			
17			117			
18			118			
19			119			
101			120			
10. RECEIVED BY						
a. NAME (Last, First, Middle Initial)		b. OFFICE SYMBOL	c. SIGNATURE		d. DATE (YYYYMMDD)	e. TIME
11. RECEIVED BY						
a. NAME (Last, First, Middle Initial)		b. OFFICE SYMBOL	c. SIGNATURE		d. DATE (YYYYMMDD)	e. TIME
12. RECEIVED BY						
a. NAME (Last, First, Middle Initial)		b. OFFICE SYMBOL	c. SIGNATURE		d. DATE (YYYYMMDD)	e. TIME
INSTRUCTIONS						
ITEM	FOR LOCAL DELIVERY (Not through USPS or other carrier)			FOR DELIVERY THROUGH USPS OR OTHER CARRIER		
1	Leave Blank			Mailing OMC enters carrier's registry, certified, serial number, etc.		
2	For local use (optional).					
3	Enter address of receiving action office or ADO.			Enter address of OMC.		
4	Enter your address and functional address symbol.					
5	Enter name, grade and office symbol of person dispatching the containers					
6 and 7	Enter current date and time.					
8	Enter item's container number. List more than one container number if the items are going to the same action office, ADO, or OMC.					
9	Originating action office enters the type of special service required.			OMC enters type of special service used.		
10-12	Completed by authorized recipient(s).					

DD FORM 2825, JUN 2000

Figure 2-3.--DD Form 2825

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Chapter 3

Small Unit Mail Handling

1. General. Small unit mail handling allows for the efficient delivery of official and personal mail and provides mail directory service for personnel no longer assigned to units stationed aboard MCAS Beaufort. COs will ensure personal mail is properly delivered to all members of the unit.

2. Command Responsibilities. The following lists the responsibilities of unit personnel assigned to unit mail handling duties (comprehensive lists of these responsibilities are contained in reference (g)).

a. Unit Commanding Officer. Assigned duties include but are not limited to:

(1) Provide adequate space and equipment necessary for proper mail handling and security and ensure sufficient time is allotted for mail handling within the unit.

(2) Appoint personnel in writing to be in receipt for all open and official mail.

(3) Appoint a unit Postal Officer and assistant in writing.

b. Unit Postal Officers and Assistants. Assigned duties include but are not limited to:

(1) Ensuring mail clerks attend a local Mail Indoctrination Course given by the MPO within 30 days of appointment.

(2) Ensuring mail orderlies receive unit level training and sign Statements of Understanding at a minimum, prior to appointment (see Figure 3-1).

(3) Ensuring the unit mailroom is operated in compliance with reference (g).

(4) Conducting weekly, random, and unannounced inspections of the unit mailroom.

(5) Controlling and secure duplicate keys or combinations to the unit mailroom.

c. Unit Mail Clerks. Assigned duties include but are not limited to:

(1) Operating the unit mailroom according to reference (g).

(2) Safeguarding all mail in their possession, at all times.

(3) Back stamping all mail received in the unit mailroom to show date of receipt.

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(4) Reporting known or suspected postal offenses immediately to the unit Postal Officer.

d. Unit Mail Orderlies. Assigned duties include but are not limited to:

(1) Picking up section mail at the specified times and safeguarding mail at all times.

(2) Delivering mail only to the addressee and returning undeliverable mail to the unit mailroom the same day it is received.

(3) Reporting known or suspected postal offenses immediately to the unit's Postal Officer.

3. Required Mailroom References. At a minimum the following directives will be on hand and readily available to all unit mail handling personnel at all times:

a. DoD 4525.6-M (Department of Defense Postal Manual).

b. OPNAVINST 5112.6D (Navy Postal Instruction).

c. MCO P5110.6C (Conduct of Marine Corps Unit Mailrooms and Mail Distribution Centers)

d. Commanding General mail handling directives (where applicable).

e. All MCAS Beaufort Postal Affairs Directives.

f. Unit Mail Handling Order.

4. Unit Mail Handling Order. All commands operating a unit mailroom aboard MCAS Beaufort must publish a mail handling order containing the following minimum instructions:

a. Correct and complete personal and official mailing address used by personnel within the command.

b. Locations and hours of operation of the unit mailroom and MPO.

c. Location and collection hours of outgoing mail receptacles.

d. Mail call hours and distribution procedures.

e. Instructions for using Change of Address Cards (OPNAV 5110/5).

f. Security of mail and postal effects.

g. Instruction regarding a classified material screening point.

h. Non-mailable items (detailed lists may be obtained from the MPO).

i. Instruction for handling mail for personnel temporarily absent.

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5. Small Unit Mailrooms. Small unit mailrooms serve as areas where the command's mail is processed.

6. Space and Equipment. All unit mailrooms onboard MCAS Beaufort should contain enough space to accommodate a desk, computer, filing cabinet, mail sorting case, bag rack, area to sort mail, and should be kept clean and organized. The mail clerk's personal items and unit non-postal related items will not be stored in this area.

7. Access. Only authorized personnel are allowed access to the unit mailroom (e.g., Commanding Officer, Executive Officer, Unit Postal Officer/Assistant, Postal Inspectors, and supervised working parties). A DD Form 1115 (Mail Room No Admittance Form) stating both hours of operation and examples of the unit's personal and official addresses will be displayed on or near the hatch to the mailroom (see Figure 3-2).

8. Security. At a minimum unit mailrooms will have doors and locks that are mounted inside or in such a manner as to prevent easy removal (spot weld), have barred or heavy wire mesh covered hatches, and walls and ceilings constructed to prevent forcible entry.

9. Keys and Combinations. Unit Postal Officers determine the primary mail clerk who is issued the key/combination to the unit mailroom. This mail clerk will possess only one key/combination and safeguard it at all times.

a. A key control log will be utilized when the key/combination is issued. If the primary mail clerk is absent from the mailroom, the key may be signed to an alternate mail clerk by utilizing the key control log.

b. The duplicate key/combination will be sealed in a plain envelope or PS Form 3977 and kept in a safe controlled by the unit Postal Officer or command designated representative. The primary mail clerk and unit Postal Officer will both sign across the back flap of the envelope and endorse the front to show contents and date sealed. Anytime the duplicate is used, a new envelope will be prepared.

c. If combinations are used, they should be changed when new mail clerks are appointed, when personnel having access to the combination leave the unit, when the Squadron is using a mailroom previously belonging to another Squadron, when the combination is suspected to be compromised, or at least every six months.

10. Inspections. The following inspections will be conducted on all MCAS Beaufort mailrooms:

a. Unit Inspections. Unit inspections will be conducted by the unit Postal Officer or assistant weekly, unannounced, and at random. The most current Automated Inspection Reporting System (AIRS) checklist will be used. These inspections will be held in the unit mailroom until the mailroom's next quarterly MPO inspection; at which time they are destroyed.

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b. MPO/IG Inspections. MPO/IG Inspections will be conducted by a Postal Inspector (MPO) quarterly, unannounced, and at random times. The most current AIRS checklist will be used. These inspections will be held in the unit mailroom and the MPO for two years following the inspection; at which time they are destroyed. The respective inspector's office for each unit inspected will receive a copy of these inspections.

11. Appointments, Terminations, and Training. A minimum of one unit Postal Officer, one assistant unit Postal Officer, two unit mail clerks, and two mail orderlies per section will be appointed by each CO. These individuals must meet the qualification guidelines as outlined in reference (g). Personnel with questionable integrity should not be appointed to these duties. Furthermore, for most appointments, these duties will be additional duties.

12. Unit Postal Officers and Assistant Unit Postal Officers. The Unit Postal Officer and Assistant Unit Postal Officer must be E-6's or above and designated in writing by the CO; by direction appointments cannot be used. The original designation is held in the unit mailroom for two years, a copy of the designation is submitted to the MPO (see Figure 3-3).

a. As a matter of course, personnel appointed should attend a locally given Mail Clerk Indoctrination Course provided by the MPO.

b. If these personnel are physically involved in handling the mail, they must have a properly completed DD Form 285.

c. Upon revocation of appointment, a letter of revocation should be maintained in the unit mailroom for two years and a copy should be submitted to the MPO.

13. Mail Clerks and Mail Orderlies. Unit Postal Officers shall designate mail clerks and mail orderlies utilizing DD Form 285 prior to assuming mail handling duties. Mail clerks will have three DD Form 285's completed; one retained by the unit mailroom, one retained by the mail clerk appointed, and one submitted to the MPO. Mail orderlies will have two DD Form 285's completed; one retained by the unit mailroom, and one retained by the mail orderly appointed. Personnel receipting for mail will have the DD Form 285 on their person at the time of mail pick-up.

a. Mail clerks must attend a Mail Clerk Indoctrination Course given by the MPO within thirty days of appointment. Mail orderlies are given unit level training and they must read and sign a Statement of Understanding (SOU). All SOU's are kept in the unit mailroom until the appointment is revoked. Units are highly encouraged to send their mail orderlies to the Mail Clerk Indoctrination Course provided by the MPO.

b. Upon revocation of a unit mail clerk appointment, the unit will collect both DD Form 285's from the mail clerk and unit mailroom and submit with a letter of revocation to the MPO. Upon revocation of a unit mail orderly, both copies of the DD Form 285 and the SOU will be collected and immediately destroyed.

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14. Preparing the DD Form 285. Pen changes, correction tape, or correction fluid is not authorized on these cards (see Figure 3-4). Prepare the DD Form 285 as follows:

a. Block 1 - Effective date (actual date card signed by appointing official).

b. Block 2 - Disregard date revoked and assign a sequential accountable number for each card. DD Form 285's are issued sequentially beginning at the beginning of each calendar year (i.e. 01-12, 02-12).

(1) Block 3 - Last name, first name, middle initial.

(2) Block 4 - Rank or pay grade.

(3) Block 5 - Not required.

(4) Block 6 - Title (mail clerk or mail orderly).

(5) Block 7 - Enter the unit for mail clerk or section within the unit for mail orderly.

(6) Block 8 - MCAS Beaufort, SC 29904

(7) Block 9 - Indicate the mail pick-up authorization level. Mail clerks are only authorized to pick-up "Personal (except accountable)", and "Official (all)"; mail orderlies are only authorized to pick-up "Personal (except accountable)". The appointing official will initial next to each authorization block.

(8) Block 10 - The MPO will stamp and validate all three copies of the mail clerk DD Form 285. The appointing official will initial both copies of the mail orderly DD Form 285.

(9) Signature of Appointing Official - The Unit Postal Officer or Assistant Postal Officer signs each card.

(10) Signature of Appointee - The appointee signs each card.

15. DD Form 2260. The DD Form 2260 records all mail clerks and orderly appointments. Information contained must coincide with all the information contained on the prepared DD Form 285's. Personnel authorized to receipt for official accountable mail should have an asterisk (*) placed in the left margin next to their name. The DD Form 2260 will be maintained in the unit mailroom for two years following the last date of the DD Form 285's revocation (see Figure 3-5).

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16. General Mail Handling. All personnel handling mail shall safeguard all mail in their possession at all times and may be held accountable for failing to handle mail properly. All mail handling facilities will be secured when mail handling personnel are not present. The privacy of mail and mail records shall not be violated. Mail handling personnel will not break or allow the seal of any mail matter to be broken, and they will not release any information about mail or mail records. Requests for information are referred to the unit's Postal Officer. Personal addresses are privileged information and will not be given to anyone except in the course of official business. Mail handling personnel will refuse all telephone inquiries and "third party" requests for personal addresses.

17. Transporting Mail. Activities will utilize closed body military or government vehicles with lockable doors when transporting mail to and from the MPO. If such a vehicle is unavailable, mail handling personnel will ride in the compartment with or maintain visual contact with the mail. Mail will be protected from theft, inclement weather, damage, or loss. At no time will the mail be left unattended. If such a vehicle is not available, the unit may request authorization in writing to utilize a privately owned vehicle (POV). This request will be submitted by the unit's CO or Postal Officer to the MCAS Postal Chief only after all other means of mail pick-up have been exhausted (see Figure 3-6).

18. Personal Mail. Mail handling personnel will handle and deliver personal mail in compliance with references (a) and (g). Mail handling personnel will attempt to deliver all personal mail on the date of receipt. Mail will never be left on racks, placed under doors, in or on desks, sent through guard mail, etc. MPC will deliver unit mail to the unit mail clerk, who will deliver the mail to the mail orderlies or the addressee themselves. When mail clerks deliver mail to mail orderlies, a (unit) mail orderly receipt log must be utilized (see Figure 3-7). Mail will not be given to any other individual for subsequent delivery unless so authorized in writing by the addressee.

- a. All mail will be date stamped upon receipt from the MPO.
- b. Mail addressed for mail clerks will not be opened, stored, or disposed of within the unit mailroom.
- c. Balloting material will be given priority handling/treatment.

19. Personal Accountable Mail. Mail clerks will receive PS Form 3849's (Deliver/Notice/Receipt) from the MPO and will deliver it to the individual or responsible mail orderly. The addressee is responsible for picking up their personal accountable mail from MCAS Beaufort's Post Office. Mail clerks and orderlies cannot be authorized to receipt for individual's personal accountable mail. When PS Form 3849's are not deliverable to the individual due to any reason, the PS Form 3849 will be annotated on the reverse, indicating the reason for non-delivery, unit, mail clerk DD Form 285 number, date, and will then be returned to the MPO.

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20. Official Mail. Mail clerks will ensure the expeditious handling and delivery of official mail be made to persons authorized in writing. Once this mail has been properly delivered, it is no longer considered mail and may be distributed accordingly. Upon delivery this mail can no longer be stored in the unit mailroom.

a. Official mail addressed to a unit member by title is considered official mail and will be delivered as such.

b. Official mail addressed "To the CO of" is delivered as official mail to the CO or authorized agent. If the individual has transferred, the official mail is forwarded to the individual's new CO.

c. The unit CO must authorize, in writing, personnel authorized to receipt, for and open, the unit's official mail. This document must contain sample signatures of all personnel authorized (see Figure 3-8).

21. Official Accountable Mail. The current CO must appoint, in writing, personnel authorized to be in receipt of and to open; the command's official accountable mail. By direction appointments are not authorized. This appointment can contain more than one individual. The authorization letter must have sample signatures of all appointed personnel, and is maintained in the unit's mailroom for two years after cancellation. All official accountable mail is covered by a chain of receipts, from acceptance through delivery (see Figure 3-9). The following applies:

a. The MPO prepares PS Form 3883 in triplicate, keeping the original (white copy) and first copy (pink). The second copy (yellow) is given to the receiving mail clerk after all information has been verified (see Figure 3-9).

b. Upon return to the unit's mailroom, the mail clerk will prepare PS Form 3883 then deliver the article to persons authorized in writing to receipt for and open the article. Upon delivery, the unit Postal Officer will verify delivery has been made by initializing the date block of the PS Form 3883. The completed PS Form 3883 is held in the unit mailroom for two years after the date of delivery.

c. If official accountable mail cannot be delivered to unit personnel authorized in writing the day of receipt, it will not be held in the unit mailroom or at the unit level overnight, but returned to the MPO the same day as received, utilizing PS Form 3883. The unit mail clerk prepares the PS Form 3883 and delivers the article back to a military postal clerk.

22. Postage Due. Handled and delivered as regular mail.

23. Collect on Delivery (COD). Returned to the MPO for processing.

24. Special Delivery. Handled and delivered as regular mail.

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25. Refused. The addressee may refuse mail they do not want. If so, the addressee writes "Refused", signs and dates the front of the mail. If the addressee refuses to make the endorsement, the unit mail clerk writes "Refused by Addressee", signs and dates the endorsement and returns the mail to the MPO. Any matter believed to contain harmful or controlled matter will be immediately reported to the unit's Postal Officer and MPO.

26. Opened by Mistake. When mail is opened by mistake, the unit mail clerk instructs the individual to reseal the article, endorse it "Opened by Mistake" and sign it. The article is returned to the MPO for processing.

27. Opened, Damaged, or Missing Contents. If the unit mail clerk notices mail which is open, damaged, or missing its contents at the time of receipt from the MPO, they will refuse to take this mail until it has been properly repaired or re-sealed by a military postal clerk. If they notice this while at the unit mailroom, they will seal or repair the article, endorse the mail with either "Received in Damaged Condition", "Received Open", or "Received without Contents" and annotate the unit, DD Form 285 card number, and date. When mail is received which appears to have the contents missing, it is recommended the addressee open the article in the presence of the unit Postal Officer. If contents are in fact missing, the addressee should present the article along with wrapper and packaging material to the MPO, where a claim, inquiry, or complaint can be filed.

28. Temporary Absence. The following applies:

a. Mail for personnel on Temporary Additional Duty (TAD) for 30 days or more will be forwarded until ten days prior to the estimated date of return, unless the addressee has otherwise requested in writing. This request must be signed by the addressee and contain a correct forwarding address. Mail may be held for a maximum of 60 days in the UMR. Mail for personnel deployed will not be held in the UMR but will be forwarded.

b. Mail for personnel on leave or TAD for 30 days or less will be held in the UMR unless the addressee has requested in writing or when the TAD location is within the confines of MCAS Beaufort (i.e. Corporal's School). This request must be signed by the addressee and must contain a correct forwarding address.

c. All mail held in the UMR will have a supporting document attached, stating the reason(s) why the mail is being held utilizing a morning report, leave paper, TAD order, mail disposition form, etc. The mail disposition form must be signed by the unit's Postal Officer and the addressee (see Figure 3-10).

29. Personnel Due to Arrive. Mail for personnel due to arrive will be held in the UMR with supporting documentation for 15 days past the estimated date of arrival (EDA). If the individual has not reported by that time, but is still expected, hold the mail for an additional 15 days with additional supporting documentation. If the individual has not reported by the 31st day, unit mail clerks will endorse the mail "No Record" along with unit, DD Form 285 card number, and date then return it to the MPO for processing.

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30. Unauthorized Absence (UA) and Deserter. Mail for personnel in a UA status will be held in the UMR for up to 30 days. A mail disposition form will be signed by the unit Postal Officer and attached. On the 31st day, if the individual is declared a deserter, the unit Postal Officer will fill out and sign a new disposition form. The deserter's mail will be annotated with "Moved Left No Forwarding Address", unit, DD Form 285 card number, date, and returned to the MPO with the new mail disposition form. Writing "AWOL", "Deserter", "UA", etc, on the mail is not authorized.
31. Casualty Mail. Mail for deceased personnel will be held in the UMR with a mail disposition form until the Unit's Postal Officer has verified the Next Of Kin (NOK) has been notified. Upon notification:
- a. If the NOK desires the mail, it shall be properly re-addressed, with unit, DD Form 285 card number, date and returned to the MPO with a properly completed and signed mail disposition form stating the NOK wishes.
 - b. If the NOK does not desire the mail, it shall be annotated as "Moved Left No Forwarding Address", with unit, DD Form 285 card number, date and returned to the MPO with a properly completed and signed mail disposition form stating the NOK wishes. At no time will the word(s) "Deceased", "KIA", "Dead", "Casualty", etc., be placed on the mail.
32. Correctional Facility. Mail for personnel confined at Charleston's Correctional Facility will be forwarded. Writing "Brig", etc, on the mail is not authorized. The following address will be used for members confined at Charleston's Brig:
- RANK NAME
BLDG 3107
1050 REMOUNT RD
CHARLESTON SC 29406
33. In Hands of Civilian Authorities (IHCA). Mail for personnel IHCA will be placed in an official envelope, addressed to the person(s) in charge, and include a letter of explanation from the unit's command requesting delivery or return to the command if not deliverable.
34. Hospitalized Personnel. Mail for personnel hospitalized will be re-addressed and forwarded to the hospitals address provided the individual can receive the mail or the period of hospitalization is such that delivery can be made prior to release. The ward number should be included in the address if known.
35. Directory Services. All commands operating a UMR aboard MCAS Beaufort will maintain an alphabetical directory file system of all assigned personnel, utilizing NAVMC Form 10572's Directory File Cards (DFC), (see Figure 3-11), and Change of Address Cards (CAC). This system provides information for the proper and timely forwarding of mail for personnel who have detached from the command and will be maintained in one file within the UMR (see Figures 3-12 and 3-13). All personnel will have a DFC on file in the UMR, whether they are married, single, living out in town, residing in government housing, or in government provided barracks.

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36. Check-In. As personnel check-in to a command, they fill out one DFC which is maintained in the UMR and one CAC which is filled out, addressed, and returned to their previous command.

37. Changes in Status. Unit mail clerks will ensure changes in personnel statuses are annotated on the reverse of the DFC. This can be accomplished by using source documents (i.e. morning reports, TAD orders, etc.). CAC's received by the command will be attached to the DFC to accurately reflect changes to an individual's status.

38. Check-Out. As personnel check-out of a command, they are given their original DFC to be filled out; the new address must include an EDA if moving to another military installation and one CAC, which is addressed and sent to their new command. Personnel exiting the Armed Forces and returning to their home of record (HOR), who do not receive mail through the UMR, will need to fill out a civilian CAC through the USPS. DFC's are maintained in the UMR as follows:

a. DFC's for personnel attached to the unit for 6 months or less will be maintained in the UMR for three months from the date of detachment. Mail for these individuals will be forwarded for three months from the date of departure.

b. DFC's for personnel attached to the unit for 6 months or more will be maintained in the UMR for one year from the date of detachment. Mail for these individuals will be forwarded for one year from the date of departure.

39. Directory Mail. All mail received by a unit will be reworked and returned to the MPO within 24 hours if it cannot be delivered to the addressee (excluding weekends and holidays). Endorsements on the front of the mail will be written neatly and legibly using the least amount of space possible. If mechanical address labels are used, they can be placed over the old address but not covering the individual's name. New addresses to military installations will contain the EDA of the transferred individual. Mail clerks should utilize the Personnel Address Locator System (PALS) as much as possible when reworking unit mail (see Figure 3-13). All mail being reworked will contain the following endorsements plus the name of the unit preparing, DD Form 285 card number of mail clerk preparing, and date prepared:

a. "No Record" - Draw a single line through the incorrect address (minus name), completely cross out all barcodes on the front/reverse, and endorse on the back "NR", unit, DD Form #, date.

b. "Miss-sent" - Circle the original address, and endorse on the back "MS", unit, DD Form #, date.

c. "Moved Left No Forwarding Address" - Draw a single line through the incorrect address (minus name), completely cross out all barcodes on the front/reverse, and endorse on the back "MLNFA", unit, DD Form #, date.

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d. "Forward Off Base" - Draw a single line through the incorrect address (minus name), completely cross out all barcodes on the front/reverse, write or affix the correct forwarding address (with EDA if military) to the front, and endorse on the back "FW", unit, DD Form #, date.

e. "Forward On Base" - Draw a single line through the incorrect address (minus name), write or affix the EDA, Unit Name, and unit PO Box number to the front, and endorse on the back "FW", unit, DD Form #, date.

f. Re-addressed magazines will not have any markings affixed to the original address. All forwarding addresses and endorsements will be placed on gummed labels and placed above the original address.

g. Pre-sorted standard mail will be directorized in the same manner as all other mail matter.

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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 accordance with my commanding officer's unit mail handling order 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. Mail, 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 my unit Postal Officer 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 my unit Postal Officer 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.
- (4) I must never transport mail in a private vehicle, except in emergency situations with prior approval of the unit 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 my unit postal officer.

d. I must report any known or suspected postal-related offenses to my unit postal officer, assistant unit postal officer, or commanding officer immediately.

3. RECEIPT OF MAIL.

a. I understand that I must report to my unit mail room every workday in accordance with the schedule published in my commanding officer's unit mail handling order, 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. Additionally, immediately remove all missent mail, accountable mail and any official mail whose delivery address includes a billet title, and return it to the unit mail clerk prior to leaving the vicinity of the unit mail room.

c. At the time that I accept custody of the mail each day, I must place my DD Form 285 card #, the current date, and my payroll signature on the Mail Orderly Receipt Login 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.

Figure 3-1.--Mail Orderly Statement of Understanding

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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. Block 9 of my DD Form 283 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 unit mail room, must be immediately returned to the unit Mail Clerk for subsequent return to the serving post office.

b. I must personally deliver all non-accountable personal mail that I receive from the unit mail room, directly to the individual it is addressed to on the same day I receive it. Personal mail must never be left on racks, under doors, in or on desks, sent through guard mail, etc., in order to effect delivery. Likewise, personal mail may not be given to the addressee's OIC/NCIC, 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 mail on his/her behalf. 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 unit mail room overnight. All personal mail and PS Forms 3849 which cannot be personally delivered to the addressee/authorized agent, must be returned to the unit 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 mail room, I must provide the Mail 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.

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.

As a Mail Orderly, I am only authorized to handle and deliver official mail in a limited capacity. I understand that I am NOT AUTHORIZED to receipt for, handle, or deliver any form of official accountable mail (registered, express, numbered insured, or certified). Nor may I deliver 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)). Any official accountable mail or official mail whose address includes a duty title that I may inadvertently receive from the unit mail room, must be immediately returned to the unit mail clerk for proper processing and delivery.

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 my Unit Postal Officer and/or Assistant Unit 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.

UNIT POSTAL OFFICER
PRINTED RANK/NAME

MAIL ORDERLY
PRINTED RANK/NAME

UNIT POSTAL OFFICER
SIGNATURE/DATE

MAIL ORDERLY
SIGNATURE/DATE

MCBCL 5119/10

Figure 3-1.--Mail Orderly Statement of Understanding--Continued

26 JUL 2013

MAIL ROOM		
NO ADMITTANCE		
EXCEPT TO AUTHORIZED PERSONNEL		
MAIL CALL		
DAILY	SATURDAY	SUNDAY & HOLIDAYS
THIS NOTICE IS TO BE ATTACHED TO MAIL ROOMS		

DD Form 1116

E-Form (DD Form 1116) Rev 05/19/00

Figure 3-2.--DD Form 1115 (Mailroom No Admittance)

ASO 5112.1D

26 JUL 2013



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
YOUR UNIT
BOX XXXXX
BEAUFORT, SOUTH CAROLINA 29904-XXXX

In Reply Refer To
1000
ACTIVITY
DATE

From: Commanding Officer, UNIT
To: Person being appointed FIRST, LAST, MI, LAST 4/MOS USMC
Subj: APPOINTMENT AS UNIT POSTAL OFFICER
Ref: (a) OPNAVINST 5112.6A
(b) MCO 5110.6C

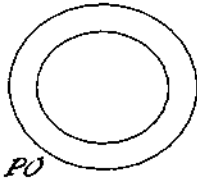
1. Per the references, you are hereby appointed as the Unit Postal Officer for UNIT, Marine Corps Air Station, Beaufort. You will become familiar with the references and all other instructions pertaining to this appointment.
2. This appointment will remain in effect until such time as you are transferred, retired, discharged, or otherwise directed by higher authority.

I. M. MARINE

Copy to:
Files
Unit Mailroom
Serving MPO

Figure 3-3.--Unit Postal Officer/Assistant Postal Officer Appointment Letter

26 JUL 2013

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY (See Instructions on Reverse)		1. DATE EFFECTIVE YR/MO/DAY	2. DATE REVOKED CARD #
3. NAME OF APPOINTEE (Last, First, Middle Initial) LAST, FIRST, MI			
4. NAME OR GRADE RANK	5. SSN NA	6. TITLE OF APPOINTEE MAIL CLERK	
7. ORGANIZATION ACTIVITY UNIT		8. APO, MPO, OR CONUS INSTALLATION MCAS BEAUFORT SC 29904	
9. MAIL AUTHORIZED TO RECEIVE (Check and Initial)		10. THIS FORM MUST BE VALIDATED BY THE SERVING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING THE MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICIAL SEAL. 	
PERSONAL (ALL) <input type="checkbox"/>	OFFICIAL (Except accountable) <input type="checkbox"/>		
PERSONAL (Except accountable) <input checked="" type="checkbox"/> PU	OFFICIAL POUCHES ONLY <input type="checkbox"/>		
OFFICIAL (ALL) <input checked="" type="checkbox"/> PU	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL POSTAL OFFICER		SIGNATURE OF APPOINTEE PERSON APPOINTED	

DD Form 285, Jun 67

UNIT MAIL CLERK

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY (See Instructions on Reverse)		1. DATE EFFECTIVE YR/MO/DAY	2. DATE REVOKED CARD #
3. NAME OF APPOINTEE (Last, First, Middle Initial) LAST, FIRST, MI			
4. NAME OR GRADE RANK	5. SSN NA	6. TITLE OF APPOINTEE MAIL ORDERLY	
7. ORGANIZATION ACTIVITY SECTION WITHIN UNIT		8. APO, MPO, OR CONUS INSTALLATION MCAS BEAUFORT SC 29904	
9. MAIL AUTHORIZED TO RECEIVE (Check and Initial)		10. THIS FORM MUST BE VALIDATED BY THE SERVING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING THE MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICIAL SEAL.	
PERSONAL (ALL) <input type="checkbox"/>	OFFICIAL (Except accountable) <input type="checkbox"/>		
PERSONAL (Except accountable) <input checked="" type="checkbox"/> PU	OFFICIAL POUCHES ONLY <input type="checkbox"/>		
OFFICIAL (ALL) <input type="checkbox"/>	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL POSTAL OFFICER		SIGNATURE OF APPOINTEE PERSON APPOINTED	

DD Form 285, Jun 67

UNIT MAIL ORDERLY

Figure 3-4.--DD Form 285 (Appointment of Military Postal Clerk Unit Mail Clerk or Mail Orderly)

DD FORM 2260, MAY 2000

PREVIOUS EDITION IS OBSOLETE.

3-17

26 JUL 2013



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
YOUR UNIT
BOX XXXXX
BEAUFORT, SOUTH CAROLINA 29904-XXXX

In Reply Refer To
5110
ACTIVITY
DATE

From: Unit Postal Officer, UNIT
To: Postal Chief, Marine Corps Air Station, Beaufort
Subj: REQUEST TO PICK-UP MAIL UTILIZING A PERSONALLY OWNED VEHICLE (POV)
Ref: (a) 4525.6M
(b) ASO P5112.1C

1. Per the references, it is requested that (UNIT) be allowed to pick-up mail from the Military Post Office (MPO) utilizing a POV due to the non-availability of a government vehicle. All attempts to partner with another unit, request early or late mail pick-up, or walk to the MPO have been exhausted.
2. The following will be strictly enforced:
 - a. No additional passengers besides the mail clerk/driver are authorized
 - b. No additional stops between the unit and the MPO will be made
 - c. The unit postal officer/assistant will inspect the POV before/after mail is picked-up ensuring no mail is misplaced
 - d. POV requests are temporary and only permitted on a case by case basis
3. The following information is submitted:
 - a. Registered owner of POV: _____
 - b. Year/make/model of POV: _____
 - c. State/license plate number of POV: _____
 - d. Driver: _____
 - e. Mail clerk: _____
4. Point of contact is (UNIT POSTAL OFFICER) at (XXX-XXX-XXXX) or (EMAIL).

I. M. MARINE

Copy to:
Unit Mailroom
Serving MPO

Figure 3-6.--Personally Owned Vehicle (POV) Request

DATE

Unit: _____

[illegible]

DESTROY DATE: _____ (6 Months)

Did Not Pick up/No Mail/No GOV/TAD/Secured Early/Block Leave/In Field

[illegible]

Figure 3-7.--Mail Orderly Receipt Log

ASO 5112.1D

2 6 JUL 2013



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
YOUR UNIT
PO BOX XXXXX
BEAUFORT, SOUTH CAROLINA 29904-XXXX

In Reply Refer To
5110
OFFICE
DATE

From: Commanding Officer
To: Personnel authorized to receipt for an 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) MCO 5110.6C

1. Per the reference, you are authorized to receipt for and open all
official mail to include official accountable mail addressed to the
Commanding Officer of (UNIT).

NAME

SIGNATURE

2. This authority supersedes all previous authorizations.

I. M. MARINE

Copy to:
Unit Mailroom
Serving MPO

Figure 3-8.--Letter of Authorization to Receipt For and Open All Official
Mail to Include Official Accountable Mail

2 6 JUL 2013

United States Postal Service®

**Firm Delivery Receipt for
Accountable and Bulk Delivery Mail****5199 9990 0009 1780 5380**

<input type="checkbox"/> Certified	<input type="checkbox"/> Delivery Confirmation™ Service	<input type="checkbox"/> Express Mail® Service	<input type="checkbox"/> Insured	<input type="checkbox"/> Recorded Delivery	<input type="checkbox"/> Registered	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Signature Confirmation™ Service	Mail for/Bill Number
Article Number		* Code	Office of Origin (International)	Article Number		* Code	Office of Origin (International)	
1.				11.				
2.				12.				
3.				13.				
4.				14.				
5.				15.				
6.				16.				
7.				17.				
8.				18.				
9.				19.				
10.				20.				

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

Date of Delivery	Number of pieces described above	Recipient signs Form 3849. ERM sites: send Form 3849 to CFS MRM sites: file Form 3849 with Form 3883	Postmark – Delivery Office
Delivered By: (Clark/Carrier)			
Form 3849 Barcode Number			

PS Form 3883, February 2002

1 - Delivery

Figure 3-9.--PS Form 3883 (Firm Delivery Receipt For Accountable and Bulk Delivery Mail)

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MAIL DISPOSITION FORM			
FULL NAME (Last, First, MI)	RANK	SOCIAL SECURITY NUMBER	UNIT/SECTION
DISPOSITION: <input type="checkbox"/> TAD (TEMPORARY ADDITIONAL DUTY) <input type="checkbox"/> UA (UNAUTHORIZED ABSENCE) <input type="checkbox"/> DESERTER (MUST BE RAN ON DIARY) <input type="checkbox"/> IHCA (In The Hands of Civilian Authorities) <input type="checkbox"/> DECEASED <input type="checkbox"/> HOSPITAL <input type="checkbox"/> LEAVE <input type="checkbox"/> OTHER:	UNIT WORKED:	DATE	HOLD MAIL
			FROM:
			TO:
			DATE UNIT WORKED:
SPECIAL INSTRUCTIONS:			
INDIVIDUAL'S SIGNATURE (TAD or Leave ONLY)	MAIL CLERK'S SIGNATURE		UNIT POSTAL OFFICER SIGNATURE (Required only if unit diary number is obtained)

Figure 3-10.--Mail Disposition Form

ASO 5112.1D
2 6 JUL 2013

Name (Last, First, Middle Initial)	GRADE	DISCARD DATE (Mo., Yr.)
PRIVACY ACT STATEMENT (PAS): In accordance with the Privacy Act of 1974 (Public Law 93-579 / 5 U.S.C. § 552a), this PAS serves to inform you of the authority and purpose for collection of personal information on this Directory File Card (DFC). Please read before completing the DFC.		
AUTHORITY: 5 USC § 301, 10 USC § 5031; 39 USC; and DoD/MUS Postal Service Agreement, 2 Feb 59.		
PRINCIPLE PURPOSE: To route or forward (directory) mail. Collected data will be maintained in a Privacy Act System of Records collection governed by Privacy Act System of Records Notice (PA SORN) NMD5000-2: PROGRAM MANAGEMENT AND LOCATOR SYSTEM posted at http://www.defenselink.mil/privacy/noticeusn/NMD5100.html .		
ROUTINE USES: Use by military and civilian personnel in mail functions. Data are inspected by commanders, postal officers, and military and civilian inspectors. Non-consent disclosures are made outside the DoD only as allowed by 5 U.S.C. § 552a(b)(1) through (b)(12) and the DoD routine uses published at http://www.defenselink.mil/privacy/dod_blanket_uses.html .		
DISCLOSURE: Although voluntary, failure to provide the requested information could result in mail not being forwarded to new address.		
JOINED FROM	DATE	UNIT ASSIGNED
	UD NO.	
DROPPED (New duty station, home address etc. - complete address with EDA)		
SIGNATURE (Required)	DATE	UD NO. (Only if no signature)
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 08-08) (EF) SN: 0109-LF-127-1800 U/I: 250 Per PKG (Previous editions are obsolete)		

DIRECTORY FILE CARD (FRONT)

Figure 3-11.--NAVMC 10572 (Mail Directory File Card)

ASO 5112.1D
26 JUL 2013

TEMPORARY STATUS (TAD, SK, UA, CONF, IHCA)	TO DATE	FROM DATE	TEMPORARY STATUS (TAD, SK, UA, CONF, IHCA)	TO DATE	FROM DATE
	UD NO.	UD NO.		UD NO.	UD NO.

DIRECTORY FILE CARD (REVERSE)

Figure 3-11.--NAVMC 10572 (Mail Directory File Card)--Continued

ASO 5112.1D
26 JUL 2013

NOTICE OF CHANGE OF ADDRESS

OPNAV 5110.5 (Rev 3-90) S-N 0107-LF-0092500

DATE

NAME (Last, First, Middle)	RANK/RATE	SOCIAL SECURITY NUMBER
----------------------------	-----------	------------------------

PRIVACY ACT STATEMENT: Authority: Title 39 USC and DoD/US Postal Service Agreement, 2 Feb 59

PRINCIPLE PURPOSES: To route or forward (directory) mail. ROUTINE USES: Use by military and civilian personnel in mail functions.

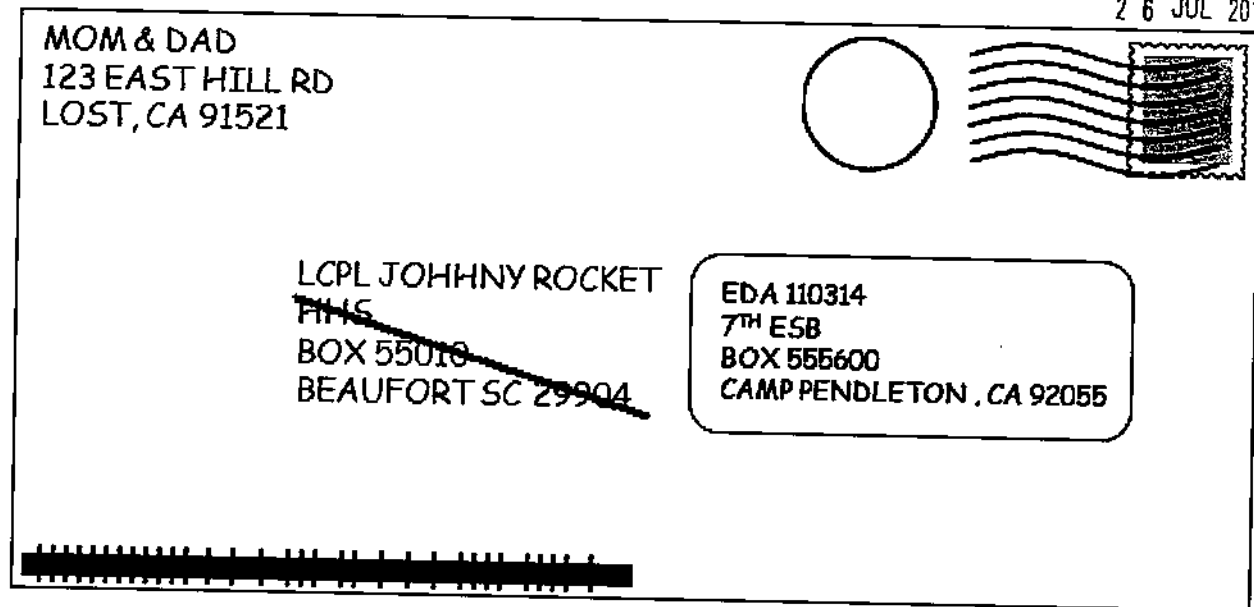
Data are inspected by commanders, postal officers, and military and civilian inspectors. Disclosure is voluntary, however, failure to

Provide the requested information could result in inability to forward mail.

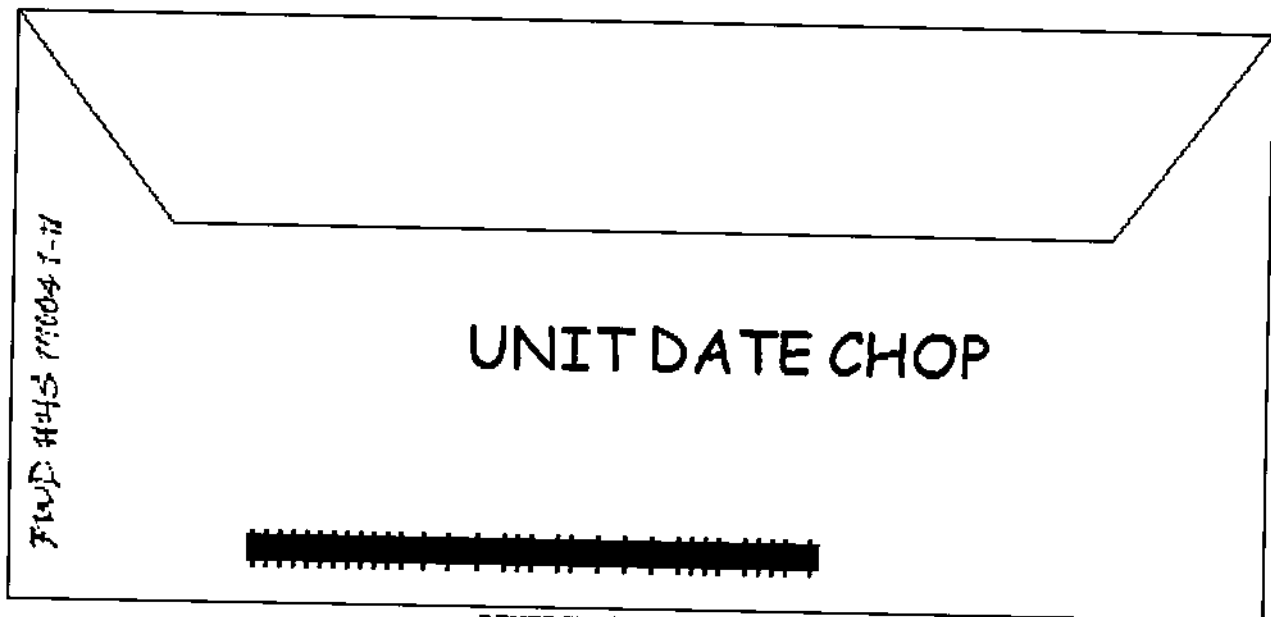
NEW ADDRESS (Consult SINDL for address)		OLD ADDRESS (Attach mailing label for publisher)
ESTIMATED REPORTING DATE		DEPENDANT'S NAME (If Applicable)
SIGNATURE		
FORWARD SECOND CLASS MATTER FOR 60 DAYS		THIS SPACE FOR POSTAL CLERK
ITEM	YES NO	
MAGAZINES		
NEWSPAPERS		

Figure 3-12.--OPNAV 5110/5 (Change of Address Card)

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FRONT OF ENVELOPE



REVERSE OF ENVELOPE

Figure 3-13.--Directory Endorsements

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Chapter 4

Hazardous and Suspicious Mail

1. General. Terrorists whether foreign or domestic remain interested in exploiting postal and commercial shipping companies to conduct or support attacks within the United States and in deployment areas with the intent to harm individuals or disrupt operations through violence or fear; therefore the security of mail and mail handlers is of the utmost importance. Training of mail handling personnel (postal clerks, mail clerks, mail orderlies, etc.) and use of personal protective equipment (PPE) should be provided within all activities operating a UMR or OMC aboard MCAS Beaufort. Coordination with on Station Anti-terrorism, local hazardous material, law/fire enforcement, and medical personnel should be conducted annually at the very least. At a minimum, progressive training should focus on the detection of mail bombs, detecting chemically or biologically contaminated mail, isolation of suspect mail, mail handling area evacuation procedures, and the use of PPE. Initial training is provided once a month via the local Mail Clerk Indoctrination Course provided by the MPO. All training will be documented.

2. Potential Threats. The design and construction of the following types of threats are limited only by the designer's imagination. The following provides general information regarding potential threats:

a. Radiological. Radiological threats include any letter, parcel, or package within the mail stream suspected of or containing a device(s) intended to cause damage, injury, or death to any facility or person by releasing radiation or exploding. Mail bombs may not pose an immediate danger to mail handling personnel due to the mailer's specific intent of inflicting damage to a specific target during the opening process.

b. Chemical. Chemical threats include any letter, parcel, or package within the mail stream suspected of or containing a toxic or poisonous chemical or their precursors such as mustard gas, nerve agents, and sarin gas, etc., which are designed or intended to cause damage, death, or serious bodily injury.

c. Biological. Biological threats include any letter, parcel, or package within the mail stream suspected of or containing a disease organism such as smallpox, botulinum, anthrax, etc., which is designed or intended to cause damage, death, or serious bodily injury.

d. Telephoned/Emailed Threats. Telephone and emailed threats include threats received explicitly through phone calls or emails, stating there is or there will be some type of attack through the mail stream with the intent to disrupt operations, cause death, or serious bodily harm to personnel.

3. Common Characteristics. Mail handling personnel at all levels should have a common understanding of these characteristics as they provide the most common or most available form of early detection; diligence is key. Understand there are instances when perceived threats are not threats; however it is better to err on the side of caution. The following are some of the more common general characteristics of potential threats received through the mail (this list is not all encompassing):

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- a. Has no return address or addresses may be fictitious.
- b. Has excessive postage, un-cancelled postage, or no postage affixed.
- c. May have been sent from outside CONUS containing a foreign postmark.
- d. Is unexpected or from an unfamiliar source.
- e. Marked explicitly for a particular individual, i.e., "Confidential", "To be opened by", etc.
- f. Arrives restricted for special delivery; personalized restrictions.
- g. Is hand delivered or "dropped off for a friend".
- h. Has flaws such as improper spellings of common names, places, titles, incorrect titles, titles with no name or addressed to an individual no longer with the organization.
- i. Shows inconsistencies such as differences between the city and state shown in the postmark and the return address.
- j. Is tied with a string or twine.
- k. Has excessive tape or other material securing it.
- l. Has oily stains or discolorations.
- m. Has a powdery substance on it, in it, or coming from it.
- n. Has protruding wires, tin foil, or strange odors.
- o. Has bulges, protrusions, bumps, or is lop-sided.
- p. Has an unusual weight for its size or is oddly shaped.
- q. Produces odd noises.
- r. Arrives for delivery before or after a phone call from an unknown person asking if the item was received.
- s. May arrive in bulk quantity targeting multiple targets; watch for similarities in postmark, return address, and handwriting.

4. Recommended Protective Measures. All mail entering the MPO is screened through multiple USPS facilities. Mail destined for MCAS Beaufort processes through the Savannah, GA, Mail Distribution Center. It is then sorted and delivered by the Burton Post Office located in Beaufort, SC. The following are recommended additional protective and screening measures for handling suspicious mail (this is not all encompassing):

- a. Ensure all personnel know and understand the procedures required for dealing with suspicious mail.

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- b. Do not touch, smell, taste, open, shake, or empty the contents.
- c. Ensure emergency point of contact information is up to date and readily available at key access points, mail handling, and delivery locations.
- d. Develop and maintain an up-to-date emergency response plan, incident notification process, to include threats received through phone or email, and an emergency calling tree covering all personnel.
- e. Establish liaison and regular communication with local law enforcement and emergency responders.
- f. Do not allow unqualified personnel to examine the article.
- g. Alert others in the area, close doors and windows, shut off ventilation, and prevent others from entering the area.
- h. At work, notify a supervisor or law enforcement. At home, contact a law enforcement agency.
- i. Establish procedures in conjunction with local Anti-Terrorism/Force Protection (ATFP) personnel to implement additional protective measures as threat levels increase.
- j. Provide signs restricting access to nonpublic areas.
- k. Install intrusion devices in sensitive areas to include mail handling and delivery areas.
- l. Limit access of contractors, vendors, and temporary personnel.
- m. Encourage the reporting of all suspicious activity.
- n. Wash hands with soap and water if you come in contact with unusual substances or material originating from an article of mail.
- o. Prepare an emergency operations center to coordinate resources and communications during an incident.
- p. Create a list of personnel present in the area when a suspicious article of mail arrived and of those who may have handled it. Ensure the list is given to local law enforcement and health authorities.

5. Military Post Office Immediate Actions. At minimal, the following actions will be taken when military postal clerks suspect an article of mail to contain suspicious material. All military postal clerks will be briefed on these procedures when they initially begin working at the MPO. The following steps will be followed immediately upon a potential threat being recognized:

a. Radiological or Mail Bomb Type Articles.

- (1) Leave the article in place, do not move or open it.

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(2) Remain calm and inform the senior Marine on deck.

(3) The senior Marine on deck will contact the Provost Marshals Office (PMO) (911/228-6710) and briefly describe what the call is about. PMO will contact the Fire Department, ATFP Personnel, Explosive Ordnance Disposal (EOD), National Broadcasting Company (NBC) Response Personnel, and/or Medical Personnel as appropriate.

(4) Sound a verbal alarm, as well as pull the fire alarm located either at the rear hatch of the MPO or adjacent to the hatch inside the Staff Non-Commissioned Officer In Charge (SNCOIC) office. Ensure all USPS workers and customers are informed.

(5) Isolate the article.

(6) All Military postal clerks exit the MPO through the hatch located in the SNCOIC's office, ensuring all MPO hatches are secured prior to exiting. Muster in the parking area at the back entrance to the theater, perform a head count, compile a list of all personnel (USPS and Military) who were in the area or who may have handled the article, then follow all instructions from the on scene commander. No personnel will leave the scene or go to their personal vehicles until the situation is resolved.

(7) USPS employees exit the post office through the hatch located in the front lobby securing all lobby hatches upon exit. Muster in the parking area at the back entrance to the theater, perform a head count, compile a list of all personnel (USPS and Military) who were in the area or who may have handled the article, then follow all instructions from the on scene commander. No USPS personnel will leave the scene or go to their personal vehicles until the situation is resolved. Upon getting an "all secure" response from the on scene commander, a detailed report of the incident will be immediately forwarded to the USPS, local Postmaster at extension 843-524-8780, and the Military Postal Service Agency (MPSA) via MRP-3.

b. Chemical or Biological Type Articles (Either Handled or Not Handled)

(1) If the article has not been touched, leave the article in place, do not move or open.

(2) If the article has been touched, immediately place it inside the red waste container located to the immediate left of the flats throwing case.

(3) If any material has fallen out of the article, do not attempt to clean it up. However, if possible, cover said material with a flat tub, letter tray, or etc.

(4) Remain calm and inform the senior Marine on deck.

(5) The senior Marine on deck will contact PMO (911/228-6710) briefly describing what the call is about. PMO will contact the Fire Department, ATFP Personnel, EOD, NBC Response Personnel, and/or Medical Personnel as appropriate.

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(6) Sound a verbal alarm, as well as pull the fire alarm, located either at the rear hatch of the MPO or adjacent to the hatch inside the SNCOIC's office. Ensure all USPS workers and customers are informed.

(7) Turn off only the marked switches at the heating and ventilation panel located to the left of the rear MPO hatch.

(8) All personnel that were not directly exposed to the article will put on masks and latex gloves which are located to the left of the flats throwing case.

(a) Personnel directly exposed to the article or something which has come into contact with the article will immediately wash their hands with soap and water then put on latex gloves and masks which are located inside each head. Isolate the article.

(b) Personnel who have not been potentially exposed will exit the MPO through the hatch located in the SNCOIC's office securing the hatch upon exit. Muster in the parking area at the back entrance to the theater, perform a head count, compile a list of all personnel (USPS and Military) who were in the area or who may have handled or not handled the article, then follow all instructions from the on scene commander. No personnel will leave the scene or go to their personal vehicles until the situation is resolved.

(c) Personnel who were or have been potentially exposed will immediately exit the MPO through the back hatch of the MPO, securing the hatch upon exit. Muster directly to the left of the pond as your looking at it from the MPO, perform a head count, then follow all instructions from the on scene commander. No personnel will leave the scene or go to their personal vehicles until the situation is resolved. No clothing will be removed.

(d) USPS employees will follow either steps (i) or (j) depending on whether they have been potentially exposed or not.

(9) If the matter emanating from the article is believed to have become, or is airborne, all personnel inside the MPO were potentially exposed and will follow step (j) and/or (k). Upon getting an "all secure" response from the on scene commander, a detailed report of the incident will be immediately forwarded to the USPS, local Postmaster at extension 843-524-8780, and the Military Postal Service Agency (MPSA), via MRP-3.

c. Telephoned/Emailed Threats. These threats will be handled per the use of a bomb threat checklist. A copy of this checklist will be posted next to each computer terminal and/or phone line. Upon getting an "all secure" response from the on scene commander, a detailed report of the incident will be immediately forwarded to the USPS, local Postmaster at extension 843-524-8780, and the Military Postal Service Agency (MPSA), via MRP-3 (see Figure 4-1).

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BOMB THREAT CHECKLIST**DUPLICATE AND PLACE BY EACH PHONE**

Exact time of call _____ Phone Number call received at _____ Date _____

Exact words of caller

_____**QUESTIONS TO ASK**

1. When is bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? Why? _____
7. Where are you calling from? _____
8. What is your address? _____
9. What is your name? _____

CALLER'S VOICE (circle as many that apply)

Age _____	Normal	Nasal	Angry	Excited
Sex _____	Calm	Stutter	Lisp	Disguised(How)
Race _____	Deep	Crying	Squeaky	Other (Specify)
Stressed	Accent	Loud	Slurred	_____

If voice is familiar, whom did it sound like? _____

Were there any background noises? (Circle as needed)

Street Noises	Music	Machinery	Television	Subway
Voices	Long Distance	Crying	House Noises	Train
Animal Noises	Motor	Clear	Office Machinery	Other(Specify)
PA System	Phone Booth	Static	Airport/Jet	_____

Person receiving call: _____

REPORTING PROCEDURES: TRY TO KEEP CALLER ON THE PHONE. If possible, notify fellow workers to call 911 on another line to report the incident and so Dispatch can call Telephone Repair to initiate a phone trace on the Bomb Threat line. If the caller hangs up, initiate CALL TRACE PROCEDURES.

CALL TRACE PROCEDURES:

- 1.) Keep the caller on the line if possible.
- 2.) Do not use that phone line again. Use another line and call 911 and ask for the PMO Desk Sgt to ensure call trace was activated and to **REPORT Bomb Threat call.**

Figure 4-1.--Telephone Bomb Threat Checklist



ASO 5112.1D

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UNIT MAIL HANDLING ORDER XXXX.X

From: Commanding Officer
To: Distribution List

Subj: EXAMPLE OF A UNIT MAIL HANDLING ORDER

Ref: (a) DOD (Department of Defense) 4525.6M, Postal Manual
(b) DOD 4525.8M, Official Mail Manual
(c) DODI (Department of Defense Instruction) 4525.08, Official Mail Management
(d) OPNAVINST 5112.6D, Navy Postal Instruction
(e) MCO P5110.4A, The Marine Corps Official Mail Program
(f) MCO P5110.5D w/Ch 1, The Marine Corps Official Mail Program
(g) MCO P5110.6C, Conduct of Marine Corps Unit Mail Rooms and Mail Distribution Centers

1. Situation. To promulgate instructions and guidance for mail handling procedures within "UNIT" per references (a) through (i).

2. Cancellation. "UNIT ORDER".

3. Mission. The procedures set forth in references (a) through (i) and this Order will govern the handling of U.S. mail within (UNIT).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. At a minimum the information contained within this Order must be stated in each unit's Mail Handling Order (this is it in the most basic form). Additional information may be added per each CO's discretion.

(2) Concept of Operations

(a) The correct mailing addresses for members of this unit are as follows:

Personal

RANK NAME
UNIT (work section)
PO BOX XXXXX
BEAUFORT, SC 29904-XXXX

Official

COMMANDING OFFICER
ATTN
UNIT
PO BOX XXXXX
BEAUFORT, SC 29904-XXXX

Figure 4-2.--Example of Unit Mail Handling Order

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(b) MCAS Beaufort's Post Office is located in building 1283. Hours of operation are as follows:

United States Postal Service

MON-FRI

All retail services 0900-1300, 1330-1600

SAT-SUN-HOLIDAYS

CLOSED

MON-FRI

Mail Call 1300-1500

SAT-SUN-HOLIDAYS

CLOSED

MON-FRI

Mail Call 1300-1500

SAT-SUN-HOLIDAYS

CLOSED

Official Mail 0800-1600

CLOSED

(c) Location of the Unit Mail Room. The unit's mailroom is located in bldg XXXX, room XXXX. Mail call times are as follows:

MON-FRI

Mail Call XXXX-XXXX

Official Mail XXXX-XXXX

Check In/Out XXXX-XXXX

SAT-SUN-HOLIDAYS

CLOSED

CLOSED

(d) Outgoing Mail box Locations and Collections Times. A mail box is located adjacent to MCAS Beaufort's Post Office. Mail collection times are posted directly on the mailbox.

(e) Time and Method of Mail Distribution. Mail will be picked up and distributed to section mail orderlies Monday through Friday, unless otherwise notified. The following details provide how the unit will receipt for and deliver mail:

1. Unit mail clerks will receive mail from the MPO during the times noted in paragraph (b). Before acceptance, mail clerks will check for open or damaged mail. If found, the mail clerk will request the postal clerk to repair and reseal packages and properly endorse the article accordingly (e.g. "received open" and/or "received in damaged condition") before accepting delivery of the mail.

2. Upon return to the unit mailroom, all mail will be sorted according to section within the unit.

3. During the times noted in paragraph (e), section mail orderlies will be in receipt of mail from the unit mail clerk by signing the Mail Orderly Receipt Log. Orderlies will annotate the time of pick-up and their DD 285 card number.

4. Mail orderlies will deliver the mail directly to the addressee. Mail will not be placed on beds, desks, or otherwise left unprotected. Mail which cannot be delivered to the addressee will be returned to the unit mailroom the same day as received.

Figure 4-2.--Example of Unit Mail Handling Order--Continued

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(f) Change of Address Cards (CAC). Upon checking into the unit mailroom, all personnel will fill out (1) CAC form, which will be sent to the individual's previous command. Upon checking out of the unit mailroom, all personnel will fill out one CAC, which will be mailed to the individual's joining command. If personnel are leaving the Service, they will fill out a change of address card with the serving USPS Post Office, either physically or on-line at USPS.com.

(g) Security of Mail and Postal Effects. The following security procedures will be adhered to at all times:

1. Protection of Mail. Mail clerks and mail orderlies will be held liable for any loss caused by their failure to handle mail properly. Mail handling areas will be locked when responsible individuals are not physically present.

2. Delivery of Mail. Mail will be delivered only to the addressee. Mail will not be delayed, intercepted, opened, rifled, or left unattended when not in an authorized secured area.

3. Mail Room Structural Requirements. The mailroom will be constructed in order to ensure proper security for the mail. Structural requirements are delineated in reference (f).

4. Mailroom Access. Personnel authorized to enter the mailroom are limited to the CO, Executive Officer, Mail Clerks holding a DD Form 285 card that designated them as such, MCAS Beaufort's Postal Officer, and Postal Inspectors holding proper identification. Section mail orderlies are not allowed access to the mailroom.

5. Control of keys and combinations. If the mailroom is secured via a key lock, two keys will be maintained. One key will be secured in a safe that only the unit's Postal Officer/Assistant Postal Officer have access to. This key will be placed in a sealed envelope. The Postal Officer and primary Mail Clerk will both sign across the flap of the sealed envelope. The envelope will be marked as to its contents and dated. If the envelope is opened, it will be sealed in a new envelope in the same manner. The "working" key that is used for day to day access to the mailroom will be signed for in a log book, by the primary mail clerk. When this key changes hands between mail clerks, the receiving mail clerk will sign for the key in the log book that is kept in the mailroom. If the mailroom is secured via a combination lock, the Assistant Postal Officer, Postal Officer, and all Mail Clerks should know the combination. The combination will be written down and secured in the same manner as the safe-held key.

6. Security of Mail While In Transit. Mail will be transported to and from the MPO in a closed body military or government vehicle. The Mail Clerk will accompany the mail and keep it in visual contact while in transit. Use of personal vehicles to transport mail must be requested by the Commanding Officer and will ONLY be approved by the Station's Postal Chief. With the exception of over-sized pieces, mail will be transported in USPS mailbags or USPS tubs.

Figure 4-2.--Example of Unit Mail Handling Order--Continued

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7. Transport of Mail During Inclement Weather. During inclement weather, a closed body or covered vehicle will be used to transport the mail. If such a vehicle is unavailable, plastic bags or containers will be used to protect the mail from water damage when transporting the mail in open vehicles or by hand. USPS mailbags do not provide adequate protection against water damage and are not waterproof.

8. Security of Mail and Postal Records. The mail clerk will ensure the privacy of postal records is maintained at all times. Mail clerks and orderlies will not break the seal or open any mail matter nor will any information about mail or postal records be released to third parties to include Criminal Investigation Division (CID), Military Police Investigator (MPI) or Naval Criminal Investigation Service (NCIS). Requests for information are to be directed to the unit's Postal Officer.

9. Classified Material Screening Point. If the command receives mail which is classified in nature (typically Official Registered material), it will be properly signed for by persons authorized in writing, then immediately turned into the CMC vault and secured.

10. Non-mailable Matter. Non-mailable matter includes all matter, by law, regulation or treaty, which is prohibited from being sent in the mail. When personnel are in doubt as to whether any matter is mailable, they should inquire with the MPO. The following is a partial list of non-mailable matter:

- a. Any article or material which can harm people or property.
- b. Liquor and illicit drugs.
- c. Obscene and pornographic matter.
- d. Libelous and subversive material (matter advocating disloyalty to the U.S. or threats to the President of the U.S.).
- e. Lottery materials or any written or printed matter intended to swindle or defraud.
- f. Concealable firearms, explosives, shell casings, unsheathed knives or swords, or dangerous material arts weapons.

11. Mail for Personnel Temporarily Absent From the Command. Any time mail is being held in the unit mailroom, it will have some type of supporting document attached, stating the reason(s) for being held. The most common form of documentation is the mail disposition form. The following details describe the handling of mail for personnel absent from the unit: return the individual's mail to the MPO with the mail disposition form. This form must be signed and dated by the unit's Postal Officer.

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(a) Unauthorized Absence (UA). Mail for UA personnel will be retained in the mailroom until the addressee has returned or been declared a deserter. UA or Absent without Leave (AWOL) endorsements will not be written on the mail. The addressee's status will be shown on a properly completed mail disposition form attached to the mail. On the 31st day,

(b) Casualty/Deceased. Mail for personnel who are deceased or have become casualties will not be forwarded until the Next of Kin (NOK) has been notified. If the NOK is not located or does not elect to receive the mail, it will be returned to the serving Post Office with a properly completed mail disposition form signed and dated by the unit's Postal Officer. If the NOK elects to receive the mail, it will be properly addressed and return to the MPO with a properly completed mail disposition form which has been signed and dated by the unit's Postal Officer.

(c) Temporary Additional Duty (TAD). Mail for personnel in a TAD status less than 30 days will be forwarded if the individual is within MCAS Beaufort's geographical area or held within the unit mailroom. If the individual does not desire for their mail to be forwarded, they must provide a mail disposition form to the unit mailroom which details holding instructions and is signed and dated by the individual. Personnel in a TAD status of more than 30 days will have their mail forwarded unless the addressee has requested in writing (disposition form) for their mail to be held.

(d) In Hands of Civil Authorities (IHCA). Mail for personnel who are IHCA will be enclosed in an official envelope and addressed in care of the place of civilian confinement. A letter of transmittal and self-addressed envelope will be enclosed to the senior member of the civilian confinement facility requesting delivery of the mail or returned if the addressee has been transferred or released. Such endorsements as "IHCA" or "JAIL" will not be placed on the mail.

(e) Hospitalized. Mail for personnel who are hospitalized in excess of 72 hours will be addressed and forwarded utilizing the ward number.

(f) Correctional Facility. Mail for personnel held in Charleston's Brig will be forwarded to the below address. Writing such words as "BRIG" or "CONFINEMENT" on the mail is not authorized.

EDA: (ENTER DATE OF CONFINEMENT)
Bldg 3107
1050 Remount Rd
North Charleston, SC 29406-3516

(g) Leave/SIQ. Mail for personnel on leave will be held in the mailroom with a properly completed mail disposition form attached. If the individual has provided written instructions for forwarding, the mail may be forwarded. A copy of all leave papers will be provided to the unit mailroom.

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(h) Suspicious Mail Procedures. State the unit's procedures, when mail is received, which is of a suspicious nature, i.e. explosives, chemical and biological agents, radiological, quarantine/separation procedures etc. Ensure the Standard Operating Procedures (SOP) for handling this type of incident is explained in detail.

5. Administration and Logistics. Recommended changes to this Order are invited and should be submitted to the CO (Attn: Unit Postal Officer) via the appropriate chain of command.

6. Command and Signal

- a. Command. This Order is applicable to all personnel within "UNIT".
- b. Signal. This Order is effective the date signed.

B. C. MURTHA

Figure 4-2.--Example of Unit Mail Handling Order--continued