IN REPLY REFER TO:

5110

CODE

31 Dec 23

From: Commanding Officer, Unit Name

To: Postal Operations Officer, Marine Corps Installations West,

 Camp Pendleton, CA

Subj: MAIL ROUTING AND RETURN MAIL ROUTING REQUEST

Ref: (a) Military Postal Service Procedures Manual (MPM)

 (b) MCO 5110.4B Marine Corps Postal Affairs and Official Mail Program

1. Per the references, the following information is submitted **to route all mail** to the deployed area:

 a. Name of exercise \_\_\_\_\_\_\_\_\_\_\_

 b. Name of platoon or detachment (avoid using sensitive items in the unit’s name that refer to exercises, GEO location, and timelines).\_\_\_\_\_\_\_\_\_\_\_

 c. Departure date of advance party \_\_\_\_\_\_\_\_\_\_\_

d. Departure date of main body \_\_\_\_\_\_\_\_\_\_\_

e. Area of deployment (AOR) \_\_\_\_\_\_\_\_\_\_\_

(1) Will unit remain within the AOR \_\_\_\_\_\_\_\_\_\_\_

(2) If NOT, will unit need multiple addresses \_\_\_\_\_\_\_\_\_\_\_

 f. Are any other units involved \_\_\_\_\_\_\_\_\_\_\_

 g. Size of unit (Number of personnel) \_\_\_\_\_\_\_\_\_\_\_

2. The following information is submitted to return mail from deployed area back to Camp Pendleton, CA:

 a. Estimated date of return for advance party \_\_\_\_\_\_\_\_\_\_\_

 b. Estimated date of return of main body \_\_\_\_\_\_\_\_\_\_\_

3. The following information is required for the Postal activity to provide a Postal Pre-Deployment brief to the deploying unit:

 a. When and where is the pre-deployment brief scheduled \_\_\_\_\_\_\_\_\_\_\_

b. Size of pre-deployment brief audience \_\_\_\_\_\_\_\_\_\_\_

4. To prevent any postal offenses the Commanding Officer shall close the deploying Unit(s) Mail Room (UMR) for the duration of the deployment. This will reduce the burden and responsibilities of the Remain Behind Element personnel while also ensuring that mail is processed in a timely manner.

1. Requested date to conduct UMR close out inspection: \_\_\_\_\_\_\_\_\_\_\_
2. Alternate date to conduct UMR close out inspection: \_\_\_\_\_\_\_\_\_\_\_

 c. The higher or adjacent headquarters element unit mail clerks (UMC) shall pick up mail for the non-deployed personnel from the servicing Military Post Office. That higher or adjacent headquarters element UMR shall serve as the UMR for the non-deployed personnel.

 d. The headquarters element unit mail clerks shall process and deliver mail to the personnel that did not deploy with the unit.

 (1) Headquarters element Unit Mail Officer:

 Rank and name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-mail: \_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_

 (2) Headquarters element Assistant Unit Mail Officer:

 Rank and name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-mail: \_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_

5. Commanding Officer’s point of contact information:

Rank and name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail (both garrison and deployed): \_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_

6. Executive Officer’s point of contact information:

Rank and name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail (both garrison and deployed): \_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_

7. Unit Mail Officer’s point of contact information:

Rank and name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail (both garrison and deployed): \_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_

8. Unit Readiness Coordinator point of contact information:

Rank and name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail (both garrison and deployed): \_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_

9. Electronic Key Management System point of contact information:

Rank and name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail (both garrison and deployed): \_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_

10. The point of contact is Rank Lname, Fname, I, at (760) 725-5555 or email@usmc.mil.

 I. M. MARINE

**(Commanding Officer or Unit Mail Officer or Adjutant) After completing this form e-mail it to:** MCIW\_MCB\_CPEN\_POSTOP@USMC.MIL