

Name \_\_\_\_\_

Card Number \_\_\_\_\_

## **MAIL ORDERLY** **STATEMENT OF UNDERSTANDING**

### **1. GENERAL INFORMATION**

a. With my appointment as an authorized agent to receipt for mail on a DD Form 285 or Letter of Authorization. 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 a mail orderly must meet strict eligibility criteria and clearly demonstrate the highest levels of trustworthiness and integrity at all times.

b. I understand that I am legally bound to perform my duties in strict accordance with this Statement of Understanding. Furthermore, I understand that I am morally obligated to my fellow section members, to perform my duties in a highly proficient and professional manner at all times. I have been advised and fully understand that my failure to strictly adhere to the regulations, which govern the handling and delivery of U. S. Mail, will not be tolerated and punishable under Uniform Code Of Military Justice. I understand that if I commit offenses against the U. S. Mails, I am subject to Federal prosecution under U. S. Code, Title 18.

### **2. SECURITY / PROTECTION OF MAIL**

a. The DD Form 285 (Appointment of a Military Postal Clerk, Unit Mail Clerk or Mail Orderly) is a carefully controlled item, and will be maintained at the serving mailroom. If there is any change to those authorized to receipt for mail on a DD form 285, a new DD Form 285 and a new statement of understanding must be completed and submitted to the serving unit mailroom. If any named individuals appointed on a DD Form 285 transfers or is reassigned to another section it must be reported to the serving unit mailroom and a new DD Form 285 will be issued. All new DD Forms 285 will supersede the form on hand at the unit mailroom. If an individual executes PCS orders to a new command, then that DD Form 285 must be turned into the serving mailroom and the card becomes revoked and the individual can no longer pick up mail for that section.

b. All appointed personnel must handle all U.S. Mail entrusted to them in a safe and secure manner at all times. They will be held responsible for any loss or damage caused by their failure to properly handle and deliver the mail entrusted to them. Specifically, they must:

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

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

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

(4) They must never transport mail in a private owned vehicle (POV), except in emergency situations with prior approval from the Consolidated Post Office's Postal Officer.

c. They must never violate the sanctity or private nature of U.S. Mail and postal records specifically, they 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 their section.

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

(4) Make any record, written or otherwise, of any information (originators 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. They will refer all inquiries and requests for such information to the Consolidated Post Office's Postal Officer.

d. They must report any known or suspected postal related offenses to the Unit Postal Officer immediately.

### **3. RECEIPT OF MAIL**

a. They must understand that they must report to the serving mailroom every workday in accordance with the schedule established by that command, to receipt for incoming mail for the members of their section. If for any reason they are unable to fulfill this daily requirement, they must ensure that another appointed individual from the section does so.

b. When receiving mail for their section, they must carefully screen all mail received, immediately remove all mis-sent mail, accountable mail and any official mail whose delivery address includes a billet title and return it to the Mail Clerk prior to leaving the vicinity of the serving unit mailroom.

c. At the time that they accept custody of the mail from the serving unit mailroom each day, they must print the current date, print their full name, sign the Unit Mail Clerk Receipt Log in a neat and legible, to officially certify that they have received the mail for their section and that they are responsible for its' safe, secure, efficient, and proper handling and delivery.

d. If no mail is available for their section at the designated time, they will note this fact on the Unit Mail Clerk Receipt Log and, sign and date the entry.

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

#### 4. HANDLING AND DELIVERY OF PERSONAL MAIL

a. DD Form 285 authorizes them to receipt for, handle, and deliver all forms of non-accountable personal mail addressed to the members of their section. They must understand that they are not authorized to handle or deliver personal accountable mail (registered, numbered insured, certified, and express). Any personal accountable mail that they may be inadvertently received from the mailroom must be **immediately** returned.

b. They must **personally deliver** all non-accountable personal mail they receive from the serving unit mailroom, **directly to the individual** it is addressed to on the **same day** they 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 or NCOIC, roommate, squad leader, or any other individual for subsequent delivery to the addressee; unless the addressee has authorized that individual in writing to receipt for mail on their behalf. Proper delivery occurs when custody of a piece of U.S. mail is directly passed from the hand of the appointed individual 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 or agent has been properly verified.

c. They must **personally deliver** all PS Forms 3849 (Notice of Personal Accountable Mail) **directly to the addressee** as early as possible on the same date of receipt. PS Forms 3849 will be treated or handled in the same manner as personal mail with regard to security and delivery procedures.

d. Any personal mail or PS Forms 3849 that cannot be properly delivered as described above, are considered "undeliverable." As a authorized agent, they are **not authorized** to retain undeliverable personal mail overnight; therefore, all personal mail and PS Forms 3849 which where not personally delivered to the addressee, **must** be returned to the serving unit mailroom for overnight storage or forwarding as appropriate **on the same day of receipt**. When returning undeliverable personal mail and PS Forms 3849 to the serving unit mailroom, they must provide the unit mailroom with written documentation (i.e., post-it note or any other documentation) indicating the reason for non-delivery. They **must** never deface any piece of mail by writing directly on it for any reason.

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

5. **HANDLING AND DELIVERY OF OFFICIAL MAIL.** They must further understand that they are **NOT AUTHORIZED** to receipt for, handle, or deliver any form of official accountable mail (registered, express, numbered insured, return receipt for merchandise or certified). Official mail, which is addressed, to an individual by billet or duty title, (i.e., Legal Officer, Adjutant, Supply Chief, First Sergeant, Training NCO, etc.) may be delivered along with the sections mail. Any official mail they **cannot deliver** on the date of receipt **must be returned** to the serving mailroom **immediately**, on the same day of receipt. The mail **may not be held over night** by the unit mail orderly.

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. Furthermore, I have been personally briefed by my Section OIC, SNCOIC or Supervisor 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 an authorized mail orderly for this section.

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UNIT POSTAL OFFICERS  
PRINTED RANK/NAME

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UNIT MAIL ORDERLY'S  
PRINTED RANK/NAME

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UNIT POSTAL OFFICERS  
SIGNATURE & DATE

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UNIT MAIL ORDERLY'S  
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