

MAIL DISTRIBUTION CENTER MCB CAMP PENDLETON

BLDG 16840
CAMP PENDLETON CA 92055-5001



MAIL DISTRIBUTION CENTER CLASSROOM REQUEST FORM

OFFICE: 763-1196

FAX NUMBER: 725-5184

MAIL DISTRIBUTION CENTER (MDC)
STATEMENT OF UNDERSTANDING FOR POSTAL CLASSROOM USAGE

ALL PARTIES:

Eligible persons as defined by base order 1730.4b, "Persons who hold a Uniformed Service Identification Card", can make a request for the use of the classroom. I further understand that:

- **Any classes, PME, etc. for more than 3 consecutive days will require special consideration. Please plan accordingly if request is disapproved.**
- **Any classes, PME, etc. That will require consecutive usage of the class room every month, will need special consideration. Please plan accordingly if request is disapproved.**
- The use of the classroom for training purposes, PME's, etc., is scheduled on a not-to interfere basis with regularly scheduled postal events. The following order of priority governs the use of the classroom. **(a) Postal Training, (b) Mail Indoctrination Course, (c) Other.**
- No reservation requests are approved until the Postal Director has approved it. (Strictly first come first served basis).
- Requests must be completed and returned **no later than two weeks** prior to the requested date.
- Hours of availability are **0800 - 1530** Monday, Tuesday, Thursday, and Friday. Wednesdays the available times are **0800 - 1200**.
- **No availabilities for scheduling on last Tuesday of the month.**
- "Customer" labeled parking spots are for patrons conducting USPS business.
- Attendee/student vehicle parking within the confines of the MPC parking lot is prohibited. Parking across the street adjacent to Base Safety and 1st Radio BN is available. The "Official Visitor" parking spot is designated for the speaker. (Please see figure 1)
- **By name roster of all attendees/students to be provided upon conclusion of usage.**
- MDC staff **WILL NOT** host events during holiday routines.
- Requests are managed by the Training NCO at 760-763-1196.

CONDITION OF THE MAIL DISTRIBUTION CENTER CLASSROOM (MPC) _____ Initials

- Nothing in the classroom area shall be moved, (chairs, tables, electrical wiring, etc...).
- No food or drinks with the exception of water shall be brought into the classroom.
- Smoking areas are designated in the smoke pit. **No cigarette butts allowed in the classroom.**
- Field day of classroom is to be completed upon conclusion of class. It is the responsibility of the sponsor to designate people to clean and straighten up the classroom area. (Consult with the Dispatch NCOIC for cleaning gear).
- Postal classroom has an occupancy of 70 seats while in a "medium" COVID-19 risk level. (If risk level is increased to "high", up to 35 seats can be utilized.)
- All trash and excess particles from the event must be discarded. (Dumpsters are located behind the MDC building near the parking lot exit).

_____ Initials

PARTICIPANTS

- All participants shall comply and adhere to all MPC current regulations concerning the entry to the building as well as **ALL UNAUTHORIZED AREAS.**

_____ Initials

MILITARY DISTRIBUTION CENTER CLASSROOM USAGE FORM

PRIVACY ACT STATEMENT: Under Authority of Department Regulations, information is requested to identify applicants only.

Part I - TYPE OF EVENT

COMMAND TRAINING SESSION: _____

ESTIMATE OF ATTENDEES: _____

UNIT OF SPONSOR: _____

WORK PHONE: _____

CELL PHONE: _____

DATE OF EVENT: _____

TIME OF EVENT: FROM _____ TO _____

***NOTE:** REQUESTS CAN ONLY BE SUBMITTED TO THE POSTAL TRAINING NCO AT 760-763-1196 TWO WEEKS PRIOR TO EVENT.

PART II - AGREEMENT

I certify that I have read and understand the **STATEMENT OF UNDERSTANDING FOR THE MAIL DISTRIBUTION CENTER CLASSROOM** and agree to abide by it.

- I understand that I am responsible for ensuring the Mail Distribution Center classroom is cleaned up after completion of the event.
- If there are any changes to be made regarding this service, I will promptly notify the Mail Distribution Center Training NCO at (760) 763-1196.

The people listed below will be responsible for the cleanliness of the classroom after the event:

1. _____
2. _____

PRINT NAME OF SPONSOR

SIGNATURE OF SPONSOR

DATE

APPROVED

DISAPPROVED. REASON _____

PRINT TITLE/NAME OF APPROVING OFFICER

SIGNATURE

DATE

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FIGURE 1



- We are the yellow star
- Do not park in the Red Zone, it is for the customers of the Official Mail, USPS & Military Retail window
- Parked in either of the two yellow areas located in the map

MAIL DISTRIBUTION CENTER CLASSROOM PARKING
