IN REPLY REFER TO:

5110

CODE

9 Oct 24

From: Commanding Officer, (Unit Name)

To: Official Mail Manager

Subj: OFFICIAL MAIL PROGRAM POLICY

Ref: (a) DODI 4525.09

(b) Military Postal Service Procedures Manual (MPM)

(c) MCO 5110.4B

(d) MCI-WEST CAMPEN 5110.1C

1. Situation. The complex nature of mail handling procedures requires that specific guidance be published. This guidance must be in strict compliance with reference (a) thru (d) and managed by the Official Mail Manager, of (Unit Name).

2. Mission. To publish procedures for the (Unit Name) Official Mail Center (UOMC) and provide instruction for proper handling of U.S mail.

3. Execution

a. Key personnel

(1) Official Mail Manager

(a) Must be appointed in writing and be an E-6/GS-6 or above to serve as the Official Mail Manager (OMM) per reference (a) thru (d). Assistant OMMs must be appointed to perform OMM duties when the OMM is absent. The appointments may be assigned as an additional duty per the references.

(b) OMM and the assistant will conduct quarterly inspections of the functional area utilizing the latest checklist per reference (c) thru (d).

(c) Inspect PS Form 3883 (Firm Delivery Receipt) daily to verify accountable mail receiver at (Unit Name) has been delivered to authorized individual per reference (c) thru (d).

(2) Unit Official Mail Clerk

(a) A minimum of two Unit Official Mail Clerk’s (UOMC) will be appointed in accordance with reference (b) to pick up mail from the Military Post Office (MPO), (Serving Post Office, ex. 16 Area). Additional requirements may be needed as required by the mailroom to pick up mail. (Unit Name) will appoint a unit official mail clerks to receipt for official mail and to deliver incomingofficial mail, to include official accountable mail, to appointed authorized agents. These activities, known as unit Mail Distribution Center (MDC) may utilize PS Form 3801, “Standing Delivery Order,” to designate authorizedagents to receipt for the mail. The CO or equivalent must sign the PS Form 3801, no delegation or by direction is authorized.

(b) UOMCs will maintain all required documentation (mail delivery logs and inspection reports) as required.

(3) 16 Area Post Office. The 16 Area Post Office supports Marine Corps Base, Camp Pendleton and is located on the corner of A street and 7th street building 16840. Hours of operation are Monday, Tuesday, Thursday, and Friday from 0800 to 1500 and 0800-1200 on Wednesday. They can be reached at (760)725-5687.

(a) Coordinating Instructions

1 Time and Method of Distribution of Incoming Official Mail

a UOMCs will report to the (Serving Post Office, ex. 16 Area) Post Office daily to collect official mail for Commanding Officer (Unit Name).

b Accountable mail (mail bearing a bar code, i.e. certified, registered, priority tracking, and insured) will be signed for on PS Form 3883 (Firm Deliver Receipt) from the (Serving Post Office, ex. 16 Area) Post Office to the UOMC. The UOMC will deliver the official accountable item on a PS Form 3883 to an individual authorized to receipt for an open official mail per reference (b) thru (d).

c Accountable mail that cannot be delivered to an authorized agent will be returned to the (Serving Post Office, ex. 16 Area) Post Office the same day and will not be held in the UOMC overnight.

d Personal mail is not authorized to be received at (Unit Name) by any military or civilian personnel. All mail received at (Unit Name) must be in an official government capacity. All personal mail will be refused at the (Serving Post Office, ex. 16 Area) Post Office by the UOMCs and directed to be returned to sender.

2 Outgoing Official Mail Procedures

a Outgoing official mail will be consolidated in the UOMC located at building XXXX, room XXX. Outgoing mail will be screened for proper packaging and addressing before delivery to the (Serving Post Office, ex. 16 Area) Post Office for processing.

b All outgoing official mail must have the command’s return address (upper left-hand corner) and the addressee’s address typed on the envelope or on labels affixed to the envelope.

c Addressing Standards: Addresses will be formatted as follows: All caps, size 12 font, Times New Roman, left justified, no special characters, utilize the zip+4 whenever possible. Place “OFFICIAL BUSINESS” below the return address, maximum of five lines for the address, (“official business,” does not count against the address line count).

d Official mailing address for (Unit Name) is:

Official Address:

Commanding Officer

Attn:

Unit Name

Box 555XXX

Camp Pendleton CA 92055-5XXX

e Multiple official mail items destined for the same military installation will be consolidates into a single box and addressed to the installation base post office and marked “CONSOLIDATED MAIL”.

f Mail requiring the use of extra services is limited to law, DoD Instructions, or Marine Corps directive. Additional fees are charged for extra serviced. Extra services are authorized for Marine Corps use as: Priority Mail Express and CONUS Priority Mail Express.

g All information on official mail can be found in reference (b) thru (d).

4. Administration and Logistics

a. The OMM and Assistant OMM must attend training within 90 days of appointment per reference (c) thru (d). Contact Marine Corps Installations West-Marine Corps Base, Camp Pendleton Postal Staff for support.

b. 16 Area Post Office staff located at building 16840 will coordinate designation and training of unit mail clerks for the command.

5. Command and Signal

a. Command. These procedures are applicable to the OMM, and the S-1.

b. Signal. The point of contact is the Adjutant via email (Insert email) or commercial at (insert work phone number).

I. M. COMMANDING