



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 5218.1C
B 013
16 Dec 09

MARINE CORPS BASE ORDER 5218.1C

From: Commander
To: Distribution List

Subj: COURIER SERVICE

Ref: (a) OPNAVINST 5510.1H (NOTAL)

Encl: (1) Courier Pickup and Delivery Schedule for MCB, Quantico
and Washington, DC Area

1. Purpose. To establish procedures for operating the courier service.

2. Cancellation. MCBO 5218.1B.

3. Summary of Revision. This Revision updates the courier pickup and delivery schedule for MCB, Quantico and the Washington, DC area. The enclosure should be reviewed in its entirety.

4. Information. Courier service is provided for the pickup and delivery of official, unclassified, and certain classified materials to and from activities in the Washington, DC area in accordance with the enclosure and Chapter 12 of the reference. The courier service should be utilized only when it is necessary to move urgent or sensitive material in a timely manner. The courier will move classified material from the Base Classified Material Control Center (CMCC) to HQMC CMCC, not from and between organizations or sections.

5. Action

a. Assistant Chief of Staff (AC/S), G-1. Direct the Adjutant to provide for, coordinate, and control the courier service in accordance with the schedules set forth in the enclosure.

b. AC/S, G-5. Provide a covered vehicle (van or equivalent) for mainside mail delivery, pickup, and stops for the courier schedule. This transportation is required Monday through Friday, excluding holidays.

c. Activity Heads. Familiarize all personnel responsible for handling official mail with the procedures set forth in this Order.

/s/
D. J. CHOIKE

DISTRIBUTION: A

COURIER PICKUP AND DELIVERY SCHEDULE
FOR MCB, QUANTICO AND WASHINGTON, DC AREA

1. The schedule listed below will be followed Monday through Friday (except for holidays) each week during normal working hours.

<u>DEPARTURE</u> <u>TIME</u>	<u>SECTION</u>	<u>BUILDING</u>
0730	Motor Pool	
0800	Adjutant's Office	3250
0835	MCCDC	3300
0845	M&RA (Marsh Center)	3280
0850	HqSvc Bn S-1 Office	2006
0900	MMSB	2004
0910	Civilian Human Resources Office-Quantico	2008
0930	Military Post Office	716
1000	DEERS (Passport Section)	2034

2. The Adjutant may authorize other stops on an as-required basis for official business only. Activity heads desiring delivery of material to specified locations in the Washington, DC area should deliver material to the Adjutant (Lejeune Hall, Room 107) by 0830 daily, for further delivery.

3. Arrival time at the Navy Annex and stops for delivery are on an as-required basis; therefore, no time schedule is established for such deliveries. However, listed below are pre-established delivery locations:

- a. Navy Annex, Headquarters Marine Corps (HQMC), Monday through Friday
- b. Pentagon, only as required.
- c. Office of Personnel Management, only as required.
- d. Capitol Hill, only as required.
- e. Washington Navy Yard, only as required. Pickup and delivery requirements must be coordinated with the Adjutant.

ENCLOSURE (1)

- f. Crystal City Complex, only as required.
- g. Commonwealth Building and Ballston Towers, only as required.
- h. Marsh Center, Awards Branch (if needed).