



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVE
QUANTICO VA 22134-0001

MCINCR-MCBQO 5112.1B
B 013
2 Jun 16

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO
ORDER 5112.1B

From: Commander, Marine Corps Installations National Capital Region-Marine
Corps Base Quantico

To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR MAIL HANDLING AND POSTAL AFFAIRS

Ref: (a) DoD 4525.6-M, "DoD Postal Manual," August 15, 2002
(b) MCO 5110.6C
(c) DoD 4525.8-M, "DoD Official Mail Manual," December
12, 2001
(d) MCO 5110.4A
(e) Manual for Courts-Martial 2012
(f) Domestic Mail Manual (NOTAL)
(g) International Mail Manual (NOTAL)

Encl: (1) Procedural Guidance for the Standing Operating Procedures of Mail
Handling and Postal Affairs

Reports Required: I. Postage Expenditure Report (Report
Controlled Number DD-5110-02),
MCO 5110.4A

1. Situation. To promulgate instructions for the administration and
operation of postal affairs aboard Marine Corps Installations National
Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ).

2. Cancellation. MCBO 5112.1A.

3. Mission. Postal affairs within this Command and throughout all tenant
commands located within MCINCR-MCBQ shall be conducted per references (a)
through (h), and the instructions contained in this Order.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Commander, MCINCR-MCBQ (Attn: Assistant
Chief of Staff (AC/S), G-1) is responsible for the oversight and daily
operation of the Military Postal System (MPS). Adherence to this Order will
assist commanders in focusing on the combat readiness of their unit, while
simultaneously maintaining uninterrupted mail delivery to unit personnel.
The end-state is to provide commanders, Marines, Sailors, and their family
members' effective and efficient postal support by training in the
appropriate mail handling initiatives provided by the MPS. This includes the
Mail Handling Indoctrination Course for designated personnel, i.e., Unit
Postal Officer (UPO), Unit Official Mail Managers (UOMM), Assistant Unit
Postal Officer (AUPO), Assistant Unit Official Mail Managers (AUOMM), unit
mail clerks, and unit mail orderlies, which will assist in establishing or

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unlimited.

refining internal procedures. This is available from MPS, MCINCR-MCBQ quality assurance section.

(2) Concept of Operations. The complex nature of mail handling procedures necessitates an ongoing technical professional military education program. Therefore, this Order is a progressive document, subject to periodic updates as higher headquarters publishes changes. The varied methods in which Marines and units deploy requires flexibility and cooperation. It is essential that postal matters be achieved and accomplished in a timely and proactive manner. Due to this intense aspect, the Postal Officer, MCINCR-MCBQ is authorized to deviate from this Order as the situation requires, under the provisions of the references, and their updates. Refer to enclosure (1) for specific mail handling guidance.

b. Subordinate Element Missions

(1) Tenant and subordinate commanders are ultimately responsible for the accuracy of their Marines' official and personal address format.

(2) In order to ensure the responsibilities outlined herein are understood and practiced, internal control procedures at the unit level must be established.

(3) Ensure the mailroom and unit representatives are identified to oversee its operation.

(4) Mandate every Marine checking into their new command, no matter if the Marine resides on or off base, reports to the MPO for personal mail guidance and processing.

c. Coordinating Instructions

(1) Ensure compliance with this order and provide assistance to individuals and Commanders with the execution of responsibilities listed.

(2) Coordinate monthly mailroom indoctrination workshops with unit mail clerks, UPOs and AUPOs.

(3) Execute all duties and responsibilities as covered by this Order and the references.

(4) Establish and track internal controls between the supported units in order to facilitate timely and accurate postal support.

(5) Support commanders and Marines with flexible customer service-oriented personnel postal support.

5. Administration and Logistics

a. Recommendations concerning the contents of this Order will be submitted to the COMMANDER, MCINCR-MCBQ (Attn: AC/S, G-1 and MCINCR-MCBQ Postal Officer), via the appropriate chain of command.

b. The forms in this Order are available electronically. Local reproduction of these forms through the Document Automation and Production Service is authorized; however, a copy of all DD Forms 844 requesting such reproduction shall be submitted to this headquarters (Attn: Forms Manager).

6. Command and Signal

a. Command

(1) Applicability. This Order is applicable to active duty and reserve personnel located aboard or assigned to MCINCR-MCBQ; Marine Corps Air Facility (MCAF); and the Training and Education Command (TECOM) school commands aboard MCINCR-MCBQ and served by the MPS.

(2) Concurrence. This Order has been coordinated and concurred with by the Commanders of MCINCR-MCBQ, MCAF, and the TECOM school commands.

b. Signal. This Order is effective the date signed.

 Expired certificate

X 

ALLEN D. BROUGHTON

Chief of Staff

Signed by: BROUGHTON.ALLEN.DALE.1168122922

DISTRIBUTION: A/C

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Introduction

1. General. United States Marine Corps (USMC) Post Offices are an extension of the United States Postal Service (USPS) and must conform to the current postal agreement between the Department of Defense (DoD) and the USPS and supplementary instructions published by competent authority.

2. Scope. In order to maintain a high standard of efficiency in the postal service uniformity in mail handling, practices must be maintained at all levels, including that of elements attached. Therefore, the instructions contained herein have full force and effect at all echelons and are based on regulations promulgated by higher authority.

3. Changes. Changes to this Order shall be affected by printed changes through page inserts. When a particular change is of an urgent nature, an advanced change shall be published by bulletin and incorporated into the next printed change. Each change entered shall be recorded on the Record of Changes page.

4. Precedence. Should any portion of this Order come into conflict with directives from higher authority, the latter shall take precedence. The matter will then be brought to the attention of the Installation Postal Officer.

5. Organization and Operational Control

a. Military Post Office (MPO), MCINCR-MCBQ operates as the main administrative office. The Commander exercises operational control of the MPO. Administration of postal affairs within this Command shall be under the cognizance of the AC/S, G-1.

b. Postal support for all operating forces aboard MCINCR-MCBQ is under the cognizance of the Commander.

Chapter 1

Responsibilities

1. Installation Postal Officer. The senior postal officer assigned to the installation shall serve as the Base Postal Officer for all major commands based on MCINCR-MCBQ and shall be referred to as the Base Postal Officer throughout this Order. In the absence of this officer due to deployment or temporary additional duty, the next senior postal officer will assume duties and responsibilities of the Base Postal Officer. The Base Postal Officer's responsibilities include, but are not limited to:

a. Advising the Commander of MCINCR-MCBQ, and all unit and tenant activity Commanders on postal service and support affecting their commands.

b. Serving as the installation Official Mail Manager.

c. Maintaining liaison with appropriate civilian and military postal authorities concerning postal matters affecting the command and coordinating mail distribution and transportation for supported commands.

d. Coordinating the receipt, processing, and dispatching of mail for organizations/units located at MCINCR-MCBQ.

e. Investigating postal offenses and taking appropriate action concerning confirmed and suspected irregularities in postal and mail handling procedures.

f. Conducting or designating authorized representatives to perform monthly/quarterly unit mailroom (UMR) inspections of UMRs located at MCINCR-MCBQ.

g. Preparing and submitting required reports and directives pertaining to postal matters.

h. Providing for a current postal directory of all personnel assigned/attached to units located aboard MCINCR-MCBQ.

2. Commanding Officers (CO). Responsibilities include, but are not limited to:

a. Appointing a UPO, in writing, who shall be responsible for the supervision of all mail handling practices within the command and for the daily operation and security of the UMR. Personnel appointed as UPOs shall be a commissioned or warrant officers (WO) of any grade, staff noncommissioned officers (SNCOs) or civilian equivalent in the grade of E-6 or above. Letters of appointment for UPOs shall conform in both content and format with the sample letter shown in figure 1-1.

b. Appointing an AUPO, in writing, who shall assist the UPO as necessary and carry out the duties of the UPO when that individual is unavailable. Personnel appointed as AUPOs shall be a commissioned officer or WO of any grade, SNCOs or civilian equivalent in the grade of E-6 or above. Letters of appointment for AUPOs shall conform in both content and format with the sample letter shown in figure 1-2.

c. Appointing a UOMM, in writing, who shall be responsible for the supervision of the official mail practices within the command. Personnel

appointed as unit OMMs shall be a commissioned officer or WO of any grade, SNCOs, or civilian equivalent in the grade of E-6 or above. Because of manpower constraints and similarity of fractions at the unit level, a single individual may serve as both the UPO and the UOMM; however, this is not a requirement. Letters of appointment for UOMMs shall conform in both content and format with the sample letter shown in figure 1-3.

d. Appointing a AUOMM in writing, who shall assist the UOMM as necessary and carry out the duties of UOMM when that individual is unavailable. Personnel appointed as AUOMMs shall be a commissioned officer or WO of any grade, SNCOs, or civilian equivalent in the grade of E-6 or higher. Because of manpower constraints and similarity of fractions at the unit level, a single individual may serve as both the assistant unit postal officer and the unit AUOMM; however, this is not a requirement. Letters of appointment for AUOMMs shall conform in both content and format with the sample letter shown in figure 1-4.

e. Authorizing specific individuals, in writing, to receipt for all official mail, to include all forms of official accountable mail addressed to the unit CO and making subsequent distribution or taking appropriate action as necessary. All authorized individuals must be listed on a single letter and the letter must be signed by the CO or civilian equivalent; "By direction," is not authorized. Letters of Authorization shall conform in both content and format with the sample letter shown in figure 1-5.

f. Establishing and maintaining a UMR, if the command has unit diary capability. The unit must provide for adequate security of that mailroom, per references (a), (b), and this Order.

g. Establishing and maintaining a Unit Command Mail Center, per reference (c) and chapter 4, paragraph 3 of this Order.

h. Ensuring all appointed unit mail handling personnel are provided with initial training upon appointment/designation and prior to assuming mail handling duties. Additionally, ensure they receive supplemental and remedial training as necessary to maintain or improve their proficiency.

i. Ensuring all unit mail handling personnel are afforded adequate time, equipment, and supplies to enable them to effectively and efficiently perform their duties.

j. If the unit is required to maintain a UMR, publish a mail handling order, per references (a), (b), and (d). Unit mail handling orders shall include, at a minimum, the following information:

(1) The unit's correct and complete official mailing address, and relevant information regarding its use.

(2) The location and hours of operation of the UMR.

(3) Mail call hours and method of distributing incoming mail.

(4) The location and times of collection of receptacles provided for outgoing mail.

(5) The location and hours of operation of the post office.

- (6) Instructions on customs regulations where applicable.
 - (7) Information concerning non-mailable items.
 - (8) Information concerning the security of mail and postal effects (transportation, access, storage).
 - (9) Information pertaining to the unit's classified material screening point.
 - (10) Information pertaining to the unit's official mail program.
 - (11) Procedures for handling mail for personnel who are temporarily absent from the unit.
 - (12) Any other information deemed appropriate or relevant by the promulgating authority, or information required by other directives.
- k. Ensuring a copy of the unit mail handling order is maintained in the UMR and is posted on information bulletin board within the unit area.
 - l. Ensuring all personnel reporting into and detaching from the unit report to the UMR and MPO for the completion of postal directory records.
 - m. Ensuring all members of the unit are notified of, and are using, the correct mailing address and only members of the command that are authorized to receive personal mail through the UMR are doing so.
 - n. Ensuring unit mail clerks receive daily information concerning all changes in personnel status within the unit. Unit diaries, rosters, orders, and leave papers, may be used for this purpose.
 - o. Investigating, reporting, and taking appropriate action concerning suspected or confirmed postal offenses or other irregularities in mail handling procedures.
3. UPO/AUPO. Are responsible to the unit CO for the detailed supervision of mail handling functions and practices within their unit. Responsibilities include, but are not limited to:
- a. Familiarizing themselves with all applicable references pertaining to their duties, this Order, and the duties of appointed mail clerks/orderlies.
 - b. Keeping the CO advised on all postal matters affecting the unit.
 - c. Ensuring copies of all letters of appointment for UPO/AUPO are provided to the unit's servicing post office, with a copy of each maintained in the UMR as well.
 - d. Maintaining strict and absolute control of all keys or combinations to the UMR, per chapter 7, paragraph 4 of this Order, and ensuring the UMR meets or exceeds all established security requirements.
 - e. Appointing and revoking unit mail clerks and section mail orderlies using DD Form 285 and DD Form 2260, per chapter 7 of this Order.

f. Ensuring all personnel who are selected/nominated to serve as mail clerks/orderlies meet all eligibility criteria outlined in reference (a); and their service records are thoroughly screened prior to designation or appointment.

g. Ensuring all appointed mail clerks/orderlies receive proper training prior to assuming their mail handling duties as required by chapter 7, paragraph 8 of this Order; and they receive supplemental/remedial training as necessary to maintain or improve their proficiency. UPO/AUPO shall personally conduct training briefs for all appointed mail orderlies and ensure the Mail Clerk Statement of Understanding (Form 5119) is properly completed and filed, per chapter 7, paragraph 8 of this Order.

h. Supervising the daily activity of all appointed unit mail clerks to ensure the UMR functions efficiently, and is operated and maintained in strict compliance with all applicable regulations.

i. Supervising the daily activity of all appointed section mail orderlies to ensure all mail handling and delivery practices within the command are conducted in strict compliance with all applicable regulations.

j. Ensuring all unit mail handling personnel are afforded adequate time, equipment, and supplies to enable them to effectively and efficiently perform their duties.

k. Verifying, at the end of every work day, the delivery of all official accountable mail, Registered, Express, Certified, Insured, Delivery Confirmation, Signature Confirmation, and Return Receipt for merchandise, on PS Form 3883 (Firm Delivery Receipt), checking to ensure personnel who receipt for official, accountable mail are listed on the CO's current letter of authorization. The UPO/AUPO shall initial each accountable mail entry in the PS Form 3883, as command certification that proper delivery has been made to an authorized agent.

l. Conducting unannounced, weekly mailroom inspections to ensure mailroom operations are in full compliance with all regulations and instructions. Care shall be taken to ensure these inspections are strict, thorough, and accurate since the performance of thorough inspections helps to ensure compliance with all regulations governing mailroom operations and may result in the discovery of postal offenses or existing improprieties in mail handling procedures. Each of these inspections shall be done on random days of the week so as not to establish a predictable pattern and should be performed occasionally by the AUPO.

m. Recording detailed results of weekly mailroom inspections on the current edition of the Functional Area Checklist. The completed and signed report will be maintained on file in the mailroom for six months.

n. Maintaining strict control of all blank DD Forms 285 (Mail Clerk/Orderly Appointment Card) and ensure all completed DD Forms 285 are properly serialized for accountability.

o. Ensuring that USPS equipment is utilized only for the authorized transportation of U.S. Mail. Using such equipment for personal convenience or trash receptacles is prohibited.

p. Immediately reporting all known or suspected postal offenses to the unit commander, the Consolidated Postal Officer, and the appropriate investigative agency as the situation warrants.

4. UOMM/AOMM. Responsible to the unit CO for the detailed supervision of all official mail practices within the unit. Responsibilities include, but are not limited to:

a. Familiarizing themselves with all applicable references pertaining to their duties and this Order.

b. Supervising the official mail practices within their unit and keeping the unit CO and the installation OMM advised on all matters affecting the unit's official mail program.

c. Contacting the installation OMM upon appointment, to arrange for available training.

d. Ensuring the installation OMM is provided with copies of all letters of appointment for UOMMs and AOMMs.

e. Ensuring the unit's Command Mail Center operates efficiently and serves the functions outlined in reference (e) and chapter 4 of this Order.

f. Ensuring all authorized users of official mail within the unit know when and how to contact their UOMM.

g. Establishing controls on postal expenditures within the unit to create a cost-effective official mail management program; to include strictly limiting all requests for special postal services, Express, Registered, Certified, Insured, and Return Receipt, to those mailings which meet the criteria established by references (c) and (e), for the use of such special services.

h. Ensuring all unit personnel involved in the preparation of outgoing official mail are provided adequate training.

i. Ensuring all outgoing official correspondence/matter generated by the command is sent to the unit Command Mail Center for screening, consolidation where possible, and final inspection/approval for mailing.

j. Inspecting outgoing official correspondence/matter at least once per week at the Command Mail Center to:

(1) Ensure all outgoing official mailings destined for the same address/location are consolidated to the greatest extent possible to reduce official mailing costs.

(2) Ensure official mail addressing standards outlined in reference (e) and other applicable directives are complied with by all unit personnel generating official mail.

(3) Ensure the official mail system is not being used for private or unofficial business. To enforce this, all appointed UOMMs and AOMMs may open for inspection any unclassified matter or articles submitted to the Command Mail Center for acceptance as outgoing official mail, if that matter or article is suspected of failing to comply with the instructions and

regulations contained in references (c), (e), and this Order with regard to the authorized use of official mail.

(4) Ensure all outgoing official mailings are enclosed in the smallest envelope possible to reduce mailing costs and are properly, adequately, and securely packaged to prevent loss of, or damage to, the contents.

(5) Ensure alternate forms of official correspondence distribution (fax, guard mail, courier service, etc.) are being utilized to the greatest extent possible to reduce official mailing cost.

(6) Determine where additional training is needed, and which policies and procedures need additional emphasis.

k. Returning to the originating office for correction, any outgoing official correspondence/matter which is improperly/inadequately packaged, does not contain correct and complete mailing addresses, or does not otherwise conform to current official mail standards.

l. Ensuring all outgoing official matter which has been properly prepared for mailing is transported from the unit Command Mail Center to the servicing post office on a daily basis for final screening, processing, and dispatch.

m. Inspecting incoming official mail at least once per week at the unit's Command Mail Center to ensure official correspondents for the command are:

(1) Using the correct and complete official mailing address.

(2) Complying with the official mail standards as described in paragraph 4j(1) through 4j(5) above; and other existing regulations. Report all noted discrepancies to the originating command/activity OMM (preferably in writing), so they may be corrected in future official mailings.

n. Reporting suspected postal offenses or attempted misuse of official mail to the CO (of the alleged offender) and to the installation OMM.

o. UOMMs, when not maintaining a UMR, will appoint mail clerks and mail orderlies on PS Form 3801 (Standing Delivery Order). This is only for those activities not handling personal mail.

5. Military Postal Clerk. Individuals who are school trained, hold the military occupational specialty (MOS) of 0161, and are officially designated to perform all postal functions in the operation of an MPO. They are responsible for conducting and providing postal services per the instructions and regulations established by the references and all other applicable USPS publications and directives. Responsibilities include, but are not limited to:

a. Military Postal Clerks shall not perform the duties or functions of unit mail clerks or mail orderlies under any circumstances. Each unit commander is individually responsible for the assignment and training of qualified personnel to serve in these billets.

COMMAND
LETTER
HEAD

5112
OFFICE CODE
DD Mmm YY

From: Commanding Officer, _____
To: Warrant Officer Iam Motivated 123456789/1234 USMC

Subj: APPOINTMENT AS UNIT POSTAL OFFICER

Ref: (a) DoD 4525.6-M
(b) MCINCR-MCBQ 5112.1B

1. Effective this date and per the references, you are hereby appointed as the Unit Postal Officer for this Command.
2. You will be guided in the performance of your duties by the provisions outlined in the references. You are to immediately read and thoroughly familiarize yourself with these references, and contact the Consolidated Post Office (Attn: Postal Inspector) concerning any issues which remain unclear.
3. Your appointment is effective immediately and will remain in effect until your transfer or cancellation in writing, whichever occurs first.

I. M. COMMANDING

Copy to:
Unit Mailroom
Servicing Post Office

COMMAND
LETTER
HEAD

5112
OFFICE CODE
DD Mmm YY

From: Commanding Officer, _____
To: Rank James L. Jones 123456789/1234 USMC
Subj: APPOINTMENT AS ASSISTANT UNIT POSTAL OFFICER
Ref: (a) DoD 4525.6-M
(b) MCINCR-MCBQ 5112.1B

1. Effective this date and per the references, you are hereby appointed as the Assistant Unit Postal Officer for this Command.
2. You will be guided in the performance of your duties by the provisions outlined in the references. You are to immediately read and thoroughly familiarize yourself with these references, and contact the Unit Postal Officer and/or Consolidated Post Office (Attn: Postal Inspector) concerning any issues which remain unclear.
3. Your appointment is effective immediately and will remain in effect until your transfer or cancellation in writing, whichever occurs first.

I. M. COMMANDING

Copy to:
Unit Mailroom
Servicing Post Office

COMMAND
LETTER
HEAD

5112
OFFICE CODE
DD Mmm YY

From: Commanding Officer, _____
To: First Lieutenant Ronald J. Smith 123456789/1234 USMC
Subj: APPOINTMENT AS UNIT OFFICIAL MAIL MANAGER
Ref: (a) DoD 4525.6-M
(b) MCINCR-MCBQ 5112.1B

1. Effective this date and per the references, you are hereby appointed as the Unit Official Mail Manager for this Command.

2. You will be guided in the performance of your duties by the provisions outlined in the references. You are to immediately read and thoroughly familiarize yourself with the references, and contact the Installation Official Mail Manager at the Consolidated Post Office concerning any issues which remain unclear.

3. The following information is provided:

a. Official Address: COMMANDING OFFICER
(ATTN: OFFICIAL MAIL MANAGER)
UNIT NAME
STREET ADDRESS
QUANTICO, VA 22134-XXXX

b. Telephone Number: (703) XXX-XXXX

4. Your appointment is effective immediately and will remain in effect until your transfer or cancellation, whichever comes first.

I. M. COMMANDING

Copy to:
Command Mail Center
Installation OMM

COMMAND
LETTER
HEAD

5112
OFFICE CODE
DD Mmm YY

From: Commanding Officer, _____
To: Gunnery Sergeant Robert L. Smith, USMC
Subj: APPOINTMENT AS ASSISTANT UNIT OFFICIAL MAIL MANAGER
Ref: (a) DoD 4525.6-M
(b) MCINCR-MCBQ 5112.1B

1. Effective this date and per the references, you are hereby appointed as the Assistant Unit Official Mail Manager for this Command.

2. You will be guided in the performance of your duties by the provisions outlined in the references. You are to immediately read and thoroughly familiarize yourself with the references, and contact the Installation Official Mail Manager at the Consolidated Post Office concerning any issues which remain unclear.

3. The following information is provided:

a. Official Address: COMMANDING OFFICER
(ATTN: ASSISTANT OMM)
UNIT NAME
STREET ADDRESS
QUANTIC VA 22134-XXXX

b. Telephone Number: (703) XXX-XXXX

4. Your appointment is effective immediately and will remain in effect until your transfer or cancellation in writing, whichever occurs first.

I. M. COMMANDING

Copy to:
Command Mail Center
Installation OMM

Figure 1-4.--Sample AUOMM Appointment Letter

COMMAND
LETTER
HEAD

5112
OFFICE CODE
DD Mmm YY

From: Commanding Officer, _____
To: Unit Postal Officer

Subj: AUTHORIZATION TO RECEIPT FOR AND OPEN ALL OFFICIAL MAIL, INCLUDING ALL
FORMS OF OFFICIAL ACCOUNTABLE MAIL

Ref: (a) DoD 4525.6-M
(b) MCINCR-MCBQ 5112.1B

1. Effective this date and per the references, the following personnel are authorized to receipt for all official mail, including official accountable mail, addressed to the Commanding Officer, (insert unit title); as well as all other official mail which is addressed to the members of this Command by their duty title.

	<u>NAME</u>	<u>RANK</u>	<u>SIGNATURE</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____

2. Other than myself and those personnel listed above, no other personnel may receipt for any official mail addressed to this Command, unless it is specifically addressed to them by name only; in which case, it shall be handled and delivered in the same manner as personal mail. Ensure that delivery of all official mail is accomplished and verified daily in strict compliance with the provisions of the references.

3. This letter supersedes all previous authorizations, and shall be maintained in the unit mailroom until two years after it has been superseded; at which time it will be destroyed.

I. M. COMMANDING

Copy to:
Each Authorized Individual

Figure 1-5.--Sample Letter of Authorization (LOA)

Chapter 2

Administration and Operations

1. Administration

a. Postal Personnel

(1) MPOs shall be operated by properly designated personnel.

(2) Military Postal Clerks shall be issued a DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly) which identifies them as a designated postal clerk for MCINCR-MCBQ.

b. Postal Effects. All items of stock and funds affecting the postal revenues and funds held in trust for the USPS are known as postal effects. These include postage stamps, stamped paper, funds derived from their sale, blank money order forms, funds received from their issuance, paid money orders, and fees for special services.

c. Supplies Provided by the USMC. Provide postal and office equipment such as safes, rubber stamps, cabinets and drawers, office furniture and machines, distribution cases, and sack/pouch racks.

2. Operations

a. General. This section covers operating procedures for the MCINCR-MCBQ MPO. The operation of the Military Postal Service shall be in conformity with the postal laws of the U.S., the agreement between the DoD and the USPS, USPS regulations, and directives issued by other competent authority.

b. Location and Hours of Operation of Post Offices

(1) MPO. The MPO is located in Building 716 at 401 Sixth Ave. Quantico, VA 22134. It serves as the administrative headquarters for all postal matters aboard MCINCR-MCBQ. The following personnel/sections are headquartered within this facility:

- (a) Installation Postal Officer
- (b) Assistant Installation Official Mail Manager
- (c) Postal Chief
- (d) Postal Directory Section
- (e) Postal Inspectors Section
- (f) Official Mail Section
- (g) Mail Receipt/Dispatch Section
- (h) Accountable Mail Processing Section

(2) MPOs. The MPO location and hours of operation are:

<u>Location</u>	<u>Bldg</u>	<u>Service Hours</u>	<u>Phone</u>
401 Sixth Ave.	716	0730-1600 (M, T, Th, F) 0730-1200 (W)	(703) 784-2100

c. Civilian Quantico Branch Post Office. The MCINCR-MCBQ Branch Post Office is located in Building 716 which is operated by USPS personnel with services provided and hours of operation posted on www.usps.com.

3. USPS Mail Collection Boxes

a. USPS mail collection boxes are located throughout MCINCR-MCBQ to adequately and conveniently serve the MCINCR-MCBQ population. Hours of collection are posted on each box. Control of installation, removal, changes in location, and hours of collection are the joint responsibility of the installation Postal Officer and the Postmaster, Quantico, Virginia. Requests for an increase or decrease in the number of boxes, changes in their location or hours of collection must be submitted to the Installation Postal Officer along with justification for each desired change.

(1) Main Side. (10 boxes) 2000 Hawkins Ave; 2008 Elliot Rd; 3259 Catlin Ave; 3250 Catlin Ave; 3280 Russell Rd; 3300 Purvis Rd; 3500 Russell Rd; 2034 Barnett Ave; 2200 Lester St; 3300 Russell Rd.

(2) Training Side. (3 boxes) FBI Academy; 27266 Browning Rd; 27211 Garand Rd.

(3) Military Defense Intelligence Agency (MDIA). (1 box) 27130 Telegraph Rd.

(4) Camp Barrett. (2 boxes) 24192 Belleau Ave; 24005 Montezuma Ave.

b. Installation of mail collection boxes aboard MCINCR-MCBQ by any command or activity is prohibited. The IPO and the USPS will not accept responsibility for mail deposited in unauthorized mail collection boxes. Depositing United Parcel Service, Federal Express, and Deutsche Post correspondence or packages in collection boxes is not authorized.

4. Security of MPO. The area commander, in coordination with the Installation Postal Officer, is responsible for providing adequate security against unauthorized entry of the MPO in their jurisdiction. Precautions shall be taken to prevent access through lowered ceilings. Windows of the post office will be protected by a heavy wire mesh or bars. At no time will area commanders or their representatives maintain or have access to keys to post offices in their areas.

5. Receipt and Dispatch of Mail

a. Receipt. U.S. Mail addressed to personnel and units at MCINCR-MCBQ is received at varying times throughout the day, Monday through Saturday, at the MPO, Building 716. After processing, U.S. Mail is sorted and staged for further processing and delivery to unit mail clerks.

b. Dispatch. All outgoing mail is delivered to the MPO, Building 716 for further processing and dispatch to appropriate destinations.

6. Unauthorized Transactions

a. The MPO does not provide finance transactions. Post offices operated by the USPS are authorized conduct all USPS available finance transactions, located at Bldg 716.

b. Postal clerks will not conduct or solicit any business, act as an agent for any individual or commercial business, or receive any money for such services in the performance of their duties.

c. Deposits of money or other articles shall not be accepted by postal clerks for safekeeping.

d. Removal of postage stamps from mail for any purpose is prohibited.

7. Non-mailable Matter

a. Non-mailable matter includes all matter which is by law, regulation, or treaty stipulation prohibited from being sent in the mail which cannot be forwarded to its destination because of illegible, incorrect, or insufficient address. Matter is also non-mailable when it fails to comply with postal regulations regarding preparation for mailing, size, weight, or rates of postage.

b. Matter which may not be sent through the mail includes, but is not limited to:

- (1) Intoxicating liquors
- (2) Habit forming drugs and those drugs, possession of which has been declared illegal by law
- (3) Any articles, composition, or materials which may kill or injure another or damage the mail or other property
- (4) Ammunition and explosives of all types
- (5) Obscene and indecent matter
- (6) Contraband items prohibited from import and export by law
- (7) Lotteries, frauds, and libelous matter
- (8) Any letters, publications, or other items containing any matter advocating or urging treason, insurrection, or forcible resistance to any law of the U.S., or any letter or other matter containing any threat to take the life of or inflict bodily harm upon the President of the United States.
- (9) Publications which violate copyrights granted by the U.S.
- (10) Perishable matter, plant quarantines, switch blade knives, and concealable firearms except under special rules, conditions, and restrictions.
- (11) U.S. Government property intended for personal use, except for those items that have been through authorized agencies of the government and are accompanied by purchase and/or sales receipts.

c. The mailer is responsible for compliance with applicable postal laws and regulations governing mailability and preparation for mailing, as well as non-postal laws and regulations pertaining to the possession, treatment, transmission, or transfer of particular matter. When mailers are in doubt as to whether any matter is mailable they should inquire at their servicing post office. All post offices are furnished with listings of non-mailable items, matter mailable only under special rules or conditions, and articles which are prohibited in the mails to MPOs overseas. The mailer will be held liable for introducing non-mailable matter into USPS mail.

8. Inquiries and Claims

a. Inquiries and claims for mail may be filed at any post office. If filed at the office of address, the addressee must be able to furnish sufficient information per the directions listed on the PS Form 1000 to initiate a postal claim for indemnity or loss.

b. When articles are mailed within CONUS and addressed to an addressee within CONUS, inquiries and claims for lost certified, insured, or express mail may be filed by the sender or addressee.

c. Inquiries and claims for lost registered, certified, or insured mail may be filed by the sender 15 days after the date of mailing. Exception: 75 days for Army Post Office and Fleet Post Office surface mail.

d. Inquiries concerning official registered mail may be accepted without regard to the time limits specified if there has been sufficient time for the article to have been delivered and it was addressed to another military installation.

9. Mail Privileges for Confined Personnel. Mail privileges extended to prisoners shall be per the instructions and regulations established in reference (a). Mail for personnel confined will be readdressed and forwarded, per chapter 7 of this Order.

10. Articles Received in an Unsealed or Damaged Condition. First-Class mail received in an unsealed condition by a Military Postal Clerk shall be endorsed "Received Unsealed." When any article of U.S. Mail is received in a damaged condition, it shall be endorsed "Damaged in Handling in the Postal Service." Such articles will be securely sealed or rewrapped to prevent loss of contents. After proper endorsing and repair, articles shall be initialed and dated by the postal clerk and forwarded to the addressee. Every effort shall be made to match loose articles in the mail with the outer wrapper.

11. Wrapper Found Without Contents. Wrappers found without contents shall not be destroyed. When the contents cannot be located within postal channels, the Installation Postal Officer or designated representative shall notify and advise the sender to initiate an appropriate postal claim.

12. Mailing Addresses. Military mailing addresses shall be limited to five lines formatted as shown below:

a. OFFICIAL MAIL

COMMANDING OFFICER
(ATTN _____)
UNIT TITLE
STREET ADDRESS
QUANTICO VA 22134-0XXX

b. PERSONAL MAIL

GRADE AND FULL NAME
COMPANY/PLATOON/SECTION/CLASS NUMBER
UNIT TITLE
STREET ADDRESS
QUANICO VA 22134-0XXX

13. Postal Directory Service. Per reference (a), postal directory service is maintained in order to properly process and deliver mail received at MCINCR-MCBQ which is undeliverable as addressed.

a. The Postal Directory Section is located at the MPO, Building 716. The Postal Directory is a consolidated operation which provides postal directory service for all major commands and personnel located aboard MCINCR-MCBQ.

b. Postal directory records are based on personnel location information maintained in Marine Automated Postal System. Information on personnel locations is based on the latest unit diary information and is updated by Headquarters, U.S. Marine Corps (HQMC) on a daily basis. Information concerning personnel locations will be used solely for the purpose of forwarding mail.

14. Use of Guard Mail. All MCINCR-MCBQ activities shall use the Guard Mail service when sending unclassified correspondence to addressees located within the MCINCR-MCBQ complex. Mailing articles between commands aboard MCINCR-MCBQ using appropriated fund postage is prohibited.

15. Transportation

a. The AC/S, G-4 shall provide the Installation Postal Officer with adequate transportation assets to meet schedules for collection and delivery of mail.

b. Reliable and lockable, closed bodied vehicles shall be provided for the transportation of U.S. Mail.

c. Postal clerks shall not leave mail vehicles except while loading, unloading, or collecting mail at which time the vehicle shall be kept locked and in plain sight. In case of an accident or mechanical breakdown the postal clerk shall immediately notify Emergency Medical Services, Provost Marshal Office, and the Installation Postal Officer, as appropriate.

Chapter 3

Entitlement to use the Military Postal Service

1. General Entitlement. Detailed information concerning the policy governing the entitlement of agencies and personnel to use the Military Postal Service is contained in reference (a). In general, the following personnel and organizations are entitled to use the facilities of the Marine Corps Postal Service:

a. Personnel on active duty in, and units of, the Armed Forces of the United States and the U.S. Coast Guard, and their family members.

b. Accredited technicians on active duty with, and accompanying, the Armed Forces of the U.S.

c. Representatives of the American Red Cross who are citizens of the U.S. attached to, and accompanying, the Armed Forces of the U.S.

d. Such other individuals and organizations, including third country military assistance teams, as may be specifically authorized. Requests for such authorizations shall be submitted to this headquarters (Attn: Installation Postal Officer).

e. Civilian personnel employed aboard MCINCR-MCBQ are not authorized to receive personal mail at their place of employment. Civilian personnel shall advise their correspondents to use their residence address.

f. DoD personnel and resources may not be used to duplicate services the USPS is obligated by law to provide. Therefore, the receipt of personal mail through UMRs is restricted to student personnel residing in military barracks where the USPS does not deliver mail. Personnel residing in military barracks aboard MCINCR-MCBQ are issued mail boxes from the MPO, located building 716. Personnel residing in military housing or in an off-base quarters where the USPS delivers mail are not authorized to receive personal mail through their UMR or command mail center, and may not use their military address to receive bank statements, credit card invoices, magazine subscriptions, or similar matter. Personnel who have recently joined a unit, and their family members, may use their military address until they establish permanent quarters; however, they must notify all correspondents of a permanent address within 90 days after joining the command. COs are responsible for ensuring all members of their commands are using the correct mailing address, and only those personnel who are entitled to use the Military Postal System are receiving personal mail through the UMR. Additionally, COs are responsible for ensuring those personnel who are not entitled to use the Military Postal System for the receipt of personal mail are identified, notified of this fact (preferably in writing), and instructed to immediately notify their correspondents to use their residence address for the receipt of all personal mail. After identified personnel have been notified by the CO and been given a reasonable period of time to notify their correspondents of their residence address (no more than 60 days from the date of notification), any residual mail received at the UMR for those notified personnel shall be handled in the following manner:

(1) The mail clerk shall draw a single, diagonal line through the incorrect address on each piece of mail, taking care not to obliterate or cover the addressee's name or original address.

(2) On the reverse (non-address) side of each piece of mail, the mail clerk shall place the endorsement "DUPLICATE MAIL SERVICE" along with the date, unit, and the mail clerk's DD Form 285 card number.

(3) After each piece has been properly reworked and endorsed, all pieces addressed to the same individual shall be neatly bundled along with written certification that the individual is not entitled use of the Military Postal Service, has been notified as such, and was given a reasonable period of time to notify correspondents. The only personnel authorized to sign this written certification are the CO, executive officer (XO), adjutant, or UPO.

(4) Mail will be returned to the servicing post office no later than the next working day.

(5) The servicing post office will forward such mail, with the unit's written certification attached, to the MPO where it will be returned to the sender. All written certifications of non-entitlement use of the Military Postal Service shall be maintained on file at the MPO for six months from the date of receipt.

(6) Extreme care shall be taken by the UPO in determining the official or personal nature of each piece of mail being considered for return. If sufficient doubt exists, or if the UPO cannot reasonably determine that a piece of mail is personal in nature, it shall be delivered to the addressee, and the addressee shall be instructed to notify that correspondent of their residence mailing address.

2. Interservice Support Agreements (ISA). No command or activity aboard MCINCR-MCBQ shall negotiate or enter into an ISA involving postal matters or support without prior coordination with the Installation Postal Officer, Director, MCINCR-MCBQ Postal Officer, via the appropriate chain of command.

Chapter 4

Official Mail Program

1. General. Department of the Navy official mail may be used when mailing official matter which relates exclusively to the business of the U.S. Government. Official mail is not authorized for personal use or for transmitting matter for the promotion of private groups, individuals, or for non-appropriated fund instrumentality activities. The responsibility to determine eligibility of matter for official mail is that of the originating command. Commanders should refer to references (c) and (e) for detailed information regarding the use of official mail.

2. Definition of Official Mail

a. Official mail is defined as any official letter, publication, parcel, or other official matter which relates exclusively to the official business of the U.S. Government, and is mailed using officially funded postage. Additionally, any mail which has an official return address, uses a government agency's indicia, or which contains a billet/duty title in the delivery address is also considered official mail.

b. Official correspondence/matter becomes official mail at the point when it is sealed in an envelope or other mailable container, properly addressed, and is either postmarked by an official postage meter or has an appropriate quantity of official postage stamps affixed, or is placed under the control of the USPS or its representatives, whichever occurs first. Up until that point, it is not considered "mail" and is not subject to Postal laws and regulations in terms of handling, security, or search and seizure considerations. Simply enclosing official matter into an addressed envelope does not make it official mail.

c. Official mail ceases to be categorized as "mail" at the point when it is properly delivered to the addressee or an agent which the addressee has authorized in writing to receipt for and open such mail. Once properly delivered, it has exited the Military Postal System and again becomes correspondence or matter; thus, it is no longer subject to Postal laws or other regulations which govern the security, handling, and delivery of official mail, or search and seizure procedures. Rather, it may be handled and distributed in accordance with the individual unit commander's established correspondence distribution practices. Detailed information and procedural instructions relating to delivery of official mail is provided in chapter 7, paragraph 15 of this Order.

3. The Unit Command Mail Center

a. COs are required to establish and maintain a unit command mail center to serve as the central point at which all outgoing official matter/correspondence generated by the command is collected, screened for mail-ability, consolidated whenever possible, and approved/prepared for mailing (if appropriate). The unit command mail center should also serve as the central distribution point for all incoming official guard mail/correspondence and the unit's incoming official mail that has already been properly delivered to and opened by an individual authorized by the unit commander in writing. The requirement to establish a unit command mail center extends only to those battalion-level commanders and higher and all company-level commanders who operate a functional mailroom.

b. Units and activities aboard MCINCR-MCBQ that do not receive personal mail will establish a command mail center. Personnel will be appointed utilizing PS Form 3801 (Standing Delivery Order) to be filed with the MPO. Units and activities utilizing PS Form 3801 will not be required to utilize DD Form 385 for appointment of mail clerks and mail orderlies.

c. It is at the unit's command mail center, the appointed UOMM shall monitor/oversee the administration of the command's official mail program and carry out the responsibilities of the UOMM as listed in references (c), (e), and chapter 1, paragraph 4 of this Order.

d. The unit command mail center should be placed in a location where it will best serve the needs of the unit commander, his/her staff, and the appointed UOMM. Ideally, it should be co-located with the unit commander, the headquarters staff, and the UMR. Additionally, it should be accessible, during normal working hours, to representatives from all sections to allow for the daily receipt of incoming official matter/correspondence and the dispatch of outgoing official matter/correspondence by the most appropriate and economical means.

e. Security of the unit command mail center is the responsibility of the individual unit commander. Unit command mail centers should provide for some measure of security for official matter/correspondence during non-working hours. It is recommended rooms/facilities serving as unit command mail centers are lockable, however, this is not a requirement. Keys to the unit command mail center, and after-hours access, may be maintained and controlled by the UOMM, the AOMM, and the unit Officer of the Day at the discretion of the unit commander. U.S. mail and classified material may not be stored in the unit command mail center under any circumstances.

f. The UMR may not serve a dual purpose as the unit command mail center, as only undeliverable U.S. mail may be stored/processed in the UMR. Unit mail clerks may, however, be assigned collateral duties within the unit command mail center so long as efficiency of operations in the unit mailroom is not compromised.

g. Unit command mail centers should maintain the publications and stock sufficient supplies and equipment necessary for efficient operation. Items which might typically be found in a command mail center are listed below:

(1) A copy of reference (c).

(2) A copy of reference (e).

(3) A copy of this Order.

(4) An assortment of official envelopes in appropriate sizes and sufficient quantities to meet the unit's official mailing requirements. Mid-sized and larger envelopes should be on hand for use in consolidated mailings. Padded and/or reinforced envelopes should be maintained for mailing awards and other odd-shaped or fragile items.

(5) An assortment of USPS approved packaging tapes, brown wrapping paper, boxes, and mailing tubes as considered appropriate to the individual needs of the command.

(6) A supply of empty guard mail envelopes.

(7) A supply of adhesive address labels which have been pre-addressed with the command's official return address, as well as a supply of labels which have been pre-addressed to those activities, agencies, and other official correspondents to whom official mailings are commonly sent.

(8) Any other administrative, packaging, and postal-related supplies considered appropriate by the unit commander and his appointed UOMM.

h. The command mail center will be inspected annually by the Installation Postal Inspector.

4. Postage Metering of Official Mail. The MPO receives all outgoing official mail. Navy Supply Fleet Logistics Center Norfolk, located at Joint Base Anacostia-Bolling processes all outgoing official mail through the use of a postage meter machine to affix the proper amount of postage before entry into the USPS. Therefore, all outgoing official matter that has been submitted to and processed at the unit command mail center, will be delivered to the servicing MPO, building 716 for acceptance, processing, and dispatch. Official mail will not be deposited into mail collection boxes, or delivered to civilian post offices. Official mail found deposited in mail collection boxes shall be returned to the UOMM of the originating command/activity without action.

5. Official Mail Addressing Standards

a. To ensure compatibility with USPS automation requirements, all addresses on official mail shall be typed or printed by other mechanical means (computer generated address labels are acceptable) in upper case letters and shall contain no punctuation except for the hyphen in the ZIP + 4 code. Rubber stamp impressions are not authorized to be used by commands while in garrison. Handwritten or rubber stamped addresses are only authorized for commands actively involved in hostilities or field exercises when there is no other means available to mechanically print the addresses. Official mail addresses (both delivery and return) shall be limited to five lines, formatted with a uniform left margin, and limited to a maximum of 47 characters per line, including spaces; except for the "Name of Activity Line" (third from the bottom) which is limited to 40. On all outgoing official mail, return addresses shall be formatted as depicted in reference (c). Delivery addresses shall also conform to the requirements outlined above and be in the following format:

b. XXXXXXXXXXXXXXXXXXXX.....TITLE OF OFFICIAL IN CHARGE
XXXXXXXXXXXXXXXXXXXX..... (ATTN:)OPTIONAL LINE
XXXXXXXXXXXXXXXXXXXX.....NAME OF ACTIVITY LINE
STREET ADDRESS OR BOX NUMBER...DELIVERY ADDRESS LINE
CITY STATE ZIP+4 CODE.....LAST LINE

(1) The official mailing addresses depicted consist of up to five lines of information formatted in accordance with USPS requirements. Many of the official mailing addresses contain an optional "Attention" line which will be used and modified as necessary by different staff sections, offices, or activities within a particular command (except those issued a separate address) to assist in mail sorting/distribution within that command's mailroom and command mail center.

(2) When using the "Attention" line, conform with the requirements described above, i.e., 47 characters per line, etc. The information contained in lines three, four, and five have been programmed into the USPS's automated equipment for sorting purposes and must not be modified whatsoever from that which is shown, per chapter 4, paragraph 5a of this Order.

c. All personnel responsible for addressing official mail shall refer to the Standard Navy Distribution List, the catalog of Navy Shore Activity Address Directory of Post Offices, or the DoD Activity Address Directory for the correct addressing of official mail matter. All addresses must include correct ZIP code; four digit add-ons will be used when sending official mail to Marine Corps addresses or when otherwise known.

6. Use of Special Postal Services

a. The use of special postal services shall be strictly limited to those instances when their use is required by law, DoD instructions, Marine Corps directives, and this Order, or when specifically authorized in writing by HQMC (MFP-3). Extra fees are charged for the use of these special postal services; therefore, they shall not be used as a matter of convenience or for those mailings which do not qualify for their use. The installation OMM shall determine final eligibility for use. Special postal services authorized for use with official mail are registered, certified, and insured mail; return receipts; restricted delivery; delivery confirmation; signature confirmation; and certificate of mailing. Authorized users of official mail shall consult references (c) and (e), for authorized uses of these special postal services.

b. Per references (c) and (e), the use of express mail will be limited to those instances where use is required by law and for legal and evidence based documents. All requests for the use of express mail must be made in writing to the OMM MCINCR-MCBQ and accompany the official package to the MPO MCINCR-MCBQ.

7. Preparation and Endorsement

a. All personnel responsible for the preparation and handling of official mail shall ensure official mail matter is prepared per the instructions and regulations established by references (c), (e), and this Order.

b. It is the responsibility of the originator/sender to specify the class of mail desired/required and request necessary special postal service(s) so the official mailing may be appropriately endorsed at the post office.

8. Official Mail Cost Control Measures

a. DoD and HQMC policy requires that official mailing costs be kept to the minimum necessary to conduct essential government business. Prior to 1 October 1992, all official mail expenditures were funded by HQMC without limit, or tangible incentive to limit, postage expenditures at the installation level. With decentralization of the postal budget in Fiscal Year 1993, however, HQMC has provided each installation commander with a "fixed" annual postal budget which must be effectively managed and efficiently utilized. There is no longer "unlimited" funding available for use in the administration of this Installation's official mail program. It

is incumbent, therefore, upon all authorized users of official mail, to become active participants in the installation's Official Mail Cost Control Program by limiting the use of official mail to those mailings which are necessary to conduct essential government business, and actively seeking ways in which to reduce overall postage expenditures.

b. References (c) and (e) list numerous official mail cost saving measures and "helpful hints" for reducing postage costs. Official mail cost control measures include:

(1) Establishing controls on postal expenditures within each unit or activity to create a cost-effective official mail management program, to include strictly limiting all requests for special postal services (Express, Registered, Certified, Insured, Return Receipt) to those mailings which meet the criteria established by references (c) and (e), for the use of such special services.

(2) Ensuring alternative forms of official correspondence distribution (Fax, guard mail, courier service, e-mail) are being utilized to the greatest extent possible to reduce official mail costs.

(3) Ensuring all outgoing official mailings are enclosed in the smallest envelope possible to reduce mailing cost, and that they are properly, adequately, and securely packaged to prevent loss of, or damage to, the contents.

(4) Ensuring all outgoing official mailings destined for the same address/location are consolidated to the greatest extent possible at the unit command mail center to reduce official mailing costs.

(5) Ensuring the official mail system is not being used for private or unofficial business. Report suspected postal offenses or attempted misuse of official mail to the CO of the alleged offender and to the installation OMM.

c. Official mail cost saving measures outlined in references (c), (e), and this Order will be fully enforced by the installation OMM. To enforce compliance, the installation OMM and appointed UOMMs may open for inspection, any unclassified article or matter submitted for acceptance as official mail, if that matter or article is suspected of failing to comply with the regulations established for the use of official mail.

Chapter 5

Inspections

1. Purpose. Inspections are conducted to protect USPS interests and to ensure all USPS property and monies are present or accounted for, and such property and monies are being protected, utilized, and disposed of per current postal regulations. They are also conducted to ensure the organization providing the service operates efficiently and without delay, personnel are familiar with and adhere to regulations, and any irregularities which may exist are corrected. Inspections will be conducted in accordance with references (a), (b), (c), and (d).

2. Inspections of MCINCR-MCBQO MPO

a. The MPO located at building 716 does not provide financial services. Therefore, there is no need for MPO audits.

b. Inspections of MPOs shall be conducted at no set time and without prior notice to Military Postal Clerks or other personnel. Personnel conducting inspections shall be familiar with the sources of information and instructions contained in reference (a) and this Order.

c. Care shall be taken that inspections are strict, thorough, and accurate since the performance of the inspection may result in the discovery of irregularities by postal personnel.

d. USPS Inspectors, upon proper identification, are authorized to conduct inspections and audits of MPOs. All personnel of this command shall offer complete cooperation to USPS Inspectors.

3. Mailroom Inspections

a. The Installation Postal Officer, or his/her designated representative, shall inspect all established mailrooms within MCINCR-MCBQO at least quarterly. The inspection results shall be reported to the unit CO and copied to the unit's major command headquarters (Attn: Command Inspector General (CIG)).

b. UMRs shall be rated as either mission capable or non-mission capable. Each mailroom shall be evaluated on its own merits and marked accordingly. All reports of mailroom inspections shall be reviewed and the evaluation approved by the Installation Postal Officer or his/her designated representative.

c. If available, the unit CO will be briefed by the Postal Inspector, immediately upon completion of all inspections. The XO, Adjutant, or UPO will be briefed if the CO is not available. The CO or XO will be briefed on all inspections resulting in a rating of non-mission capable, unless both are unavailable due to temporary additional duty or leave. If necessary, the Postal Inspector will make an appointment to conduct this brief at the earliest possible time after the inspection.

d. COs shall submit a report of corrective action taken on all findings and discrepancies noted when the inspection results in a rating of non-mission capable. COs shall submit a report of corrective action taken on all findings noted when the inspection results in a rating of mission capable.

COs will submit the report of corrective action to their respective major command headquarters (Attn: CIG) with a copy to the Consolidated Postal Officer, no later than 10 working days after the date of receipt of the inspection report.

e. Non-graded, courtesy inspections may be scheduled by contacting the Installation Postal Officer (Attn: Postal Inspector).

Chapter 6

Postal Losses and Offenses

1. General. The proper use of postal effects and supplies and the protection and timely transmission of mail are essential elements of an effective and efficient postal system. The administration of the Consolidated MPO must focus on maintaining these elements in accordance with the USPS/DoD Postal Agreement and with service standards established by the DoD. Any incident of known or suspected postal offenses or losses shall be investigated in the most vigorous and expeditious manner.

2. Definition

a. Postal offenses are occurrences which violate laws, agreements, or USPS and DoD regulations, and that jeopardize the security of mail, postal effects, and other USPS/DoD property. These offenses include, but are not limited to:

(1) Theft, destruction, manipulation, misappropriation, or embezzlement of postal funds, blank money orders, money order imprinters, mail keys, stamps, and stamped paper, including meter postage, or postmarking devices

(2) Altering, counterfeiting, forging, or fraudulently passing money orders and other postal paper

(3) Mailing of illegal drugs, pornographic, or other prohibited matter

(4) Loss, theft, rifling, delay, damage or destruction, wrongful delivery, or interception of mail while under the jurisdiction or custody of the Military Postal Service at all levels

(5) Alternate, destruction, or other unauthorized disposition of postal records

(6) Use of mail to defraud

(7) Robbery, burglary, or forceful entry of military postal activities or USPS facilities located on military installations operated by military personnel

(8) Abuse or unauthorized use of MPO privileges

(9) Misuse of DoD official indicia, stamps, and postage.

3. Notification Upon Discovery. Upon discovery of a confirmed or suspected postal offense, loss, or any irregularity pertaining to the mail, mail equipment, mail keys, which are in military custody for transmission, delivery, or use, the following action shall be taken:

a. Any person making such discovery shall immediately inform the CO, who shall telephonically notify the Installation Postal Officer. Personnel discovering such offenses should be instructed not to report suspected violations to mail clerks/orderlies or postal clerks as this procedure may

forewarn the individual responsible for the violation and hinder any subsequent investigative efforts.

b. Certain incidents, as outlined in chapter 14 of reference (a), require an immediate message be sent to the Military Postal Service Agency. It is of utmost importance that all known and suspected irregularities be reported to this headquarters (Attn: Installation Postal Officer) without delay.

c. In the event the post office or mailroom is discovered unsecured the person making the discovery shall immediately isolate the area, permitting no one to compromise the area by entering therein until the arrival of the Installation Postal Officer/UPO or their representative, as appropriate.

4. Investigative Action

a. The Installation Postal Officer, or a direct representative, upon being notified, will make a determination whether investigative assistance is required or if investigative action should be initiated by the activity concerned.

b. In the event investigative assistance is required the Installation Postal Officer will initiate action to obtain such assistance from the appropriate investigative agency.

5. Submission of Documents. COs will ensure two copies of all pertinent documents concerning postal violations and investigations are immediately forwarded to the Installation Postal Officer. Such documents will include, but are not limited to: correspondence pertaining to the incident, reports of investigation, final disposition of the case, and when applicable, a report or disciplinary action taken against the offender(s).

6. Punitive Action

a. The following information has been extracted from the table of Maximum Punishments of reference (f) for the purpose of impressing upon all members of this command the severity of punishments that may be imposed for postal related offenses:

(1) Violation. Article 134, Uniform Code of Military Justice (UCMJ).

(2) Offenses. Wrongly taking, opening, abstracting, secreting, destroying, stealing, or obstructing mail matter while in the custody of any other agency or not yet delivered or received. Depositing or causing to be deposited obscene or indecent postal related material.

(3) Punishments. Dishonorable discharge; forfeiture of all pay and allowances; and confinement at hard labor not to exceed five years.

b. In addition, personnel committing postal related offenses are subject to prosecution for violation of reference (c), and may be prosecuted by Federal courts.

Chapter 7

Mailroom Operations

1. General

a. The purpose of mailroom service is to provide for the prompt and efficient delivery of official and personal mail within a unit and provide mail directory service for personnel assigned to the unit.

b. Mailroom service is an integral part of the Military Postal System in accomplishing the handling and delivery of U.S. Mail aboard this installation.

2. Mailrooms

a. All mailroom operations will be in accordance with reference (b).

3. Delivery of Ordinary Personal Mail. Mail clerks/orderlies shall handle and deliver personal mail in compliance with references (a), (b), and this Order. Mail clerks/orderlies shall deliver, or attempt to deliver, all personal mail directly to the individual it is addressed to on the date of receipt. Personal mail must never be left on racks, placed under doors, in or on desks, or sent through guard mail in order to effect delivery. Likewise, personal mail may not be given to the addressee's noncommissioned officer in charge, roommate, squad leader, or any other individual for subsequent delivery to the addressee unless that individual has been authorized by the addressee in writing to receipt for mail on his/her behalf. Proper delivery occurs when custody of a piece of personal U.S. Mail is directly passed from the hand of the appointed mail clerk/orderly 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/agent has been properly verified. Personal mail is not authorized for individuals with U.S. Mail services at their residence which applies to all permanent personnel aboard MCINCR-MCBQ, unless approval is obtained from the Installation Postal Officer.

4. Delivery of Personal Accountable Mail

a. Accountable mail is Express, Registered, Certified, and Insured. Mail clerks/orderlies are not authorized to receipt for, handle, or deliver personal accountable mail; therefore, any such mail that they may inadvertently receive from the post office/mailroom (as appropriate) shall be immediately returned to the servicing post office for proper processing and delivery to the addressee.

b. All personnel must receipt for their personal accountable mail directly from the MPO. Personnel in receipt of personal accountable mail will be notified by the servicing post office through the use of PS Form 3849 (Notification of Personal Accountable Mail).

c. PS Forms 3849 shall be prepared by the servicing post office and delivered to the unit mail clerk along with the unit's mail. PS Forms 3849 must be handled and delivered, through the addressee's section mail orderly, in the same manner as personal mail with regard to security and delivery procedures.

d. Whenever PS Forms 3849 are undeliverable by reason of the addressee being on leave, or otherwise permanently or temporarily absent from the unit, suitable notation shall be made on the reverse side of the form to indicate the reason for non-delivery (e.g., "Addressee on leave until (Date)"). The mail clerk will then place his legible payroll signature, DD Form 285 card number, and the current date adjacent to the reason for non-delivery and return it to the servicing post office. PS Form 3849 shall not be forwarded to the transferred personnel under any circumstances.

5. Handling and Delivery of Official Mail

a. All operations involving official mail must be in accordance with references (b) and (c).

6. Mail Directory File System

a. Directory File Cards are maintained at the MPO for all personnel residing in bachelor housing aboard MCINCR-MCBQ. This service is not required at the non-deployable units aboard MCINCR-MCBQ. Nor are Directory File Cards required for civilian personnel or permanent personnel.

b. When permanent personnel check-out of the MPO, the postal clerk shall enter a complete military forwarding address and EDA or a complete home address on the individual's Directory File Card. The postal clerk shall have the individual sign and date the Directory File Card in the appropriate blocks.

c. Temporary changes in status (e.g., hospital, temporary additional duty (TAD), unauthorized absence (UA)), together with the date of the change will be entered on all Directory File Cards. Upon the return of the individual to the activity appropriate notation will be made, initialed, and dated. Leave entries are not required to be recorded. If mail is to be forwarded, a complete forwarding address shall be recorded on the Directory File Card.

d. Discard dates shall be recorded on all Directory File Cards of transferred personnel. Mail is to be forwarded for one year after the date of detachment. The discard date shall be recorded in the space provided on the Directory File Card. The discard date will be 13 months from the date of departure with the discarding of the Directory File Card occurring during the first week of the 13th month. For example, if an individual departs the activity during October 2011 the discard date for that Directory File Card would be November 2012. TAD and student personnel attached to the activity for six months or less will receive mail forwarding service for three months. The discard date recorded on the Directory File Card will be the fourth month from the date of departure with discarding of the Directory File Card occurring during the first week of the fourth month.

e. Mail Directory File Cards shall be maintained until the recorded discard date. During the first week of each month, Directory File Cards with discard dates of that month will be removed from the Mail Directory File and completely destroyed.

f. Directory File Cards do not need to be maintained at the UMRs aboard MCINCR-MCBQ.

7. Processing of Mail by Category of Addressee

a. Transferred Personnel. Mail clerks shall readdress mail addressed to transferred personnel by drawing a single diagonal line through the incorrect portion of the address, taking care not to obliterate the addressee's name or original address. The mail clerk will write the new forwarding address on the front (address side) of the article and circle it. The forwarding address shall be written in a neat and legible manner and always include the city, state, and zip code. City names will never be abbreviated. The addressee's EDA will be included on all mail being forwarded to a military address. Failure to include an EDA may cause the mail to be "Returned to Sender, Addressee Unknown." If addressee information is incomplete on the mail (e.g., first name, middle initial, last name, and rank), the mail clerk will add the missing portions to assist in the future delivery.

b. TAD. Mail for personnel who are TAD for 30 days or less will be held in the mailroom for safekeeping until the addressee's return, unless forwarding has been specifically requested in writing by the individual or when TAD locations are within the MCB CAMLEJ. Mail for personnel who are deployed shall be processed per chapter 9 this Order. The mailroom shall maintain official documentation showing TAD dates for all mail being held. Mail for personnel TAD in excess of 30 days shall be forwarded until two weeks prior to the designated return date, unless the addressee has provided the mailroom with written instructions to hold the mail until his return.

c. Leave. Mail addressed to personnel who are on leave shall be held in the mailroom for safekeeping until the addressee's return, unless the addressee has provided the unit mailroom written instructions to forward mail. To facilitate the monitoring of leave mail, the UMR will be supplied copies of all leave papers. Copies of leave papers will be held until the addressee has returned from leave and the mail properly delivered. Mail clerks must be kept informed of all authorized leave extensions.

d. UA/Deserter. Mail for personnel in an UA status shall be held in the UMR until the addressee has returned or has been declared a deserter. If mail addressed to UA personnel has not been claimed after 30 days, the mail clerk shall endorse each piece "Moved Left No Address" along with the date, unit, and the mail clerk's DD Form 285 card number. All mail for that individual will then be neatly bundled and returned to the servicing post office with written certification of the addressee's deserter status. This written certification shall include a unit diary number and date. The only personnel authorized to certify the status of personnel declared as deserters are the CO, XO, and UPO. Endorsement such as "Deserter," "absent without leave," and "UA" will not be placed on the mail.

e. No Record. Mail received by the mail clerk to addressees for whom there is no record available will be returned to the servicing post office no later than the next working day. The mail clerk will draw a single diagonal line through the incorrect portion of the address, taking care not to obliterate or cover the addressee's name or original address. On the reverse (non-address) side of the article, the mail clerk will put the endorsement "NO RECORD" or "NR" along with the date, unit, and the mail clerk's DD Form 285 card number. Mail clerks must carefully check all available sources in an attempt to locate an addressee prior to returning mail to the post office as "NO RECORD."

f. Missent. Organization/activity mail in receipt of inadvertently addressed to another organization/activity. Missent mail shall be returned to the servicing post office no later than the next working day. Missent mail will be endorsed on the reverse (non-address) side by the mail clerk as "MISSENT" or "M/S" along with the date, unit, and the mail clerk's DD Form 285 card number.

g. Deceased/Casualty Mail

(1) Mail addressed to personnel who are deceased shall be held in the UMR pending notification of the primary next of kin (PNOK). This mail may be held as long as necessary to preclude inadvertent disclosure of casualty status prior to official notification of the PNOK. Once the CO has obtained absolute verification the PNOK has been notified, all mail being held shall be returned to the sender or forwarded to the PNOK per the PNOK's wishes. This verification may be obtained by contacting the Marine Corps Casualty Assistance Branch at:

Commercial: (703) 784-9512 DSN: 278-9512

(2) After obtaining verification that the PNOK has been notified, mail addressed to deceased personnel shall be neatly bundled and returned to the servicing post office along with written certification of the addressee's status, the PNOK has been notified, and the PNOK's instructions for disposition of mail. The only personnel authorized to sign this written certification are the CO, XO, Adjutant, or UPO. If the PNOK desires the mail be forwarded, the unit mail clerk shall readdress each piece to the PNOK by drawing a single diagonal line through the incorrect portion of the address, taking care not to obliterate the addressee's name or the original address, and writing the PNOK's complete forwarding address on the front (address side) of the article and circle it. The PNOK's forwarding address shall be written in a neat and legible manner and always include the city, state, and zip code.

(3) The servicing post office will then forward this mail to the CPO where it will be processed for forwarding to the PNOK or returned to the sender, per the instructions on the attached certification.

(4) Under no circumstances will endorsements such as "deceased," "dead," or "casualty" be placed on the mail.

h. Confined personnel

(1) As of 2012 there is no longer a BRIG located on MCINCR-MCBQ. Mail for personnel assigned to the BRIG will be sent to one of the following locations:

(a) Joint Regional Correctional facility Mid-Atlantic (NAVCONBRIG Chesapeake)

Prisoner Name, Rank/Rate
PO Box 800
Chesapeake, VA 23322

(b) U.S. Naval Consolidated Brig Charleston

Prisoner Name, Rank/Rate
Bldg 3107
1050 Remount Road
Charleston, SC 29406-3515

(c) Rappahannock regional jail (for personnel awaiting trail
aboard MCINCR-MCBQ)

Prisoner Name
Prisoner ID number (if known)
C/O Rappahannock Regional Jail
PO Box 3300
Stafford, VA 22555

(2) Endorsement such as "Brig" or "Confined" shall not be placed on
the mail.

i. In the Hands of Civilian Authorities (IHCA). Mail addressed to
personnel who are IHCA shall be forwarded under separate cover (enclosed in
an official envelope) and addressed in care of the appropriate place of
civilian confinement. A letter of explanation will be enclosed to the
sheriff or senior member of the civilian confinement facility, requesting
delivery of subject mail or return if the addressee has been transferred or
released.

j. Hospital

(2) Mail for personnel who have been admitted to civilian and
military hospitals away from MCINCR-MCBQ shall be readdressed and forwarded,
if it is determined that hospitalization will be of such duration that mail
will reach the addressee prior to release from hospitalization.

8. Miscellaneous Instructions

a. When mail clerks/orderlies receive articles that have been badly
damaged or when it appears that items may be missing due to damage (severely
torn wrappers), it is recommended the article be opened by the addressee in
the presence of the UPO. When it has been determined that articles are
missing or damaged, the addressee will be instructed to present the damaged
article together with the wrapper and packaging material to the servicing
post office where a claim, inquiry, or complaint can be filed.

b. Letters or packages received by mail clerks/orderlies that are
unsealed shall be handled as follows:

(1) Endorse "Received Unsealed."

(2) Before delivering or forwarding, seal the article, affix Label 21
"Officially Sealed," and initial. Label 21 can be obtained from your
servicing post office.

c. Special delivery mail is handled and transported according to the
class of mail. No special delivery service will be given to mail delivered
through the Military Postal Service. Under certain circumstances, such mail
is given immediate delivery at a civilian post office of address; this

service is not provided by military activities. Personnel are reminded that payment of special delivery fees does not ensure safety of delivery or provide for payment of indemnity.

d. Mail inadvertently received at UMRs will be immediately returned to the servicing post office.

e. Units/sections shall ensure individuals or offices receiving misrouted mail immediately return such mail to the mailroom or servicing post office for proper delivery to the addressee.

f. Mail opened by mistake shall be resealed, endorsed "Opened by Mistake," signed and dated by the person opening the mail, and returned to the UMR or servicing post office for forwarding to the correct addressee.

9. Preparation of Mail to be Returned to the Post Office

a. Mail clerks shall separate and bundle mail being returned to the servicing post office according to the following categories:

(1) On-base/missent (letters and flats bundled separately);

(2) Off-base (letters and flats bundled separately);

(3) No record/moved, left no address (letters and flats bundled separately);

b. All mail being returned to the MPO will be neatly bundled with each piece facing the same direction, address side to the front.

c. Each bundle of returned mail shall be bound with rubber bands and labeled or tagged to indicate the appropriate category (i.e., on-base, off-base, and no record).

Chapter 8

Postal Service Center Mail Boxes

1. General. Postal Service Center (PSC) mail boxes are assigned solely for the use of service member's residing in bachelor housing aboard MCINCR-MCBQ. The PSC boxes are not available to student, TAD, or any other non-permanent personnel aboard MCINCR-MCBQ.

2. Mail Receptacle Locations. PSC boxes will be installed in all bachelor housing quarters for the support of permanent personnel residing in the quarters.

3. Receptacle Use. The following is guidance relative to the purpose for which service members may use assigned mail receptacles:

a. Mail receptacles will not be utilized by more than one member. Mail receptacles cannot be shared or issued jointly.

b. Individuals not authorized MPO privileges are not authorized to receive mail through the receptacle of an authorized box holder. Mail title "In care of," will not be delivered.

c. unauthorized mail will be returned to sender endorsed "Insufficient Address."

d. Receptacles will not be used to conduct business ventures for personal gain or profit.

e. The following sample address will be used for all mail received for PSC boxes:

Customer Name
Barracks number and street address
Box number
Quantico, VA 22134-box number

4. Open and Close Receptacles

a. Per references (a) and (b), PSC boxes will be issued utilizing DD Form 2262 (Receptacle Record). All active DD Form 2262s will be filed numerically by box number.

b. The oldest available PSC Box will always be the next PSC box to be issued to new personnel.

c. Each PSC box will have a unique combination, or lock serial number. This information will be reflected on the DD Form 2262.

d. Whenever a PSC box combination or lock are compromised the lock will be changed, and the customer will be provided a new key or combination.

e. Per reference (a), should personnel lose a key, they will receive a new lock and new key at no cost to the customer.

f. Personnel residing in bachelor housing must check-in and check-out with the MPO, located at building 716.

g. Upon checking out, customers will surrender their key (if applicable), complete a Change-of-Address card, and sign and date their Directory File Card on file at the MPO.

h. the MPO will change the combination or lock cylinder for all checking out personnel as soon as possible. Once completed the new combination or lock serial number will be entered on DD Form 2262 and filed appropriately for issuance.

5. Delivery of Mail Through Mail Receptacles

a. Only letters and packages (of sufficient size) will be delivered through the PSC boxes.

b. Postal Clerks will verify the name on all mail with the name reflected in the PSC box before placing any mail matter in the box. When the name and mail do not match, the postal clerk will return the mail to the MPO for proper disposition.

c. PS Form 3907 (Notice to pick up package at Post office), will be used for all items too large to fit into the PSC Box, or for large quantities of mail that will not safely fit in the PSC box.

d. All mail bearing special services (certified, insured, express, etc.) will be maintained at the MPO. Customers will receive a PS Form 3849 (delivery receipt) in their PSC Box. The customer must bring this form to the MPO in order to sign for and receive their package.

e. Customers must collect mail once a week. PSC boxes with excess mail of two weeks will be marked as old mail. At four weeks, the PSC box will be closed and all mail will be returned to as "unclaimed." The customer is not guaranteed to receive the same box number if they come back after the four week period.

Chapter 9

Suspicious Packages

1. General. The likelihood of ever receiving a bomb or chemical/biological agent in the mail is remote. However, a number of explosive devices and chemical/biological infected articles have been mailed over the years resulting in death, injury, and destruction of personnel and property. Motives for sending chemical/biological agents and mail bombs are wide ranging. They are often sent for revenge, extortion, terrorism, business disputes, or other reasons. All personnel involved in mail handling duties should be trained to recognize the typical characteristics and the immediate action to take should they discover a suspected mail bomb or chemical/biological agents.

2. Typical Characteristics. A bomb or chemical/biological agent can be easily enclosed in either a letter or a parcel, and its outward appearance is limited only by the imagination of the sender. They may appear to be either official or personal mail and will typically target high ranking officials; however, this is not always the case. Mail bombs or chemical/biological agents may or may not exhibit one or more of the following characteristics. They may:

- a. Bear restricted endorsements such as "personal" or "private;"
- b. Bear an inaccurate addressee's name and/or title;
- c. Have distorted handwriting, or the name and address may be prepared with homemade labels or cut-and-paste lettering;
- d. Have protruding wires, aluminum foil, or visible oil/grease stains;
- e. Give off an unusual smell (almonds or marzipan) or powder.
- f. Bear an excessive number of postage stamps;
- g. Have a small pin hole in the wrapping for removal of a safety wire;
- h. Exhibit springiness on one or more sides if it contains a pressure release detonating device;
- i. Feel heavier than it looks;
- j. Feel rigid or appear uneven or lopsided;
- k. Be unprofessionally wrapped with several combinations of tape;
- l. Be endorsed with "Fragile," "Handle with Care," "Rush," "Do Not Delay," or similar markings; and
- m. Make a buzzing or ticking noise, or sloshing sound.

3. Immediate Action. If sufficient reason exists to believe that a letter or parcel may contain chemical/biological agent or explosive device follow the steps listed below. DO NOT take a chance or worry about possible embarrassment if the item turns out to be innocent. Upon discovery of a suspected mail bomb or chemical/biological agent:

- a. Do not attempt to open the suspected item;
- b. Do not attempt to move or further examine the suspected item;
- c. Immediately evacuate the area and do not allow anyone to come within the immediate vicinity of the suspected item for any reason, until the "all clear" has been given by the appropriate authorities (i.e., Provost Marshal's Office (PMO)/Explosive Ordnance Division (EOD)). Personnel exposed to suspected chemical/biological agents shall remain in place to reduce further contamination. Those personnel not exposed should be immediately evacuated. Do not unnecessarily expose personnel to danger in an attempt to secure valuables, classified material, or recover personal belongings during or after the evacuation process.
- d. Immediately notify PMO/EOD/911 informing the dispatcher you have identified a possible threat.
- e. Do not completely seal off rooms/buildings. Leave doors and windows open to allow for the rapid expansion of exploding gases. If it is a chemical/biological agent, cut off air ventilation to your area, and those affected must stay in place. Do not unnecessarily expose personnel to danger in an attempt to open additional doors and windows.
- f. Post a guard in the vicinity of each entrance to the building to ensure no one inadvertently enters and becomes exposed to possible injury hazard. Ensure these guards are placed a safe distance from the building.
- g. Notify the CO and the installation postal officer using the appropriate form or data base.

(1) Postal Offense Report submitted through Military Postal Service Agency <https://amps.mpsa.mil/>

(2) Postal Incident/Threat submitted through MPO, MAO, and UMR Form.

4. Force Protection Condition (FPCON) Action Sets for Mail Handling Facility

- a. FPCON Normal-Establish and post suspicious package mail handling procedures, immediate actions, and notifications at all postal facilities/mail distribution centers. Equip all postal facilities/mail distribution centers with minimum personal protective equipment: masks, gloves, trash bags, and a hazardous material drum.
- b. FPCON Alpha. Randomly screen mail for suspicious items beyond the normal scope of mail handling.
- c. FPCON Bravo. Conduct 25 percent screening of all incoming correspondence beyond normal scope of mail handling.
- d. FPCON Charlie. Thoroughly screen all packages for suspicious items.
- e. FPCON Delta. No action taken; Base is on lock down no deliveries will be made.