



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2008 ELLIOT ROAD
QUANTICO, VIRGINIA 22134-5103

IN REPLY REFER TO:
5110
MFP3
23 Aug 18

MEMORANDUM 02-18

From: Director, Headquarters Marine Corps Postal Affairs
To: Postal Director, Marine Corps Installation Pacific
Postal Director, Marine Corps Installation West
Postal Director, Marine Corps Installation East
Marine Corps Installation National Capital Region

Subj: DIRECTORY SERVICE IMPROVEMENT INITIATIVE

Ref: (a) Department of Defense 4525.6M, Postal Manual
(b) Marine Corps Order 5110.6C, Conduct of Marine Corps Unit Mail
Rooms And Mail Distribution Centers

1. The Directory Service Improvement Initiative is an effort that leverages existing resources and current technologies to meet the United States Postal Service processing requirements. The administrative change is transparent to the customer base.

2. Per the reference(s), a change of address record is required for the processing and delivery of mail.

a. Notice of Change of Address, OPNAV 5110/5. The OPNAV 5110/5 is currently available and meets USPS requirements.

b. United States Postal Service Change of Address, PS Form 3575. The PS Form 3575 can be used in lieu of OPNAV 5110/5.

3. A change of address record serves as a supplement to the Directory File Card System.

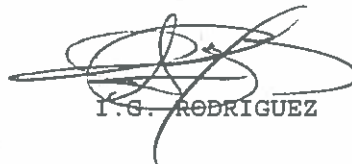
4. Marine Profile System.

a. Unit Mailrooms (UMR) with sustained .mil network capabilities are authorized to use the Marine Profile System.

b. Mail processed using the Marine Profile System in lieu of the Directory File Card System will maintain a change of address record on file.

c. The Marine Profile System meets address validation requirements via annual administrative audits.

d. UMRs not on a sustained .mil network i.e. deployed, remote, etc. location are required to maintain a Directory File Card System.


I.S. RODRIGUEZ