



UNITED STATES MARINE CORPS  
MARINE CORPS BASE HAWAII  
BOX 63002 KANEHOE BAY HI 96863-3002

IN REPLY REFER TO:  
BaseO 5112.2A  
MP&A/POSTAL  
3 Apr 2013

BASE ORDER 5112.2A

From: Commanding Officer, Marine Corps Base Hawaii  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR HANDLING U.S. MAIL ABOARD  
MARINE CORPS BASE HAWAII

Ref: (a) DoD 4525.6M, Postal Manual  
(b) DoD 4525.8M, Official Mail Manual  
(c) OPNAVINST 5112.6D, Department of The Navy Postal Instruction  
(d) MCO P5110.5D w/Ch1, The Marine Corps Official Mail Program  
(e) MCO P5110.6C, The Marine Corps SOP for Unit Mail Rooms  
(f) MCO 5110.4A, The Marine Corps Official Mail Program

1. Situation. Provide further instructions to reference (a) concerning the operation of Marine Corps Unit Mail Rooms (UMRs).

2. Cancellation. Base Order P5112.2.

3. Mission. This Order contains procedures for the operation of UMRs on Marine Corps Base (MCB) Hawaii.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To prescribe policy and procedures, according to the references, for the processing and delivery of both personal and official mail for Marine Corps UMRs.

(b) The timely and accurate delivery of mail is paramount in maintaining good order throughout any unit. This Order provides Commanding Officers (COs) with the information needed in order to operate and properly maintain an efficient UMR.

(2) Concept of Operations. The policies outlined in this Order are applicable to all Marine Corps activities that maintain a UMR aboard MCB Hawaii.

b. Subordinate Element Missions

(1) All Marine Corps activities, to include all organizations, not affiliated with the Marine Corps and other entities serviced by a Marine Corps Post Office must comply with this Order.

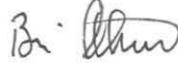
(2) The currency, accuracy, and modification of this Order are the responsibility of the Commandant of the Marine Corps (CMC) (MRP-3). COs of Marine Corps activities are responsible for the timely entry of changes and physical maintenance of their copies of this Order. Any deviation from instructions contained in this Order must be authorized by the CMC (MRP-3).

c. Coordinating Instructions. Forward recommendations regarding this Order to the CO, MCB Hawaii via the appropriate chain of command.

5. Administration and Logistics. The point of contact for this Order is the Postal Officer at 257-2008.

6. Command and Signal

- a. Command. This Order is applicable to MCB Hawaii and tenant commands.
- b. Signal. This Order is effective the date signed.



BRIAN ANNICHIARICO

DISTRIBUTION: A

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES (SOP) FOR HANDLING U.S. MAIL ABOARD  
MARINE CORPS BASE HAWAII

Location: \_\_\_\_\_  
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SOP FOR HANDLING U.S. MAIL ABOARD MARINE CORPS BASE HAWAII

RECORD OF CHANGES

Log completed change action as indicated.

| Change Number | Date of Change | Date Entered | Signature |
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SOP FOR HANDLING U.S. MAIL ABOARD MCB HAWAII

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## SOP FOR HANDLING U.S. MAIL ABOARD MCB HAWAII

## CHAPTER 1

## RESPONSIBILITIES

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## CHAPTER 1

## COMMAND RESPONSIBILITIES

1000. GENERAL. The Marine Corps Postal System, under policy of the Military Postal Service Agency, will operate in strict compliance with the rules and regulations set by the USPS.

1001. COMMAND RESPONSIBILITY. The CO, MCB Hawaii is responsible for the planning, organization, operation, inspection, security, supervision and coordination of the Military Post Office.

1002. RESPONSIBILITIES OF THE INSTALLATION POSTAL OFFICER. The Installation Postal Officer is assigned the following responsibilities:

1. Detailed supervision of postal affairs and mail handling procedures aboard the Base. The USPS is responsible for delivering mail to family housing.
2. Advise COs about postal and mail handling matters affecting the Base.
3. Investigate suspected offenses or irregularities in postal and mail handling procedures.
4. Prepare and submit required postal reports.
5. Report suspected cases of rifling, theft, destruction and other postal offenses.
6. Maintain liaison with the appropriate civilian and military postal authorities about postal matters.
7. Conduct unannounced quarterly inspections of UMRs.
8. Ensure adequate postal services are provided to all personnel.

1003. RESPONSIBILITIES OF UNIT COMMANDING OFFICERS

1. Provide enough space and equipment for proper mail handling and security.
2. Ensure mail clerks and mail orderlies have sufficient time to perform their duties.
3. Report and take action on postal offenses and losses within your command per reference (a).
4. In writing, appoint individuals to receipt for all official mail addressed to your command per reference (e).
5. Appoint a Unit Postal Officer and Assistant Postal Officer by an appointment letter.
6. Establish and distribute the Unit Mail Handling Order.
7. Ensure all personnel checking in or out of the unit personally check in and out with the UMR.
8. Make sure the mail clerks read and understand all orders and directives concerning postal operations.
9. Have the mail orderlies attend the one day course on mail handling procedures offered by the Installation Postal Officer.

1004. PERTINENT REGULATIONS, REQUIRED ORDERS AND DIRECTIVES. All cited references must be readily available to the mail clerks and on file in the UMR to include the following:

1. BaseO 5112.2A, (SOP For Handling U.S. Mail Aboard MCB Hawaii).
2. Regimental Mail Handling Directive (where applicable).
3. Unit/Battalion Mail Handling Order.

1005. UNIT POSTAL OFFICER AND ASSISTANT POSTAL OFFICER. The Unit Postal Officer and Assistant Postal Officer will:

1. Ensure the mail clerk and mail orderlies receive proper training on the safeguarding and processing of mail.
2. Ensure the UMR is operated per mail handling directives.
3. Conduct weekly inspections per reference (e). Weekly inspections will be unannounced to ensure compliance with all pertinent instructions relative to mail handling and mailroom operations.
4. Notify the CO of all suspected or known postal offenses or losses.
5. Verify daily that all official accountable mail has been properly delivered.
6. Control duplicate keys to the UMR per reference (e).
7. Issue and revoke all DD Form 285 (Appointment of Unit Mail Clerk/Orderly) and maintain DD Form 2260 (Appointment Designation Log) per reference (e).
8. Ensure the mail directory file and mailroom records are properly maintained.

1006. UNIT MAIL CLERK. Before assuming mail clerk duties, personnel shall be instructed in the proper performance of their duties during the mail clerk class provided by the Military Post Office staff. This class will emphasize the importance of safeguarding mail, handling of accountable mail, timely delivery and the serious consequences of negligence of duty. This class is a requirement and designated personnel must be able to complete the class and pass the written exam before assuming the duties of a mail clerk. The Unit Mail Clerk will:

1. Operate the UMR per applicable directives and orders.
2. Safeguard all mail in their possession.
3. Ensure entry to the UMR is limited to authorized individuals.
4. Perform directory service on all undeliverable mail and return it to the Military Post Office within 24 hours.
5. Ensure the UMR is kept clean and neat at all times. Nothing will be stored in the mailroom except those items that are required for the handling and processing of mail.
6. Return empty mail bags and equipment to the Military Post Office daily.

1007. UNIT MAIL ORDERLY. Unit Mail Orderlies will:

1. Pick up mail at specified times and safeguard it at all times.

2. Deliver personal mail to the addressee or authorized agent. Delivery to an addressee's Officer in Charge or Staff Noncommissioned Officer in Charge for subsequent delivery is not authorized. Official mail will be delivered to the addressee via those personnel that have been authorized in writing by the CO to receive such mail.
3. Return all undeliverable mail to the UMR the same day it is received, with supporting documentation (leave papers, copy of Temporary Additional Duty (TAD) orders, etc.) stating why it could not be delivered.
4. Report all known or suspected postal violations to the Unit Postal Officer or to the Assistant Unit Postal Officer.
5. Never hold mail overnight.
6. Advise new personnel checking into the unit to submit change of address cards immediately.
7. Advise personnel to notify the Unit Mail Clerk when departing on leave or TAD.

1008. MAIL DELIVERY

1. Expeditious mail delivery is the primary interest of the USPS and Military Postal Service Agency. Mail delivery service will be through UMR and Unit Mail Clerks.
2. The main causes of mail delay are incorrect mailing addresses, frequent rotation of mail handling personnel and the failure of personnel to check in and out of their UMR. Command attention is essential to timely mail delivery.

1009. SECURITY

1. Privacy of mail and postal records mandatory. All personnel shall preserve and protect the security of mail in their custody from unauthorized opening, inspection, reading of contents or covers, tampering, delay or other unauthorized acts.
2. Mail will never be left unattended. Mail is not secure unless it is in the mailroom or physically held by the mail clerk/orderly.
3. Any person who commits or allows any violations of the security of mail will be subject to prosecution under the Uniform Code of Military Justice or Federal civilian authorities.

1010. U.S. POSTAL SERVICE (USPS) PARCEL COLLECTION PROCEDURES. In order to increase security of commercial airlines carrying U.S. Mail, new parcel collection procedures began 16 August 1996. All packages weighing 16 oz or more, being mailed to international or domestic addresses, must be brought to the post office and mailed through a postal clerk.

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CHAPTER 2

ADMINISTRATION

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## CHAPTER 2

## ADMINISTRATION

2000. MILITARY POST OFFICE LOCATION AND HOURS OF OPERATION

1. The Military Post Office is maintained and operated per an agreement between the Department of Defense (DoD) and the USPS.
2. The Military Post Office location and scheduled hours of operation are as follows:

Military Post Officer (Building 6644)

|                        |                    |           |
|------------------------|--------------------|-----------|
| Administrative Office: | Mon, Tue, Wed, Fri | 0800-1630 |
|                        | Thursdays          | 0800-1400 |
|                        | Saturdays          | 0900-1200 |
| Mail Call:             | Monday-Friday      | 0900-1100 |

2001. FUNCTIONS OF THE MILITARY POST OFFICE. The following services are performed by the Military Post Office:

1. Directory service, as required per reference (a), for mail which is incomplete or incorrectly addressed.
2. Receive and process incoming mail for distribution to the unit level.
3. Ensure unit readdressed mail is correct and complete.
4. Control and deliver official accountable mail to authorized agents.
5. Ensure outgoing official mail meets postal requirements.
6. Meter official outgoing mail.

2002. U.S. MAIL COLLECTION BOXES

1. Mail collection boxes are located throughout MCB Hawaii. The Postmaster for Kailua is responsible for the collection of mail in military housing only. The Installation Postal Officer is responsible for all other collection boxes. The hours of collection are posted on each box.
2. Forwarded requests for relocation or installation of mail boxes to the Installation Postal Officer. Only post office personnel may install mail boxes.
3. Official mail shall not be deposited in any mail box. Chapter 3 provides instructions for official mail.

2003. TIME AND METHOD OF DISTRIBUTING INCOMING MAIL. Properly designated Unit Mail Clerks will receipt for mail at the Military Post Office (Building 6644) from 0900 to 1100, Monday through Friday. Whenever mail clerks are unable to receive or deliver mail at the scheduled times, the Military Post Office staff and unit mail clerks will reschedule the receipt and delivery of mail.

2004. CUSTOMS

1. The mailer must comply with customs law. Postal personnel will assist in ensuring appropriate customs declaration forms are attached to items presented for mailing.

2. All mail returning into the International Customs Territory of the United States (ICTUS) is subject to customs examination. The following guidelines are provided:

a. Personal and Household Effects. Personnel who return personal or household effects to the ICTUS and were under government orders for more than 140 days are exempt from customs duty on these items (provided a copy of the orders accompany the mail).

b. Gifts. Bona fide gifts mailed to one person per day, that are not U.S. made and do not exceed \$100, will not be checked by customs.

(1) Articles grown, produced or manufactured in the U.S. and which, after having been exported, have not advanced in value will not be checked by customs.

(2) Military Postal Clerks are not authorized to advise patrons about the dutiable character of any item. Information concerning customs may be obtained by contacting the Honolulu Customs Office at (808) 422-6522.

2005. NON-MAILABLE MATTER

1. Non-mailable matter includes all matter that by law, regulations, and treaty stipulation is prohibited from being mailed.

2. When mailers question whether any matter is mailable, they should ask the Military Post Office staff. The following is a partial list of non-mailable matter:

- a. Obscene and indecent materials.
- b. Lotteries, fraudulent and libelous matter.
- c. Intoxicating beverages and illicit drugs.
- d. Explosive, flammable or poisonous matter.
- e. Bombs, grenades, ammunition and percussion caps.
- f. Unprotected sharp instruments.

3. Severe penalties and fines or imprisonment exist for anyone who knowingly deposits for mailing or delivery, or causes to be mailed or delivered, anything declared non-mailable.

2006. EMERGENCY DESTRUCTION OF MAIL AND POSTAL EFFECTS

1. Units operating mailrooms involved in emergencies or in danger of enemy capture will dispose of mail and postal effects in the following sequence:

a. When sufficient advance warning is received:

(1) Deliver or dispatch mail on hand.

(2) Suspend operations and transport postal effects and supplies to a safe area.

b. When insufficient advance warning is given, perform emergency destruction in the following order:

(1) Official Registered Mail.

(2) Directory file cards.

(3) All remaining mail.

(4) Records, equipment, mail sacks and furniture.

2. If possible, the Unit Postal Officer and Assistant Postal Officer will witness the destruction of postal effects. Personnel conducting emergency destruction shall submit a list of items destroyed to the Installation Postal Officer within 24 hours of the destruction.

2007. INSPECTIONS

1. Postal inspections are conducted to protect mail and postal effects. Unit Postal Officers are to conduct daily visits and weekly inspections of UMRs. A representative from the Military Post Office will conduct quarterly unannounced inspections of UMRs and annual Commanding General Functional Area Inspections.

2. When UMRs are inspected, using the overall parameters associated with the Marine Corps mission, the following grades are assigned:

a. Mission Capable. The unit possesses and uses the requisite skills, equipment, personnel and understanding to accomplish assigned mission, task and functions.

b. Non-Mission Capable. The unit does not possess or does not use the requisite skills, equipment, personnel and understanding to accomplish its assigned mission, tasks and functions.

3. The following indicate the severity of any identified errors or problem areas.

a. Discrepancy. An error or failure to comply with guidance, direction or action as required in appropriate and applicable directives.

b. Findings. A significant problem which significantly deviates from higher headquarters' policies and procedures.

2008. POSTAL OFFENSES

1. Postal offenses are occurrences that violate laws and regulations and that jeopardize the security of mail and other postal equipment. These include: theft, rifling, delay, destruction, alteration and illegal use. Notify the unit CO or representative and the Military Postal Officer upon discovery of any postal offense.

2. Certain incidents require a report to the Military Postal Service Agency with a copy to the CMC within 24 hours of the discovery. Specific information is contained in Chapter 7 of reference (a). All required reports will be submitted by the Installation Postal Officer.

2009. MAIL ROUTING

1. Per U.S. Marine Corps Forces, Pacific SOP for Postal Affairs, the Installation Postal Officer is responsible for mail routing for all Marine Corps units at MCB Hawaii Kaneohe Bay. Submit requests for mail routing (figure 2-1) to the Installation Postal Officer.

2. Liaison shall be established as soon as possible, but no later than 45 working days before deployment.

3. The Installation Postal Officer will provide deploying units with a mailing address and instructions on the handling of mail.

(UNIT HEADING)

5110  
Office Code  
Date

From: Commanding Officer of Requesting Unit  
To: Postal Officer, Marine Corps Base Hawaii Kaneohe Bay  
Subj: MAIL ROUTING REQUEST  
Ref: (a) DoD 4525.6M  
(b) FMFPAC P5112.B  
(c) BaseO 5112.2A

1. Per the references, the following information is submitted:
  - a. Departure date of advance party:
  - b. Departure date of main body:
  - c. Area of deployed:
  - d. Name of exercise:
  - e. Estimated date of return of main body:
  - f. Classes of mail to be routed:
  - g. Size of unit (plt, bn, cc, etc):
  - h. Name of plt or co (if applicable): \_\_\_\_\_
  - i. Are any other units involved? \_\_\_\_\_
  - j. Will a brief need to be conducted? \_\_\_\_\_
  - k. Postal Officer's email address: \_\_\_\_\_
2. Postal Officer's Name: \_\_\_\_\_ ext #: \_\_\_\_\_

I. M. COMMANDING

FIGURE 2-1. EXAMPLE OF MAIL ROUTING REQUEST

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CHAPTER 3

OFFICIAL MAIL

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## CHAPTER 3

## OFFICIAL MAIL

3000. GENERAL. On 1 October 1992, the Marine Corps completed conversion to direct accountability of official mail. Official mail prepared aboard MCB Hawaii is metered and then placed into the U.S. postal system.

3001. USE OF OFFICIAL MAIL. Letters, parcels or other mail originating within the DoD and relating exclusively to the business of the U.S. Government must be transmitted through the mail system using official postage. Only those items that are mailable under postal laws may be sent via official mail. The originating unit is responsible for determining eligibility of matter to be transmitted through the mail. All COs are responsible for applying controls on those items prepared as official mail. References (b) and (f) provide complete guidance in the usage, preparation, special services and cost management measures to be used with official mail.

3002. OFFICIAL MAILING ADDRESSES. DoD has directed that all official mail addresses comply with strict USPS criteria. The following applies:

1. Do not use punctuation in the address except in the hyphen when using Zip Code +4.
2. Type or print addresses on official mail by other mechanical means.
3. All addresses must be in upper case letters.
4. Mail addresses (both delivery and return) are limited to a maximum of five lines.
5. Format all addresses with a uniformed left margin.
6. Each address line is limited to 47 characters per line (except for the activity line which is limited to 40), including spaces.
7. The box number in the address does not include "P. O." in front of "Box." and the five digit numbers are correct.
8. Correction tape is allowed for corrections in the address; "white out" is not allowed.
9. Ensure the Attn: line is on the second line of an address.
10. All official mail not formatted as specified will be returned to sender.

3003. OFFICIAL MAIL MANAGERS

1. The Installation Postal Officer is appointed as the Installation Official Mail Manager (OMM) and is responsible for inspection, expenditure reporting, operation and maintenance of metering equipment. Unit OMMs will be appointed per reference (b) and are responsible for applying controls on the use of official mail within their units. Annual training is required for appointed unit OMMs. It is a unit responsibility to ensure this training is completed. The Installation OMM will provide the annual training dates.

2. As per reference (e) units operating UMRs will establish a command mail center to consolidate correspondence destined for a single address and apply cost management measures.

3004. OFFICIAL MAIL COST CONTROL PROGRAM (OMCCP). All COs whose units operate a UMR shall establish and maintain a Command Mail Center to serve as a central point at which all outgoing official correspondence intended to be

mailed will be monitored. It is at this location that cost management measures are monitored.

3005. COST MANAGEMENT MEASURES

1. Marine Corps postal cost management policy is to reduce postage costs. Personnel involved in the preparation of official mailings must understand that official mail service is not free and that cost management procedures are established to meet actual needs and required delivery dates. To conform to current DoD policy, Marine Corps activities and tenant activities shall ensure their official mail practices:

a. Use standard, letter-sized envelopes whenever possible. Use large envelopes only when material may be damaged by folding.

b. Use presort discounts when economically feasible.

c. Ensure personnel who originate or prepare material for mailing are adequately trained.

d. Periodically monitor mail practices to ensure mail is sent by the most economical means.

e. Periodically review recurring mailings for necessity.

f. Reduces the frequency and volumes of mailings when possible.

g. Update mailing lists.

h. Consider microform alternatives for mailing publications.

i. Require adequate printing lead time to permit economical mail service.

j. Reduce publications weight, when practicable, by printing on both sides of the paper, selecting the lightest weight paper and using all available printing space.

k. In no case will units use official mail for organizations or units aboard MCB Hawaii.

2. The Base Adjutant will maintain appropriate command mail centers for consolidating commander and staff correspondence for MCB Hawaii.

3. Each tenant command will maintain appropriate command mail centers for consolidating commander and staff correspondence for their specific commands.

4. Correspondence destined for a single location will be consolidated to the maximum extent possible by the unit and in the smallest sized envelope. On the envelope, place the words "CONTAINS CONSOLIDATED CORRESPONDENCE," or "CONSOLIDATED MAIL" in bold letters in the lower left quadrant of the package.

5. All mailings prepared for metered postage must be presented by Command Mail Centers to the Military Post Office by 1400 each day to meet that day's dispatch. Mail received after 1400 by the Military Post Office will be postmarked with the next available dispatch date.

6. Do not use official postage as a supplement for embarkation. Paragraph 3002 applies.

3006. OMCCP INSPECTIONS

1. Unit OMCCP will be annually inspected to ensure compliance with references (b) and (f).
2. Unit OMMs are to inspect incoming and outgoing mail at least once a week. A record of these inspections must be maintained at the Command Mail Center.

3007. EXPEDITED MAIL. All Expedited Mail must be approved by the Installation Postal Officer before being mailed. A written request must accompany the article with justification for Expedited Mail service to include verification has been made that the recipient will be present to accept the item at point of delivery. The request will also state what circumstances prevented the item from being mailed through normal postal channels. Due to the high cost of postage required to use Expedited Mail, careful consideration must be taken before using this service. Reference (f) provides provisions that must be met before acceptance of USPS Expedited Mail.

## SOP FOR HANDLING U.S. MAIL ABOARD MCB HAWAII

## CHAPTER 4

## MAILROOM OPERATIONS

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## CHAPTER 4

## MAILROOM OPERATIONS

4000. GENERAL. Commands operating UMRs will use reference (e) for standardized operations.

4001. TRAINING. Quarterly courses of instruction on mailroom operations are conducted by a representative of the Military Post Office and are announced by correspondence to Unit Postal Officers.

4002. USE OF CHANGE OF ADDRESS CARDS

1. All personnel must check in and out of their UMR. They will complete one OPNAV Form 5110/5 (Notice of Change of Address Card) to be forwarded to their previous or future duty station.

2. The Unit Mail Clerk will ensure all cards are properly completed and contain either the address of the member's last serving mailroom or the command to which the individual is ordered. The Unit Mail Clerk will forward the cards to the Military Post Office for mailing.

4003. MAIL DELIVERY DURING FIELD EXERCISES

1. Proper transportation, security and timely delivery of mail will continue for units during field exercises. During short training exercises, COs may opt to hold some or all classes of mail in the UMR. However, expeditious delivery must be made upon the unit's return from the field.

2. Separate Letters of Instructions may be published by the Base Postal Officer with mail handling instructions for units participating in exercises that require a change in mail routing or forwarding.

4004. MAIL FOR CONFINED PERSONNEL

1. Correctional Facility. Mail Service will be extended to confined prisoners. Mail forwarded to members confined at Pearl Harbor Corrections Facility will be readdressed as follows:

BOX 57  
FORD ISLAND  
PEARL HARBOR HI 96860

2. In-Hands of Civilian Authorities (IHCA). All mail for personnel IHCA will be placed in an official envelope and addressed to the person in charge of the civilian detention facility with a letter explaining that if delivery to the addressee cannot occur, then the mail should be returned to the command.

4005. MAIL FOR HOSPITALIZED PERSONNEL. Mail for personnel who have been hospitalized will be readdressed and forwarded to the hospital address, provided that the period of hospitalization is such that delivery can be made before the release of the addressee from hospitalization. The ward number, if known, should be included in the forwarding address. Mail for patients at Tripler Army Medical Center will be addressed as follows:

PATIENT  
WARD  
C O MARINE LIAISON  
TRIPLER AMC  
HONOLULU HI 96859

Use appropriate Liaison (i.e. Navy, Marine, etc.)

4006. MAIL FOR DECEASED/DESERTER PERSONNEL

1. A properly completed deceased/deserter form (figure 4-1) must be submitted with all undeliverable mail received for personnel who are deceased or declared a deserter. When no unit diary number is available, the CO or Unit Postal Officer must also sign the form to indicate next of kin has been notified. The words deceased or deserter will not be written on the mail when forwarding.

2. Mail received for personnel who are in an unauthorized absence status will be dated on the reverse and retained in the mailroom until the individual has returned or has been declared a deserter.

4007. MAIL FOR PERSONNEL ON LEAVE. Leave entries are not required to be placed on unit directory file cards, however, all mail retained in mailrooms will be supported with a copy of leave papers.

4008. PARCEL POST SHIPMENTS. Parcel post shipments are not available for personal effects. Any personal effects requiring shipment after household goods and unaccompanied baggage shipments are sent must be shipped through the Traffic Management Office on a government bill of lading.

4009. DIRECTORY SERVICES

1. Directory mail is mail that cannot be delivered as addressed because of an incorrect or incomplete address. UMR will provide directory service on those authorized members per references (a) and (e). Write forwarding endorsements neatly and legibly using the minimum space required, the original address will not be covered with gummed labels, markers or correction fluid.

2. The Military Post Office provides a command directory which forwards all undeliverable mail to UMRs.

(Letter Head)

5112  
(Section Code)  
(Date)

MEMORANDUM

From: Unit Name  
To: Base Postal Directory, Marine Corps Base, Quantico, Virginia  
22134-5006

Subj: RETURNED UNDELIVERABLE

Attached article(s) of mail is (are) returned as undeliverable or retained for individual listed below due to:

Name: \_\_\_\_\_ Work Section: \_\_\_\_\_  
(Last) (First) (Middle)

(Complete and Check as Appropriate)

Reason for Retention/Non-delivery

Unit Diary (Since \_\_\_\_\_)  
(Date)

Deserter (Unit Diary From \_\_\_\_\_ to \_\_\_\_\_)  
(Date) (Date)

Deceased (This is to certify that the above named person is deceased and next of kin have been notified.)

Other:  
(Specify reason)

Unit Diary Number: \_\_\_\_\_ Dated: \_\_\_\_\_

\_\_\_\_\_  
(Unit Postal Officer)

\_\_\_\_\_  
(Mail Clerk)

Figure 4-1. DECEASED DESERTER REPORTING FORM

SOP FOR HANDLING U.S. MAIL ABOARD MCB HAWAII

CHAPTER 5

MAIL ADDRESS INSTRUCTIONS

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## CHAPTER 5

## MAIL ADDRESS INSTRUCTIONS

5000. GENERAL. Incorrect or incomplete addresses are the greatest cause of delay/non-receipt of personal official mail and are usually attributed to the lack of familiarity with the source of addresses and the method of delivery.

5001. SOURCES OF MAIL ADDRESSES

1. Authorized addresses for activities of the Navy and Marine Corps are in the:

a. Standard Naval Distribution List, Part 1, Operating Forces of the Navy, Unified and Specified Commands (OPNAV P09B2-107).

b. Standard Naval Distribution List, Part 2, Catalog of Naval Shore Activities (OPNAV P09B2-01-050).

c. Department of Defense Activity Address Directory (DoD 400.25-6-M).

2. DoD has adopted the USPS nine-digit Zip Code as the standard Zip Code for all DoD components. The nine-digit zip Code consists of a five digit Zip Code and a four-digit add on. The four digit add-on numbers are the unit identifiers. The add-on numbers expedite mail sorting and shall be used on both personal and official mail. The nine-digit Zip Code will be used when addressing outgoing mail and on the unit's return address. The Installation Postal Officer will oversee the:

a. Ease and speed in reading and sorting.

b. Updating of the USPS mail sort schemes.

c. Available routing and delivery.

d. Correct and proper address format.

5002. METHODS OF DELIVERY

1. By agreement between the DoD and the USPS, military mail is sorted into battalion/squadron sized units, principal administrative buildings and supply centers. Future plans are for the USPS to affect delivery directly to these sorts, therefore detailed addressing is necessary to prevent delays or non-receipt of mail.

2. All military mail received aboard MCB Hawaii is delivered through the military post office, UMRs, and command adjutants by use of military mail handling personnel. Civilian establishment businesses (banks, schools etc.) and quarters' mail are delivered by the USPS.

5003. DETAILED REQUIREMENTS

1. DoD prohibits the use of UMRs for receipt of personal mail (i.e. bank statements, bills, etc.) once permanent quarters are established. Items received in official envelopes, such as official Military Personal Files, are considered official and will be delivered through the military postal system.

2. The Base Adjutant provides delivery to the CO and special staff sections of the CO, MCB Hawaii Kaneohe Bay. Paragraph 5001 provides guidance regarding appropriate addresses to be used by these staff sections.

3. For a list of all Marine Corps Official Mailing Addresses refer to reference (d).