



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

BO 5112.2B W/CH 1
 S-1/Adj
 18 DEC 2017

BASE ORDER 5112.2B W/CH 1

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

Subj: STANDARD OPERATING PROCEDURES FOR HANDLING U.S. MAIL ABOARD MARINE
 CORPS BASE HAWAII

1. Situation. To transmit and change paragraphs to the basic Order.
2. Mission. This change updates Marine Corps Base Hawaii (MCBH) hours of operation.
3. Execution

a. In Chapter 1, paragraph 1006.12, add the following after the first sentence: "A MRR is required to be submitted to the MPO 45 days prior to a unit deployment over 30 days. The MRR will allow the MPO to create a USMC mobile address that is unique to that specific deploying unit."

b. Change the hours of operation in Chapter 2, paragraph 2001.2a and b, to read:

"a. MCBH Kaneohe Bay MPO, Building 6644:

Postal Retail Services:	Mon, Tue, Wed, Fri	0900-1600
	Thursdays	0900-1300
Unit Mail Call:	Monday-Friday	0900-1200
Official Mail Services:	Mon, Tue, Wed, Fri	0900-1500
	Thursdays	0900-1300

b. MCBH Camp H. M. Smith MPO, Building 2C:

Postal Retail Services:	Mon, Tue, Wed, Fri	0930-1300
	Thursdays	0930-1200
Unit Mail Call:	Mon, Tue, Wed, Thu, Fri	0930-1300
Official Mail Services:	Mon, Tue, Wed, Thu, Fri	0930-1300"

4. Command and Signal

a. Command. This change to the Order is applicable to MCBH subordinate and tenant commands.

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

R. LIANEZ

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

IN REPLY REFER TO:
BO 5112.2B
MP&A/ADJ

28 JUL 2016

BASE ORDER 5112.2B

From: Commanding Officer
To: Distribution List

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

Ref: (a) USPS Publication 38-A
(b) USPS Handbook PO-630
(c) DoD 4525.6M
(d) DoD 4525.8M
(e) OPNAVINST 5112.6E
(f) MCO 5110.4A
(g) MCO 5110.6C

Encl: (1) MCBH Official Command Addresses

1. Situation. This Order provides Commanding Officers (CO) with the information needed to operate and properly maintain an efficient Unit Mail Room (UMR), a command official mail site, as well as provide guidance regarding the Marine Corps Base Hawaii (MCBH) guard mail program. This Order also promulgates an overview of the UMRs and official mail sites on MCBH, in accordance with the references. For this Order, the billet of CO applies to Directors and Officers-in-Charge (OIC) who are the senior officer, senior enlisted or civilian supervisor of a unit, organization or activity of a UMR or official mail site serviced by a MCBH Military Post Office (MPO).

2. Cancellation. Base Order 5112.2A.

3. Mission. All commands aboard MCBH shall comply with procedures for the proper addressing of official and personal mail, receipt of mail from the servicing MCBH MPO, operation of UMRs and official mail sites.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Set in place policy and procedures for the processing and delivery of official and personal mail by the MCBH MPOs to established UMRs and official mail sites aboard MCBH Kaneohe Bay and Camp Smith.

(2) Concept of Operations. The policies outlined in this Order are applicable to all commands, organizations and activities which receipt for mail from the servicing MCBH MPO and maintain an UMR and/or official mail site aboard MCBH.

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b. Tasks. All commands, organizations and activities, to include those not affiliated with the Marine Corps and other entities, serviced by a MCBH MPO must comply with this Order.

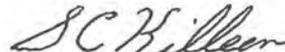
c. Coordinating Instructions. The currency, accuracy, and modification of this Order are the responsibility of Manpower, Personnel and Administration. Unit Commanders are responsible for the timely entry of changes and physical maintenance of their copies of this Order. Any deviation from instructions contained in this Order must be authorized by the Postal Officer.

5. Administration and Logistics. The point of contact for this Order is the Installation Postal Officer at (808) 257-1834/2881/2008.

6. Command and Signal

a. Command. This Order is applicable to MCBH subordinate and tenant commands.

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


S. C. KILLEEN

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SOP FOR HANDLING U.S. MAIL ABOARD MCBH

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SOP FOR HANDLING U.S. MAIL ABOARD MCBH

CHAPTER 1

RESPONSIBILITIES

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CHAPTER 1

COMMAND RESPONSIBILITIES

1001. GENERAL. The Military Postal System (MPS), under policy of the Military Postal Service Agency (MPSA), will operate in strict compliance with the rules and regulations set forth by the U.S. Postal Service (USPS) and the Department of Defense (DoD).

1002. COMMAND RESPONSIBILITY. The CO, MCBH is responsible for the planning, organization, operation, inspection, security, supervision and coordination of the MCBH MPOs.

1003. INSTALLATION POSTAL OFFICER. The Installation Postal Officer is designated in writing by the CO, MCBH, per references (c) and (d) and assigned the following responsibilities:

1. Detailed supervision of postal affairs and mail handling procedures for MCBH. The USPS is responsible for delivering mail to family housing, per references (a) and (b).
2. Act as the direct liaison for all postal and mail matters with the USPS, tenant commands and service components for MCBH. Advise unit commanders regarding postal and mail handling matters affecting MCBH.
3. Investigate and coordinate suspected offenses or irregularities in postal and mail handling procedures per references (c) and (d).
4. Prepare and submit required postal reports to the USPS and MPSA.
5. Report suspected cases of rifling, theft, destruction and other postal offenses per the references.
6. Maintain liaison with the appropriate civilian and military postal authorities regarding postal matters.
7. Conduct unannounced quarterly inspections of all MPOs, UMRs and unannounced annual inspections of official mail sites aboard MCBH.
8. Ensure adequate postal services are provided to all commands and personnel.

1004. UNIT COMMANDING OFFICERS. Unit Commanders are Responsible for the following:

1. Provide enough space and equipment for proper mail handling and security.
2. Ensure mail clerks and mail orderlies have sufficient time to properly process and deliver official and personal mail daily.

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3. Inform the Installation Postal Officer on actions taken regarding postal offenses and losses within the unit per references (c), (d), (e), (f), and (g).
4. Appoint in writing individuals to receipt for, and open, all official (to include accountable) mail addressed to the unit per reference (f). Unit Mail Clerks (UMC) are not authorized to be appointed as individuals to receipt for, and open, official accountable mail for the command but Unit Postal Officers (UPO) and Unit Official Mail Managers (UOMM) can be.
5. Appoint one UPO and at least one Assistant Unit Postal Officer (AUPO) by an appointment letter, per reference (g).
6. Appoint one UOMM and one Assistant Unit Official Mail Manager (AUOMM) by an appointment letter, per reference (f).
7. Publish and distribute a Unit Mail Handling Order within the unit per references (f), (g) and (h).
8. Require all personnel, married and single, to personally check in and out with the UMR.
9. Ensure all UPOs, AUPOs and appointed UMCs attend the required mail handling training offered by the Installation Postal Officer within 30 days of their appointment. All UPOs, AUPOs and UMCs are required to read and understand all orders and directives concerning mail handling, processing and delivery referenced in this order.
10. Have all appointed unit section/department mail orderlies read and sign the mail handling statement of understanding prior to assuming their duties.
11. Have all UOMMs and AUOMMs attend the one day course on official mail handling procedures offered by the Installation Postal Officer.
12. UMRs shall ensure they have all higher directives, references (a) through (g), and this order available.

1006. UNIT POSTAL OFFICER AND ASSISTANT POSTAL OFFICER. The UPO and AUPO will:

1. Ensure all appointed mail clerks and mail orderlies receive proper training on the safeguarding and processing of mail.
2. Ensure the UMR is operated per the current unit mail handling directives and the references.
3. Conduct weekly site inspections of the UMR per reference (g). Weekly inspections will be completed on a random basis without forewarning to ensure compliance with all pertinent instructions relative to mail handling and UMR operations and to ensure an inspection pattern is not established.
4. Notify the unit CO of all suspected or known postal offenses or losses.

5. Verify daily the receipt and proper delivery of all official accountable mail to command appointed authorized agents.
6. Control all keys, to include duplicates, and access to the UMR per reference (g).
7. Issue and revoke all DD Form 285 (Appointment of Unit Mail Clerk/Orderly) and maintain DD Form 2260 (Appointment Designation Log) per reference (g).
8. Ensure required directory file cards, postal records and UMR records are properly maintained and secure.
9. Attend the one day course on mail handling procedures offered by the Installation Postal Officer within 30 days of appointment.
10. Ensure all new unit personnel check-in and all departing unit personnel check-out, regardless of marital status, with the UMR.
11. Notify the Installation Postal Officer when their UMCs will be unable to receipt for the unit's mail. Coordination to hold the unit's mail at the serving MPO must be completed in writing from the unit for extended periods of time (i.e. field exercises, Pohakuloa Training Area (PTA) training, block leave periods, etc.)
12. Submit Mail Routing Requests (MRR) per reference (c) and (g).

1007. UNIT MAIL CLERK. Before assuming any UMC duties, personnel shall be instructed on the proper performance of their assigned duties during the monthly UMC class provided by the Installation Postal Officer. This class will emphasize the importance of safeguarding mail, handling of accountable mail, timely delivery, re-directing mail and the serious consequences of negligence of duty. This class is a requirement and designated personnel must be completed within 30 days of assuming the duties as a UMC. The UMC will:

1. Operate the UMR per the references and published unit mail handling order.
2. Safeguard all mail in their possession at all times.
3. Ensure entry to the UMR is limited to authorized individuals per the references.
4. Date stamp all mail with the date of receipt, attempt delivery and perform directory service on all undeliverable mail, prior to returning it to the servicing MPO, within 24 hours of receipt.
5. Ensure the UMR is kept clean and neat at all times. No personal or unit equipment will be stored in the mailroom except those items that are required for the handling and processing of mail.

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6. Receipt for mail at specified times each work day at the servicing MPO in a government owned vehicle that can be secured (closed body) and protects the mail from the weather.
7. Ensure all official accountable mail is only delivered to authorized agents appointed in writing by the current unit CO.
8. Return empty mail bags and equipment to the servicing MPO daily.
9. Report all known or suspected postal violations to the appointed UPO, AUPO or unit CO immediately.

1008. UNIT MAIL ORDERLY. Unit Mail Orderlies will:

1. Receipt for your designated section's/department's official (non-accountable) and personal mail from the UMR daily at specified times; safeguarding it at all times.
2. Deliver personal mail to the addressee or authorized agent (appointed in writing) only. Delivery to an addressee's OIC or Staff Noncommissioned Officer in Charge (SNCOIC) 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 unit 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. Unit mail orderlies are not authorized to hold mail overnight for any reason. All undeliverable mail must be returned to the UMR the same day.
5. Advise new personnel, married and single, checking into the unit to submit a change of address card immediately. A change of address card can be completed online at www.usps.com or at the servicing MPO or USPS Post Office.
6. Advise personnel to notify the UMC when departing on leave, TAD or otherwise absent from the unit.

1009. MAIL DELIVERY

1. Expeditious and secure mail delivery is the primary interest of the USPS, the DoD and MPSA. Unit mail delivery service will be through the UMR and appointed UMCs only.
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 for timely mail delivery.
3. Unit COs must ensure UMCs have the proper time required to receipt all mail from the servicing MPO, process the unit's mail securely within the UMR, conduct a daily unit mail call for the unit during established times and

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process all returned or undeliverable mail back to the servicing MPO each work day. Inadequate mail processing time is a direct cause of mail delay and mis-handling.

4. Incoming and departing unit personnel who do not reside in the BQ, and have not established a permanent residence, are authorized to utilize the unit's address to receipt for their mail until a permanent residence has been established in family housing or in the local community. Once a permanent residence has been established, the individual is required to complete a Change of Address form with the UMR and with the USPS at www.usps.com. Mail delivery through the MCBH MPOs is not authorized for any of the Temporary Lodging Facilities (TLF) such as the MCBH Lodge and the Five Palms.

1010. SECURITY

1. Privacy of mail and postal records is mandatory per references (c) and (d) and is covered under Title 10 of US Code. 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 and treatment.

2. Mail will never be left unattended or unsecured. Mail is not secure unless it is in the UMR, physically held by the unit mail clerk/orderly, or in possession of the addressee.

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 and/or Federal civilian authorities per USPS rules and regulations.

1011. U.S. POSTAL SERVICE PARCEL COLLECTION PROCEDURES. All packages weighing 16oz or more, being mailed to a military, international or domestic address must be brought to a servicing MPO or USPS Post Office for mailing. The only exception is the mailing of packages weighing more than 16 ounces with authorized printed postage from usps.com, or authorized vendor (i.e. stamps.com). Packages with online purchased postage can be deposited into authorized parcel collection boxes or brought to a servicing MPO or USPS Post Office to enter the USPS mail system.

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CHAPTER 2

ADMINISTRATION

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CHAPTER 2

ADMINISTRATION

2001. MILITARY POST OFFICE LOCATION AND HOURS OF OPERATION

1. The MCBH MPOs are maintained and operated per an agreement between the DoD and the USPS, as outlined in references (a), (b), (c) and (d).

2. The MCBH MPOs locations and scheduled hours of operation are as follows:

a. MCBH Kaneohe Bay MPO, Building 6644:

Postal Retail Services: Mon, Tue, Wed, Fri 0900-1630

Thursdays 0900-1400

Unit Mail Call: Monday-Friday 0900-1200

Official Mail Services: Monday-Friday 0900-1500

b. MCBH Camp Smith MPO, Building 2C:

Postal Retail Services: Monday-Friday 0930-1300

Unit Mail Call: Monday-Friday 0900-1300

Official Mail Services: Monday-Friday 0900-1300

c. The MCBH MPO, Building 6644, will provide postal retail services on Saturdays in December preceding Christmas Day from 0900 to 1300. The MCBH MPO, Building 6644, Postal Retail Services hours of operations are 0800 to 1630 Monday, Tuesday, Wednesday, Friday and 0800-1400 on Thursday's from 1 December through 23 December to assist customers during the annual holiday mailing season.

d. During peak mailing times at the MCBH MPOs, retail customers with physical disabilities, women pregnant six months or more, and senior citizens (65 years plus) will be given head of the line privileges.

2002. FUNCTIONS OF THE MILITARY POST OFFICE. The following services are performed by the MCBH MPO:

1. Directory service, as required per reference (a), for mail which has an incomplete address or incorrectly addressed and cannot be completed by the servicing UMR. It is the responsibility of the servicing UMR to attempt to complete directory service for all mail they receipt, prior to returning it to the servicing post office.

2. Manage the receipt, processing and delivery of all incoming official mail for supported commands, organizations, and agencies. Manage the receipt, processing and delivery of all incoming personal mail for service members assigned to the BOQ and BEQ through their UMRs. All incoming personal mail

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for personnel assigned to family housing is the responsibility of the Kailua Post Office, per reference (a).

3. Conduct liaison between the USPS, civil and military postal authorities concerning postal matters affecting the installation.
4. Provide postal retail (stamps, money orders, postage, and services) transactions to authorized patrons.
5. Provide mail routing and deployed mail support for deploying units aboard MCBH and supported tenant commands.
6. Provide training and assistance to UPOs, UOMMs and UMCs in the execution of their duties, as well as conduct quarterly unannounced inspections of UMRs and annual inspections of unit official mail sites.

2003. U.S. MAIL COLLECTION BOXES

1. Mail collection boxes are located throughout MCBH. Per reference (a), the local USPS Postmasters are responsible for the collection of mail within assigned military housing areas aboard MCBH. The Installation Postal Officer is responsible for all other collection boxes. The hours of collection are posted on each box per USPS regulations and requirements.
2. Forward requests for relocation or installation of mail collection boxes, letter or parcel collection, to the Installation Postal Officer. Only Military Post Office and USPS personnel may install or remove US Mail collection boxes.
3. Commanders are to ensure official mail is not deposited in any mail collection box. All official mail must be presented to the MCBH MPO for acceptance and processing. Chapter 3 provides instructions for official mail procedures.

2004. TIME AND METHOD OF DISTRIBUTING INCOMING MAIL. Properly designated UMCs will receipt for only their unit's mail from the servicing MCBH MPO, Monday through Friday, per the time outlined in paragraph 2000. Whenever UMCs are unable to receive or deliver mail at the scheduled times, the UPO will notify and reschedule the receipt and delivery of mail with the MPOs staff.

2005. CUSTOMS

1. The mailer must comply with U.S. customs laws. Postal personnel will assist in ensuring appropriate customs declaration forms are attached to items presented for mailing to international or overseas military addresses.
2. All mail returning into the International Customs Territory of the United States (ICTUS) is subject to customs examination. The following guidelines are provided:

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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. A copy of the government orders are required to 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 verified by customs agents. 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.

2006. NON-MAILABLE MATTER

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

2. When mailers question whether any matter is mailable, they should ask the MPOs staff or visit www.usps.com. 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, fines or imprisonment exist for anyone who knowingly deposits for mailing or delivery, or causes to be mailed or delivered, anything declared nonmailable.

2007. EMERGENCY DESTRUCTION OF MAIL AND POSTAL EFFECTS

1. Units operating UMRs and official mail sites 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 all 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 UPO and AUPO 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 for reporting to the USPS and MPSA.

2008. INSPECTIONS

1. Postal inspections are conducted to protect mail and postal effects. UPOs are to conduct daily visits and weekly inspections of UMRs. A representative from the MCBH MPO will conduct quarterly unannounced inspections of UMRs, annual Commanding General Functional Area Inspections, and annual official mail site inspections.

2. When UMRs and official mail sites are inspected, using the overall parameters associated with the unit's 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. Trend-Discrepancy. A discrepancy noted on the previous inspection that has not been corrected by the unit.

c. Findings. A problem which significantly deviates from higher headquarters' policies and procedures requiring the unit's attention and immediate correction. Corrective Action Reports will be required to be completed for all noted findings.

2009. POSTAL OFFENSES

1. Postal offenses are occurrences that violate laws and regulations and jeopardize the security of mail and other postal equipment. These include, but are not limited to: theft, rifling, delay, destruction, alteration and

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illegal use. Immediately notify the unit CO and the Installation Postal Officer upon discovery of any postal offense.

2. Certain incidents require a report to MPSA, with a copy to the CMC (MFP-3), within 24 hours of the discovery. Specific information is contained in Chapters 7 and 14 of reference (c). All required reports will be submitted by the Installation Postal Officer to USPS, MPSA and CMC (MFP-3).

2010. MAIL ROUTING

1. Per references (a) and (c) and this order, the Installation Postal Officer is responsible for mail routing for all Marine Corps units aboard MCBH. COs and UPOs are required to submit MRRs for mail routing (Figure 2-1) to the Installation Postal Officer no later than 30 days prior to the departure of the advance party.

2. The Navy Supply Systems Command (NAVSUP) Fleet Logistics Center, Joint Base Pearl Harbor-Hickam (JBPHH) Consolidated Mail Facility, is responsible for mail routing for all Navy units aboard MCBH. All unclassified Navy mail routing matters should be addressed to: navy_mail_routers@navy.mil.

3. Liaison by the deploying UPO shall be established as soon as possible with the Installation Postal Officer, but no later than 30 working days before the deployment.

4. The Installation Postal Officer will provide deploying units with an individualized Marine Mobile Unit deployed mailing address and instructions on the handling of mail during deployment. Units are ONLY authorized to use the individualized Marine Mobile Unit deployed mailing address provided specifically for their unit by the MCBH MPO. Using other unit's or individuals addresses creates delays in delivery, additional expense to the DoD for mail transit costs, and possible mail loss.



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Example Mail Routing Request

(Unit Letterhead)

IN REPLY REFER TO:
5110
Office Code
Date

From: Commanding Officer, _____
To: Installation Postal Officer, Marine Corps Base Hawaii

Ref: (a) BO 5112.2B

Subj: MAIL ROUTING REQUEST

1. Postal support for the unit deployment described herein is requested, the following information is submitted:

- a. Name of exercise/operation: _____
- b. Departure date of advance party: _____
- c. Departure date of main body: _____
- d. Specific area of deployment: _____
- e. Estimated date of return for advance party: _____
- f. Estimated date of return of main body: _____
- g. Classes/types of mail to be forwarded: _____
- h. Size (Plt, Bn, Co, etc.), number of personnel: _____
- i. Exact title of deploying unit/det: _____
- j. Any other units involved (attachments/det's): _____
- k. Unit postal officers email address: _____
- l. Senior deploying Marine (CO, OIC) Rank/Name: _____
- m. Will there be a Remain Behind Element det?: _____
- n. If yes, who is the unit postal officer for RBE?: _____
- o. Names of the two mail clerks for RBE: _____
- p. Have ALL personnel assuming postal duties for RBE attended the mail indoctrination course?: _____
- q. Date/location of pre-deployment brief: _____

2. Unit Postal Officer's name: _____,
phone number/ext: _____ and email: _____.

Unit Postal Officer's Signature

Commanding Officer's Signature

FIGURE 2-1

SOP FOR HANDLING U.S. MAIL ABOARD MCBH

CHAPTER 3

OFFICIAL MAIL

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CHAPTER 3

OFFICIAL MAIL

3001. GENERAL. Per references (d) and (f), official mail prepared aboard MCBH is processed at the MCBH MPO under the supervision of the Installation Official Mail Manager, and then placed into the USPS mail system by the most cost effective means to the U.S. Government.

3002. USE OF OFFICIAL MAIL. Only letters, parcels or other mail originating within the DoD, relating exclusively to the business of the U.S. Government, are authorized to be transmitted through the U.S. mail system utilizing 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 U.S. mail. All COs are responsible for applying controls on those items prepared as official mail. References (d) and (f) provide complete guidance in the usage, preparation, special services and cost management measures to be used with official mail.

3003. OFFICIAL MAILING ADDRESSES. The 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 for a hyphen when using a nine digit zip code (zip+4).
2. Type or print addresses on official mail by 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 justified 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 box numbers are correct, as officially assigned to the unit by the MCBH MPO.
8. Correction tape is allowed for corrections in the address; "white out" is not allowed.
9. Ensure the Attention ("Attn") line is on the second line of an address.
10. All official mail not formatted as specified will be returned to sender.

3004. OFFICIAL MAIL MANAGERS

1. The Installation Postal Officer is appointed as the Installation OMM directly responsible to the installation commander for inspections, expenditure reporting, operation and maintenance of metering equipment. UOMMs will be appointed in writing by the current CO, per reference (d) and (f), and are responsible for applying controls on the use of official mail within their units. Annual training is required for appointed UOMMs and is provided by the Installation OMM. It is the unit's responsibility to ensure this training is completed upon the appointment of each UOMM.
2. Per reference (f), units operating UMRs will also establish a command official mail site to consolidate official correspondence destined for a single address and apply cost management measures.
3. All units and organizations who utilize the MCBH Official Mail Program (OMP), receipt for or mail items using official funds, must have a designated UOMM regardless if they operate a UMR or not.

3005. OFFICIAL MAIL COST CONTROL PROGRAM. All COs whose units operate a UMR shall also establish and maintain an official mail site to serve as a central screening point to monitor all outgoing official correspondence intended to be mailed. It is at this location that cost management measures are managed by the appointed unit OMM. Units who do not operate a UMR shall also maintain an official mail site ensuring Official Mail Cost Control Program requirements are monitored and met by their assigned unit OMM.

3006. COST MANAGEMENT MEASURES

1. Military postal cost management policy exists to reduce overall 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 official government needs and required delivery dates. To conform to current DoD policy, MCBH 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 per references (d) and (f).
 - d. At a minimum weekly, monitor unit mail practices to ensure mail is sent by the most economical and cost means to the government.
 - e. At a minimum weekly, review recurring unit mailings for necessity based on current mission requirements and regulations.
 - f. Reduce the frequency and volume of mailings when possible.
 - g. At a minimum annually, update mailing and distribution lists.

h. Utilize digital alternatives for mailing publications and correspondence such as authorized emails and compact discs (CD).

i. Require adequate printing and mail transit 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.

2. The Base Adjutant will manage, monitor and maintain the command guard mail centers for consolidating commander and staff correspondence for MCBH, supported tenant commands and organizations aboard MCBH.

a. Each tenant command's Adjutant or administrative department will maintain an appropriate command guard mail location for consolidating correspondence to other commands and organizations aboard MCBH.

b. In no case will units use the MCBH OMP to send items from their unit to other organizations or units aboard MCBH.

3. Multiple correspondences destined for a single location will be consolidated to the maximum extent possible by the unit within the smallest mailing container/envelope. The UOMM shall place the words **"CONTAINS OFFICIAL CONSOLIDATED CORRESPONDENCE"** or **"CONSOLIDATED OFFICIAL MAIL"** in bold letters in the lower left quadrant of the mailing container/envelope.

4. All mailings prepared for official metered postage must be presented by UOMMs to the MCBH OMP per the established time in paragraph 2001 to meet that day's dispatch. Mail received after posted times by the OMP will be processed and postmarked with the next available dispatch date.

5. Unless clearly stated in a Marine Corps Order or high reference/directive, official postage is not authorized to mail, ship or transport government owned or issued material and gear for official government deployments, exercises, relocations or work-groups. All government owned or issued material and gear are required to be sourced through the commands embarkation section. Refer to reference (f) and paragraphs 3003 and 3005 of this order for more information.

3007. OFFICIAL MAIL COST CONTROL PROGRAM INSPECTIONS. Unit official mail sites will be inspected annually to ensure compliance with references (d) and (f). UOMMs are to inspect incoming and outgoing mail at a minimum of once per week to ensure compliance. A record of these inspections must be maintained at the command's official mail site.

3008. EXPEDITED MAIL. All expedited (Priority or Priority Express mail services) 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

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delivery. The request will also state what circumstances prevented the item from being mailed through postal channels via the most cost effective means to the government. Due to the high cost of postage required to use expedited mail, careful consideration must be taken before using this service. References (d) and (f) provide provisions that must be met before acceptance of USPS expedited mail services.

3009. RECEIPT AND DELIVERY OF OFFICIAL MAIL

1. All official mail will be processed in accordance with Chapter 3, par C3.2.8 of reference (d).

a. Official mail will be delivered only to personnel authorized in writing by the unit to receipt for official mail; authorized on a DD Form 285 or PS Form 3801.

b. Official mail is only authorized to be opened by unit individuals authorized in writing by the unit's current CO.

c. All mail addressed to the "Commanding Officer" or the "Commanding Officer/Commander of _____" is considered official mail per reference (f).

2. Official accountable mail can only be delivered to, and opened, by authorized personnel appointed by the unit CO in writing. When delivering official accountable mail (i.e., official registered, certified, or insured mail) to other personnel, the UOMM will re-list all such mail for the command on a PS Form 3883 (Firm Delivery Receipt; see reference (f)). Positive identification and a legible signature on the PS form 3883 will be required by the UOMM before delivery is made. The UOMM must verify all official accountable mail deliveries on a daily basis by initialing the PS Form 3883. All official accountable mail unable to be delivered the same day must be returned to the serving MPO the same day as received.

3010. MAIL HANDLING INSTRUCTIONS

1. All UPOs and UOMMs are responsible for disseminating unit mail handling instructions. UPOs and UOMMs shall ensure the command unit mail handling instructions include:

a. The correct and complete official mailing address to be used by personnel attached to the command.

b. The location and hours of operation of the servicing MPO.

c. The location and hours of operation of the UMR for personal mail matters.

d. The location and hours of operation of the unit official mail site for official mail matters.

e. The time and method of distributing incoming mail to unit mail orderlies.

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- f. Information concerning non-mailable items.
 - g. Information regarding the command's official mail cost management program, to include official mail consolidation procedures.
 - h. Information regarding the security of mail and postal effects.
 - i. Instructions on suspicious package procedures, i.e. bombs/anthrax.
 - j. Procedures for handling mail for personnel temporarily absent from the command (PTAD, TAD, leave).
 - k. Procedures to establish a classified material screening point.
 - l. The locations and collection hours for outgoing mail receptacles.
2. The unit mail handling instructions will be posted in an area accessible and easily visible to all unit patrons served.

3011. SEARCH AND SEIZURE. USPS and MPS inspections, search procedures, and postal laws apply to official matter only while it is mail. Official matter is not considered mail until postage is applied and the item is released into USPS control. Official mail ceases to be mail after control passes from USPS to the MPO. Until official matter becomes mail, it may be searched and/or seized by the Installation OMM and Installation Assistant Official Mail Managers (IAOMM) as necessary (i.e., to determine whether an item is mailable, contains official or personal correspondence, etc.).

3012. UNAUTHORIZED USE OF OFFICIAL MAIL

1. Private use.
2. Matter that is not exclusively U.S. government business.
3. Personal items (Christmas cards; greeting cards; plaques; promotion/party invitations; resumes, and tax returns;).
4. Non-mailable items (alcohol; explosives; lithium batteries; poorly packed, oversize, and overweight packages).
5. Dependent school yearbooks, unit cruise books, and unit coins.
6. Mailings for private associations (boy scouts, wives clubs, etc.).
7. RSVP items and postcards; the DoD has determined that the rate of return on these items is too low to justify the expense of pre-paying the postage.
8. Personal congratulatory letters from one individual to another unless used by commanders to fulfill their official morale and esprit de corps obligations.
9. Mail not bearing a complete and proper address.

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10. Unit and personal invitations such as promotions, retirements, unit events, etc. are to be completed electronically via the following web link: <https://einventions.afit.edu/generator/index.cfm>

3013. PURPOSE OF UNIT OFFICIAL MAIL MANAGERS

1. To establish, manage and maintain a unit official mail site serving as the central point which all outgoing official mail matter/correspondence is screened, consolidated and processed by the command.
2. As the consolidation point for the unit, the UOMM must ensure that items or correspondence being mailed is official in nature and are exclusively related to the business of the U.S. Government.

3014. UNIT OFFICIAL MAIL MANAGERS APPOINTMENTS

1. UOMM. Each command shall appoint an E-7 or above, or a DoD civilian (GS-7 or above).
2. UAOMM. Each command shall appoint at least one E-6 or above, or a DoD civilian (GS-6 or above). Multiple appointed AUOMMs are authorized.
3. Appointment letter are required to be maintained on file with a copy provided to Installation OMM.
4. Establish and maintain a unit official mail site and official mail screening point.
5. Consolidated correspondence destined to a single location.
6. Ensure Guard Mail does NOT enter the postal system, but is processed through the Base Adjutant's Guard Mail Program.

3015. UNIT OFFICIAL MAIL MANAGERS

1. Supervise Unit OMCCP and ensure compliance.
2. Immediately report misuses and violators of official mail to unit CO and Installation OMM.
3. Be readily accessible to mailers at the unit and corresponding companies, units, sections, etc.
4. Provide daily oversight of the unit's incoming and outgoing official mail.
5. Ensure that all postal related items (i.e., envelopes, labels) meet DoD and USPS Regulations.
6. Ensure correct addressing and packaging standards.

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7. Ensure proper delivery of received official mail to authorized personnel.
8. Ensure official mail items sensitive to personally identifiable information are handled properly.

3016. UNIT OFFICIAL MAIL SITE

1. There are no structural requirements; however, security of the command official mail site is the responsibility of the individual unit commander.
2. The UMR may not serve a dual purpose as the unit command official mail site.
3. Appointed UMCs may be assigned the collateral duty within the command's official mail site to transport unit official mail to, and accept official mail from, the servicing MCBH MPO and OMP.

3017. COST SAVING TIPS

1. Ask questions about the official mail item being mailed:
 - a. Will mission fail if item not mailed by fastest means possible?
 - b. Will recipient be present to accept item?
2. Train personnel on proper preparation of official mail:
 - a. Limit the use of USPS extra services (i.e. certified, registered, etc.) to only items requiring a specific USPS extra service such as outlined in a Marine Corps Order, MARADMIN, Naval Regulation, etc.
 - b. Report mail violations to the unit CO and Installation OMM.
 - c. Use standard size envelopes whenever possible.
 - d. Monitor mail practices to ensure mail is being sent by most economical means.
 - e. Use zip+4 (nine digit zip code, e.g. 96863-3000), presorted standard and other discounts.
 - f. Reduce the frequency and volume of mailings.
 - g. Update and verify mailing lists.
 - h. Consolidate mailings to common addresses.
 - i. Consider CD-Roms, electronic transfer and disks as alternatives to mailing.
 - j. Print on both sides of the paper.

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- k. Use electronic fund transfers vice mailing Government checks.
- l. Use cheaper method of transporting the message or item.
- m. Use computer output formats that make maximum use of print space.
- n. Consolidated correspondence to the same address per paragraph 3003.

SOP FOR HANDLING U.S. MAIL ABOARD MCBH

CHAPTER 4

UNIT MAILROOM OPERATIONS

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CHAPTER 4

UNIT MAILROOM OPERATIONS

4001. GENERAL. Commands operating UMRs will use reference (g) as a guide for standardized operations.

4002. TRAINING. Monthly courses of instruction on UMR operations are conducted by the MCBH MPO on the last Thursday of each month. Contact the MCBH MPO at (808) 257-2008 or DSN 315-457-2008 to sign up.

4003. USE OF CHANGE OF ADDRESS CARDS. All personnel must check in and out of their respective UMR regardless of marital status or location of residence. All personnel are to complete one PS Form 3575 (Change of Address Card) to be forwarded to their previous or future duty station. Individuals can complete a change of address with the USPS online at www.usps.com.

4004. 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 choose to hold some or all classes of mail in the UMR or servicing MPO. However, expeditious delivery must be made upon the unit's return from the field. The Installation Postal Officer must be notified of all decisions to hold or delay mail delivery for more than 24 hours.

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

4005. MAIL FOR CONFINED PERSONNEL

1. Correctional Facility. Mail Service will be extended to confined prisoners. Mail forwarded to members confined at JBPHH 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.

4006. MAIL FOR HOSPITALIZED PERSONNEL. Mail for personnel who have been hospitalized for an extended period of time 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 (AMC) will be addressed as follows:

PATIENT
WARD
C/O MARINE LIAISON (Use appropriate liaison, i.e. Navy, Marine, etc.)
TRIPLER AMC
HONOLULU HI 96859

4007. 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 Casualty Assistance Calls Officer (CACO) must also sign the form to verify next of kin has been notified. The words "deceased" or "deserter" or any other markings will not be written on the mail when forwarding or returning to sender.
2. Mail received for personnel who are in an unauthorized absence status will be dated on the reverse and retained in the UMR until the individual has returned or has been officially declared a deserter.

4008. 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 official supporting documentation such as command approved leave papers.

4009. 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 DMO on a government bill of lading.

4010. DIRECTORY SERVICES

1. Directory mail is mail that cannot be delivered as addressed because of an incorrect, incomplete address or current addressee's address is unknown. The UMR will provide directory service on those authorized members per references (c) and (g). All forwarding endorsements are to be neatly and legibly placed using the minimum space required. The original address on the mail will not be covered with gummed labels, markers or correction fluid.
2. The MCBH MPO provides a command directory which processes all undeliverable mail from UMRs.



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EXAMPLE DECEASED/DESERTER REPORTING FORM

(Unit Letterhead)

IN REPLY REFER TO:
5112
Office Code
Date

MEMORANDUM

From: Title, Unit Name
To: Installation Postal Officer, Marine Corps Base Hawaii
Subj: RETURNED UNDELIVERABLE

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

2. Name: _____ Work Section: _____
(Last) (First) (Middle)

(Complete and Check as Appropriate)

Reason for Retention/Non-delivery
Unit Diary (Since _____)
(Date)

3. 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)

4. Unit Diary Number: _____ Dated: _____

(Commanding Officer or unit CACO)

FIGURE 4-1

SOP FOR HANDLING U.S. MAIL ABOARD MCBH

CHAPTER 5

MAIL ADDRESS INSTRUCTIONS

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CHAPTER 5

MAIL ADDRESS INSTRUCTIONS

5001. GENERAL. Incorrect or incomplete addresses are the greatest cause of delay and non-receipt of personal and official mail. This is normally attributed to the lack of familiarity with the source of addresses and the method of delivery. Per references (f) and (g), UMRs and official mail site are required to display the official command address in plain public view at the entrance of the UMR or within the official mail site area.

5002. SOURCES OF MAIL ADDRESSES

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

- a. Standard Naval Distribution List, (OPNAVIST 54010.45).
- b. NAVSUP Postal Portal for all ship and ashore Fleet Post Offices (FPO): <http://www.navsup.navy.mil/navsup/postal>.
- c. Department of Defense Activity Address Directory (DoD 400.25-6-M).
- d. Reference (h).

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 first five digits of the zip code identify the location, while the last four digits specifically identify the individual unit the mail is addressed to. The four digit zip code add-on numbers expedite mail sorting and shall be used on both personal and official mail. The complete 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.

5003. METHODS OF DELIVERY

1. By agreement between the DoD and the USPS in references (a), (b), and (c), 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 MCBH is delivered through the MPO to UMRs and unit official mail sites by use of appointed military and civilian

mail handling personnel. Mail addressed to civilian establishment commercial businesses (banks, schools etc.) and privatized housing quarters is delivered by the Kailua USPS Post Office for Kaneohe Bay and the Aiea USPS Post Office for Camp Smith, per reference (a). The MCBH MPO is not authorized to process mail for civilian establishments, businesses, or family housing per the references (a) and (b); ensuring duplication of efforts and services is not being performed by the USPS and the MPS.

5004. DETAILED REQUIREMENTS

1. The DoD prohibits the use of UMRs for receipt of personal mail (i.e. bank statements, bills, etc.) once permanent quarters, serviced by the USPS, are established. Items received in official envelopes, such as official government or military correspondence, are considered official business and will be delivered through the MPS via the MCBH MPO.
2. The Base Adjutant Office provides official mail delivery to the CO and special staff sections of the CO, MCBH. Paragraph 5001 provides guidance regarding appropriate addresses to be used by these staff sections.
3. Personnel are not authorized mail delivery while residing in Temporary Lodging Facilities (TLF). Service members and their families are authorized to utilize their official command's address, serviced by the UMR, until a residence on base or in the local community is established. Personnel who establish a residence, other than the BOQ or BEQ, are required to provide their new address to their UMR within 60 days and complete an official change of address (PS Form 3575) with the USPS immediately.
4. Only personnel residing in BOQ/BEQ aboard MCBH are authorized personal mail service through their UMR via their command's official address. Personnel are not authorized to use building numbers or street addresses for mail processed through the UMRs.
5. For a list of all Marine Corps Official Mailing Addresses refer to reference (h).

5005. GUARD MAIL PROGRAM

1. Guard mail is used throughout the Marine Corps to minimize postal costs and to ensure accurate and timely delivery of items between commands and other activities on the same installation or geographic location. The references instructs commands to use the guard mail system as a means to transport and relay documents and items more cost effectively than through the USPS Mail System.

a. The Base Adjutant's Office offers this service to MCBH agencies, subordinate and tenant units. Through this system, items from Kaneohe Bay, Camp Smith and Pearl Harbor are relayed between these three on-island commands. In order to make this program viable, agencies and units are to ensure assigned guard mail runners are sent to the Base Adjutant's Office (building 216, 2nd floor, Room A9) on an established routine basis.

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b. Units should incorporate the practice of checking their guard mail boxes on a daily basis to ensure items are delivered in a timely fashion. If impractical to conduct a daily guard mail run, units will be expected to check their guard mail boxes at least twice per week to ensure invitations, urgent correspondence or awards are received in a timely manner.

c. As a program requirement, units must be cognizant of all unclassified correspondence destined for activities aboard MCBH, or served by the base courier service, will not be entered into the USPS mail system. Guard Mail will not be processed or intermingled with U.S. mail; guard mail shall not be taken to the MCBH MPO for processing.

2. It is requested every unit commander, directorate head, and agency support the management of this program by ensuring the efficient movement and accurate processing of items.

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MCBH OFFICIAL COMMAND ADDRESSES

MCBH - KANEOHE BAY

POSTAL OFFICER
MILITARY POST OFFICE
BOX 63000
MCBH KANEOHE BAY HI 96863-3000

COMMANDING OFFICER
MARINE CORPS BASE HAWAII
BOX 63002
MCBH KANEOHE BAY HI 96863-3002

OFFICER IN CHARGE
FAMILY HOUSING OFFICE
BOX 63003
MCBH KANEOHE BAY HI 96863-3003

COMMANDING OFFICER
3D MAR
BOX 63004
MCBH KANEOHE BAY HI 96863-3004

COMMANDING OFFICER
HQCO 3D MAR
BOX 63005
MCBH KANEOHE BAY HI 96863-3005

COMMANDING OFFICER
1ST BN 3D MAR
BOX 63006
MCBH KANEOHE BAY HI 96863-3006

COMMANDING OFFICER
H&S CO 1ST BN 3D MAR
BOX 63007
MCBH KANEOHE BAY HI 96863-3007

COMMANDING OFFICER
CO A 1ST BN 3D MAR
BOX 63008
MCBH KANEOHE BAY HI 96863-3008

COMMANDING OFFICER
CO B 1ST BN 3D MAR
BOX 63009
MCBH KANEOHE BAY HI 96863-3009

COMMANDING OFFICER
CO C 1ST BN 3D MAR
BOX 63010
MCBH KANEOHE BAY HI 96863-3010

COMMANDING OFFICER
WPNS CO 1ST BN 3D MAR
BOX 63011
MCBH KANEOHE BAY HI 96863-3011

COMMANDING OFFICER
2D BN 3D MAR
BOX 63012
MCBH KANEOHE BAY HI 96863-3012

COMMANDING OFFICER
H&S CO 2D BN 3D MAR
BOX 63013
MCBH KANEOHE BAY HI 96863-3013

COMMANDING OFFICER
CO E 2D BN 3D MAR
BOX 63014
MCBH KANEOHE BAY HI 96863-3014

COMMANDING OFFICER
CO F 2D BN 3D MAR
BOX 63015
MCBH KANEOHE BAY HI 96863-3015

COMMANDING OFFICER
CO G 2D BN 3D MAR
BOX 63016
MCBH KANEOHE BAY HI 96863-3016

COMMANDING OFFICER
WPNS CO 2D BN 3D MAR
BOX 63017
MCBH KANEOHE BAY HI 96863-3017

COMMANDING OFFICER
3D BN 3D MAR
BOX 63018
MCBH KANEOHE BAY HI 96863-3018

COMMANDING OFFICER
H&S CO 3D BN 3D MAR
BOX 63019
MCBH KANEOHE BAY HI 96863-3019

COMMANDING OFFICER
CO I 3D BN 3D MAR
BOX 63020
MCBH KANEOHE BAY HI 96863-3020

Enclosure (1)

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MCBH - KANEOHE BAY

COMMANDING OFFICER
CO K 3D BN 3D MAR
BOX 63021
MCBH KANEOHE BAY HI 96863-3021

COMMANDING OFFICER
CO L 3D BN 3D MAR
BOX 63022
MCBH KANEOHE BAY HI 96863-3022

COMMANDING OFFICER
WPNS CO 3D BN 3D MAR
BOX 63023
MCBH KANEOHE BAY HI 96863-3023

COMMANDING OFFICER
1ST BN 12TH MAR
BOX 63024
MCBH KANEOHE BAY HI 96863-3024

COMMANDING OFFICER
HQ BTRY 1ST BN 12TH MAR
BOX 63025
MCBH KANEOHE BAY HI 96863-3025

COMMANDING OFFICER
BTRY A 1ST BN 12TH MAR
BOX 63026
MCBH KANEOHE BAY HI 96863-3026

COMMANDING OFFICER
BTRY B 1ST BN 12TH MAR
BOX 63027
MCBH KANEOHE BAY HI 96863-3027

COMMANDING OFFICER
BTRY C 1ST BN 12TH MAR
BOX 63028
MCBH KANEOHE BAY HI 96863-3028

COMMANDING OFFICER
CLB 3
BOX 63030
MCBH KANEOHE BAY HI 96863-3030

COMMANDING OFFICER
HQ CO CLB 3
BOX 63031
MCBH KANEOHE BAY HI 96863-3031

COMMANDING OFFICER
SUP CO CLB 3
BOX 63032
MCBH KANEOHE BAY HI 96863-3032

COMMANDING OFFICER
MAINT CO CLB 3
BOX 63033
MCBH KANEOHE BAY HI 96863-3033

COMMANDING OFFICER
MT CO CLB 3
BOX 63034
MCBH KANEOHE BAY HI 96863-3034

COMMANDING OFFICER
LS CO CLB 3
BOX 63035
MCBH KANEOHE BAY HI 96863-3035
COMMANDING OFFICER
MEDICAL COMPANY CLB 3
BOX 63036
MCBH KANEOHE BAY HI 96863-3036

COMMANDING OFFICER
21ST DENTAL CO CLB 3
BOX 63037
MCBH KANEOHE BAY HI 96863-3037

I&I STAFF
4TH FORCE RECON
BOX 63040
MCBH KANEOHE BAY HI 96863-3040

COMMANDING OFFICER
3RD RADIO BN
BOX 63042
MCBH KANEOHE BAY HI 96863-3042
COMMANDING OFFICER
H&S CO 3RD RADIO BN
BOX 63043
MCBH KANEOHE BAY HI 96863-3043

COMMANDING OFFICER
CO A 3RD RADIO BN
BOX 63044
MCBH KANEOHE BAY HI 96863-3044

COMMANDING OFFICER
CO B 3RD RADIO BN
BOX 63045
MCBH KANEOHE BAY HI 96863-3045

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COMMANDING OFFICER
CO C 3RD RADIO BN
BOX 63046
MCBH KANEOHE BAY HI 96863-3046

COMMANDING OFFICER
MAG-24
BOX 63047
MCBH KANEOHE BAY HI 96863-3047

COMMANDING OFFICER
MALS-24
BOX 63048
MCBH KANEOHE BAY HI 96863-3048

OFFICER IN CHARGE
FLEET LOGISTICS SUPT SQDN 51
BOX 63050
MCBH KANEOHE BAY HI 96863-3050

COMMANDING OFFICER
HMLA 367
BOX 63053
MCBH KANEOHE BAY HI 96863-3053

COMMANDING OFFICER
HMH 463
BOX 63055
MCBH KANEOHE BAY HI 96863-3055

COMMANDING OFFICER
VMU 3
BOX 63057
MCBH KANEOHE BAY HI 96863-3057

COMMANDING OFFICER
MCAS
BOX 63061
MCBH KANEOHE BAY HI 96863-3061

COMMANDING OFFICER
HQ BN
BOX 63062
MCBH KANEOHE BAY HI 96863-3062

COMMANDING OFFICER
NAVY PERSONNEL
BOX 63067
MCBH KANEOHE BAY HI 96863-3067

OFFICER IN CHARGE
ROICC
BOX 63068
MCBH KANEOHE BAY HI 96863-3068

OFFICER IN CHARGE
NAESU/NATEC
BOX 63069
MCBH KANEOHE BAY HI 96863-3069

OFFICER IN CHARGE
NCIS
BOX 63070
MCBH KANEOHE BAY HI 96863-3070

PERSONNEL OFFICER
HUMAN RESOURCES OFFICE
BOX 63071
MCBH KANEOHE BAY HI 96863-3071

DIRECTOR
MCCS
BOX 63073
MCBH KANEOHE BAY HI 96863-3073

DIRECTOR
MARINE CORPS UNIVERSITY
BOX 63078
MCBH KANEOHE BAY HI 96863-3078

SATO TRAVEL
BOX 63079
MCBH KANEOHE BAY HI 96863-3079

COMMISSARY
BOX 63080
MCBH KANEOHE BAY HI 96863-3080

MCNAFAS
BOX 63081
MCBH KANEOHE BAY HI 96863-3081

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MCBH - KANEOHE BAY

FACILITIES
 BOX 63082
 MCBH KANEOHE BAY HI 96863-3082

BASE CHAPEL
 BOX 63083
 MCBH KANEOHE BAY HI 96863-3083

NBCD
 BOX 63084
 MCBH KANEOHE BAY HI 96863-3084

LION VALLEN INDUSTRIES
 BOX 63086
 MCBH KANEOHE BAY HI 96863-3086

MARFORPAC BAND
 BOX 63087
 MCBH KANEOHE BAY HI 96863-3087

COMMANDER
 COMPATWING TWO OR CPW/CTF12
 Box 64000
 MCBH KANEOHE BAY HI 96863-4000

COMMANDER
 COMPATWING TWO OR CPW/CTF13
 BOX 64001
 MCBH KANEOHE BAY HI 96863-4001

OFFICER IN CHARGE
 FMF MOCC MIDPAC
 BOX 64002
 MCBH KANEOHE BAY HI 96863-4002

OFFICER IN CHARGE
 TSCOMM
 BOX 64003
 MCBH KANEOHE BAY HI 96863-4003

OFFICER IN CHARGE
 CNATT
 BOX 64005
 MCBH KANEOHE BAY HI 96863-4005

OFFICER IN CHARGE
 HSM-37
 BOX 64006
 MCBH KANEOHE BAY HI 96863-4006

OFFICER IN CHARGE
 NOAD
 BOX 64010
 MCBH KANEOHE BAY HI 96863-4010

OFFICER IN CHARGE
 NAWCTSD
 BOX 64011
 MCBH KANEOHE BAY HI 96863-4011

OFFICER IN CHARGE
 NAVIODET
 BOX 64012
 MCBH KANEOHE BAY HI 96863-4012

COMMANDING OFFICER
 VPU-2
 BOX 64014
 MCBH KANEOHE BAY HI 96863-4014

COMMANDING OFFICER
 VPU-4
 BOX 64015
 MCBH KANEOHE BAY HI 96863-4015

COMMANDING OFFICER
 VPU-9
 BOX 64016
 MCBH KANEOHE BAY HI 96863-4016

COMMANDING OFFICER
 VP-47
 BOX 64017
 MCBH KANEOHE BAY HI 96863-4017

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28 JUL 2016

MCBH - CAMP SMITH

COMMANDER IN CHIEF
ATTN J 2
BOX 64010
CAMP H M SMITH HI 96861-4010

COMMANDER IN CHIEF
ATTN J 3
BOX 64013
CAMP H M SMITH HI 96861-4013

COMMANDER IN CHIEF
ATTN J 5
BOX 64015
CAMP H M SMITH HI 96861-4015

COMMANDER IN CHIEF
ATTN J 1
BOX 64017
CAMP H M SMITH HI 96861-4017

COMMANDER IN CHIEF
ATTN J 4
BOX 64020
CAMP H M SMITH HI 96861-4020

COMMANDER IN CHIEF
ATTN J 06
BOX 64022
CAMP H M SMITH HI 96861-4022

COMMANDER IN CHIEF
ATTN J 00
BOX 64028
CAMP H M SMITH HI 96861-4028

COMMANDER IN CHIEF
ATTN J 6
BOX 64029
CAMP H M SMITH HI 96861-4029

COMMANDER IN CHIEF
ATTN J 01PA
BOX 64031
CAMP H M SMITH HI 96861-4031

COMMANDER
ATTN JIATF WEST
BOX 64033
CAMP H M SMITH HI 96861-4033

COMMANDER
NCTAMS
BOX 64036
CAMP H M SMITH HI 96861-4036

COMMANDER IN CHIEF
ATTN IGAA
BOX 64043
CAMP H M SMITH HI 96861-4043

COMMANDER IN CHIEF
ATTN J07/MEDICAL
BOX 64045
CAMP H M SMITH HI 96861-4045

COMMANDER IN CHIEF
SOCFAC
BOX 64046
CAMP H M SMITH HI 96861-4046

COMMANDER IN CHIEF
ATTN CMSA
BOX 64047
CAMP H M SMITH HI 96861-4047

COMMANDER IN CHIEF
ATTN SJFHQ/J7
BOX 64049
CAMP H M SMITH HI 96861-4049

COMMARFORPAC
ATTN ALD
BOX 64101
CAMP H M SMITH HI 96861-4101

MEDICAL ANNEX
HQSVCBN
BOX 64104
CAMP H M SMITH HI 96861-4104

COMMANDER
ATTN CHAPLAINS OFFICE
BOX 64105
CAMP H M SMITH HI 96861-4105

COMMANDING OFFICER
HQSVCBN
ATTN C COMPT
BOX 64106
CAMP H M SMITH HI 96861-4106

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MCBH - CAMP SMITH

COMMARFORPAC
ATTN SSEC
BOX 64108/64139
CAMP H M SMITH HI 96861-4108

COMMARFORPAC
ATTN G 6
BOX 64120
CAMP H M SMITH HI 96861-4120

COMMARFORPAC
ATTN G9
BOX 64111
CAMP H M SMITH HI 96861-4111

COMMARFORPAC
ATTN SAFTEY
BOX 64121
CAMP H M SMITH HI 96861-4121

COMMARFORPAC
ATTN G 8 FACILITIES COMPT
BOX 64112
CAMP H M SMITH HI 96861-4112

FACILITIES OFFICER
MCB
BOX 64122
CAMP H M SMITH HI 96861-4122

COMMARFORPAC
ATTN SJA
BOX 64113
CAMP H M SMITH HI 96861-4113

MORALE WELFARE RECREATION
ATTN LIBRARY
BOX 64123
CAMP H M SMITH HI 96861-4123

COMMARFORPAC
ATTN FORCE MED
BOX 64114
CAMP H M SMITH HI 96861-4114

COMMARFORPAC
ATTN FORCE PAO
BOX 64124
CAMP H M SMITH HI 96861-4124

COMMARFORPAC
ATTN G 1
BOX 64115
CAMP H M SMITH HI 96861-4115

COMMARFORPAC
BOX 64127
ATTN G6
CAMP H M SMITH HI 96861-4127

COMMARFORPAC
ATTN G 2
BOX 64116
CAMP H M SMITH HI 96861-4116

COMMARFORPAC
COMMANDING OFFICER
HQSVCBN
BOX 64129
CAMP SMITH HI 96861-4129

COMMARFORPAC
ATTN G 3
BOX 64117
CAMP H M SMITH HI 96861-4117

COMMANDING OFFICER
ATTN S 3
HQSVCBN
BOX 64130
CAMP H M SMITH HI 96861-4130

COMMARFORPAC
ATTN G 4
BOX 64118
CAMP H M SMITH HI 96861-4118

COMMANDING OFFICER
ATTN S 4
HQSVCBN
BOX 64131
CAMP H M SMITH HI 96861-4131

COMMARFORPAC
ATTN G 5
BOX 64119
CAMP H M SMITH HI 96861-4119

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MCBH - CAMP SMITH

TRAFFIC MANAGEMENT OFFICE
MCB
BOX 64132
CAMP H M SMITH HI 96861-4132

BAY AREA TRAVEL
MCB
BOX 64133
CAMP H M SMITH HI 96861-4133

MIDPAC
BOX 64134
CAMP H M SMITH HI 96861-4134

COMMANDER
NCIS
BOX 64137
CAMP H M SMITH HI 96861-4137

COMMANDER
MARINE FORCES PACIFIC
BOX 64139
CAMP H M SMITH HI 96861-4139

MARINE CORPS POST OFFICE
ATTN POSTAL NCOIC
CAMP H M SMITH HI 96861