



# MASTER DIRECTIVES

UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12

1ST MARINE AIRCRAFT WING, MARFORPAC

UNIT 37150

FPO AP 96603-7161

GruO 5110.1C

ADJ

FEB 02 2000

GROUP ORDER 5110.1C/w ch 1

From: Commanding Officer

To: Distribution List

Subj: STANDING OPERATION PROCEDURES FOR HANDLING U.S. MAIL

Ref: (a) DoD Postal Manual, 4525.6M, Vol II  
(b) DoD Official Mail Manual, 4525.8M  
(c) OPNAVINST 5112.6B  
(d) OPNAVINST 5218.7A  
(e) MARFORPACO P5112.1C  
(f) MCO P5110.4  
(g) MCO P5110.6A  
(h) MCASO P5110.1F

1. Purpose. To publish instructions for handling U.S. Mail within Marine Aircraft Group 12.

2. Cancellation. GruO 5110.1B.

3. Responsibilities

a. Commanding Officer

(1) Provide adequate space and equipment necessary for handling U.S. Mail within MAG-12.

(2) Ensure Mail Clerks have sufficient time to efficiently perform their mail handling duties.

(3) Periodically check the unit mail room to ensure it is being maintained in a clean and orderly manner.

(4) Ensure personnel residing in housing or billeting, where U.S. Postal Service provides delivery service, are receiving their mail at their P.O. Box and not through the unit mail room.

(5) Keep personnel informed of the standard of mail service which is expected.

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b. Squadron/Detachment Postal Officer

(1) Publish instructions on mail handling procedures to include security, emergency disposition, and delivery of mail during field exercises.

(2) Ensure proper training of squadron Mail Clerks and section Mail Clerks.

(3) Ensure mail is handled in a correct and timely manner.

(4) Ensure proper maintenance of mail directory files and mail room records.

(5) Ensure compliance and understanding of current postal regulations by Mail Clerks.

(6) Conduct weekly, unannounced inspections of the unit mail room and mail-handling areas.

(7) Ensure a completed DD Form 1115 is displayed in the immediate vicinity of the unit mail room including the times of mail call, hours of operations, and a sample address for personnel receiving mail through the unit mail room.

(8) Immediately notify the Commanding Officer of all known or suspected postal offenses and losses.

(9) Limit access to the mail room to only those personnel authorized by the Commanding Officer or by higher command instruction.

(10) Ensure USPS mailbags for transportation of mail are returned to the servicing post office daily.

(11) Verify daily, that all accountable mail received has been delivered, or if undeliverable, returned to the servicing post office the same day.

c. Unit Mail Clerk

(1) Provide mail service and operate the unit mail room in accordance with current regulations.

(2) Safeguard mail at all times.

(3) Maintain a current mail directory file of all personnel being served, "due in", and transferred during the last 12 months.

(4) Deliver and record all accountable mail in accordance with current directives.

(5) Correct all discrepancies noted on mail room inspections as soon as possible.

(6) Immediately report known or suspected postal offenses to the Unit Postal Officer or Commanding Officer.

(7) Maintain the current editions of references, (a) through (h) on file in the unit mail room.

d. Section Mail Orderlies

(1) Safeguard mail at all times until it has been delivered to the addressee or returned to the unit mail room as undeliverable. All endorsements on undeliverable mail will be accomplished at the unit mail room or the station post office. Section Mail Orderlies returning undeliverable mail to the mail room will state the reason the mail is undeliverable on a separate piece of paper and attach it to the mail being returned. Under no circumstances will Section Mail Orderlies endorse undeliverable mail.

(2) Inform the Unit Mail Clerk or the Unit Postal Officer of early liberty calls in sufficient time to allow for arrangements to be made for mail delivery. This notice should be at least 48 hours prior to commencement of early liberty calls.

(3) Ensure familiarity with the contents of this Order.

(4) Immediately report known or suspected postal offenses to the Unit Postal Officer or the Commanding Officer.

4. Mail Handling Instructions

a. Mail Security

(1) Loss of Mail. Mail handling personnel may be held liable for any loss caused by their failure to handle mail

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properly. Mail handling areas will be properly secured when responsible individuals are not physically present.

(2) Mail Delivery. Mail will be delivered only to the addressee or authorized agent in writing by the Commanding Officer or the addressee. Mail shall not be delayed, intercepted, opened, rifled, or left unattended when not in an authorized, secure area. Mail service personnel shall not remove stamps from mail entrusted to them. The CMCC has been appointed as the classified material screening point for all Command Mail Handling Procedures.

(3) Overnight Storage. Only personal mail will be stored overnight in the mail room. Official accountable mail shall be returned to the servicing post office, if undeliverable, on the day of receipt.

(4) Mail Room Structural Requirements. The unit mail room must be constructed in such a manner as to provide adequate security for the mail. Structural requirements are as follows:

(a) Hatches shall be provided with suitable locks. Hinges shall be mounted inside in such a way as to prevent their removal from the outside.

(b) Portholes that are easily accessible from the outside shall be barred or covered with heavy wire mesh.

(c) Bulkheads and overheads shall be constructed of such material as to prevent forceful entry.

(5) Access. The only personnel authorized to enter the mail room are the Commanding Officer, Unit Postal Officer, Assistant Postal Officer, Mail Clerks assigned to the unit mail room, Postal Inspectors on official visits for inspections, and authorized working parties.

(6) Control of Keys and Combinations. Only the primary Unit Mail Clerk will be issued a key to the mail room. The key must be safeguarded at all times. If combination locks are used, they will be of the high security type and have the capability to be changed at least annually, upon change of Postal Officers, a duplicate key or a copy of the combination shall be sealed in its own envelope. The envelope shall be endorsed to show its contents and kept in a safe controlled by the Unit Postal Officer. New envelopes shall be prepared when

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the combination or key accountability changes. The Unit Postal Officer, Unit Mail Clerk, and a witness shall sign their names across the flaps of the sealed envelope.

(7) Transportation of Mail. Mail shall be transported in a closed-body vehicle equipped with lockable doors. If such a vehicle is not available and another is used, Mail Clerks shall ride in the compartment holding the mail. If no vehicle is available, a working party may be authorized to carry the mail from the control point to the unit mail room. In the latter case, the working party will come under the direct control of the Unit Mail Clerk. Visual contact shall be maintained with mail at all times during transportation. Privately owned vehicles shall not be used to transport mail unless an emergency situation occurs and a request by the Commanding Officer to utilize privately owned vehicles on a temporary basis is approved by the Station Postal Officer.

b. Emergency Destruction of Mail

(1) When sufficient advance warning is received, mail will be destroyed as follows:

(a) Deliver or dispatch mail on hand.

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

(2) When insufficient advance warning is received, postal effects will be destroyed utilizing the following priority:

(a) Official Registered Mail.

(b) Directory File Cards.

(c) Other Accountable Mail.

(d) All remaining

(e) All other records, equipment, mail sacks, furniture, etc.

(3) Mail will be destroyed only by order of the Commanding Officer, Officer of the Day, or by the Unit Postal Officer. At least two persons will witness the destruction, one

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of whom will be a Commissioned Officer, Warrant Officer, or SNCO. A report of all items destroyed will be submitted to the Commanding Officer or the Officer of the Day during non-working hours.

c. Delivery of Mail During Field Exercises. Procedures governing the delivery of mail during field exercises will be published separately in accordance with instructions received from higher headquarters.

d. Mailing Address. All personnel receiving mail through this unit will use the following addresses:

Iwakuni Address

Rank, last name, first name, MI  
MAG-12 (SECTION)  
UNIT 37150  
FPO AP 96603-7150

While Deployed

Rank, last name, first name, MI  
MAG-12 (SECTION)  
UNIT 37150  
FPO AP 96603-7150

e. Location and Hours of Operation of Post Offices

Southside Post Office  
Bldg. 405  
0930-1700 Monday through Friday  
1000-1400 Saturday

Northside Post Office  
Bldg. 1460  
1000-1400 Monday, Tuesday, Thursday  
1000-1300 Wednesday

Collection: Mail collection boxes are located throughout the station. Pickup times are posted on the mail boxes.

Unit mail Pick-up time: 1000-1100 Monday through Friday.

f. Location and Hours of Collection from Unit Mail Room

(1) The Unit Mail Room is located in building 1450D.

(2) Each sections' Mail Orderly within the unit is to pick up mail from the unit mail room between 1330-1500 Monday through Friday. Mail is not received Saturdays, Sundays, or Holidays.

(3) Hours of operation are normal unit working hours.

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(4) Unit mail room check-ins/check-outs are conducted from 1330-1500 Monday through Friday. However, the Unit Mail Clerk is available at any time under unusual circumstances.

g. Time and Method of Distributing Incoming Mail. Unit mail call is conducted Monday through Friday from 1330-1500. Mail Orderlies will report to the unit mail room with their DD 285's for mail pick-up.

h. Customs Regulations

(1) The United States has customs jurisdiction within the 50 states, the District of Columbia and Puerto Rico. The United States customs jurisdiction of military mail ceases when the mail passes the three mile territorial limit.

(2) All mail originating outside the customs territory of the United States, which contains merchandise, including merchandise of United States origin and printed matter, is subject to customs examination and must be accompanied by a customs declaration form. Official mail being transmitted between military post offices and the United States is exempt. The words "Official Business" will appear on the parcel unless addressed to an individual by name.

(3) Postal Clerks are not authorized to advise patrons on the subject of customs. If doubt exists, suggest to the patron that they obtain information from the Treasury Department, Bureau of Customs, San Francisco, California 94111.

(4) MARFORPACO P5112.1C contains detailed information pertaining to customs procedures and requirements.

(5) Section III of MCO 5800.6A contains detailed information pertaining to the mailing of war trophies.

i. Change of Address Cards. The following instructions for Change of Address Cards (OPNAV 5110/5) shall be followed by all members of this unit:

(1) Change of Address Cards can be obtained from the Unit Mail Orderly. Newly assigned Marines, Marines being transferred to other units, and Marines being discharged or released from active duty shall prepare sufficient Change of Address Cards to notify all their correspondents and publishers of their new address.

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(2) Newly assigned Marines will prepare a Change of Address Card to be forwarded to the servicing mail room of their last unit.

(3) Marines being transferred will prepare a Change of Address Card to be forwarded to their new duty station, showing their estimated time of arrival. Disposition instructions for second class material will be annotated.

(4) Marines being discharged or released from active duty (except for immediate reenlistment) will check out with the Unit Mail Clerk. They will furnish the Mail Clerk with a complete forwarding address for completion of a Mail Directory File Card (NAVMC 10572 (REV 1-85)), as well as completed Change of Address Cards. If the individual does not desire to have mail forwarded after separation, the Mail Directory File Card will be signed by the Marine being transferred or discharged.

j. Non-Mailable Items

(1) Non-mailable matter includes all matter which is by law, regulation, or treaty stipulation, prohibited from being sent through the mail. The following is a partial list of non-mailable matter:

(a) Obscene or indecent matter.

(b) Lotteries, fraud, and libelous matter.

(c) Intoxicating beverages and illicit drugs.

(d) Explosive, flammable, poisonous matter.

(e) Firearms (with certain exceptions).

(f) Bombs, grenades, ammunition, and percussion caps.

(g) Matter advocating disloyalty to the United States or threats to the President of the United States.

(h) Unprotected sharp instruments.

(2) Severe penalties including fines, imprisonment, or both, are adjudged for persons who knowingly mail or cause to be mailed, matter which has been declared non-mailable.

k. Official Mail Cost Management Program/Consolidated Mail Procedures. All official outgoing mail will be submitted to the Command Mail Center located at PSD, MAG-12, Building 1450D. The Command Mail Center will monitor the Official Mail and ensure that official mailings are consolidated when destined to the same address to reduce postal costs. The Command Mail Center will determine which correspondence and documents are to enter the USPS system, and which are to be sent via Guard Mail.

1. Specific Prohibitions and Limitations

(1) The use of special delivery and express mail is not authorized for the transmission of Official Mail where payment of mailing cost is borne by the Marine Corps.

(2) Airmail is not authorized; however, first class mail which weighs less than nine ounces and is mailed to an individual with a forwarding address (FPO/APO address excluded) is exempt from this restriction.

(3) Express mail is not authorized without specific permission of the Commanding Officer and if in Okinawa, Japan, the 1st MAW (Adjutant).

(4) First class mail is not authorized for items in excess of 12 ounces.

(5) Periodicals and directives will not be authorized the use of First Class Mail. Third Class Bulk Rate, Special Fourth Class, or Book Rate will be used as applicable.

(6) Non-Mailable. Small, flimsy pieces of mail, which can cause disruptions in automated processing are no longer accepted by the USPS. All mail that is one-fourth of an inch or less in thickness must be:

(a) No less than 3.5 inches high and 5 inches long.

(b) Rectangular in shape.

(7) Nonstandard. Nonstandard mail weighing 1 ounce or less (first and third class only) will be assessed a surcharge by the USPS. Mail is considered nonstandard if the following applies:

(a) Length exceeds 11 1/2 inches, or

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(b) Height exceeds 6 1/8 inches, or

(c) Thickness exceeds 1/4 inch, or

(d) Aspect ratio (length divided by height) does not fall between 1 and 1.3 and 1 and 2.5 (third class)

(8) Maximum Size and Weight Limits. The USPS has established minimum and maximum size standards to increase the volume of mail which can be mechanically processed. The combined length and height of a piece may not exceed 108 inches. Space Available Mail (SAM) mailed from an overseas post office may not exceed 70 pounds or 100 inches in length/height. To compute the size of a parcel:

(a) Measure the longest side.

(b) Measure the distance around the parcel at its thickest part.

(c) Add both measurements.

m. Privilege Nature of Mail and Postal Records. The privacy of mail must not be violated. Mail service personnel shall not break, or permit to be broken, the seal of any mail. Information regarding mail or postal records can be released under certain circumstances. If questions arise, contact the Unit Postal Officer of the Commanding Officer. The Commanding Officer will be notified should any of the following occur:

(1) A mail cover is requested.

(2) An examination, search or seizure of mail or postal records is requested.

(3) A controlled delivery of mail is requested by military/civilian authorities.

(4) Damage, destruction, or forced entry occurs to the squadron mail room.

(5) Mail in the unit mail room is suspected of containing dangerous material.

n. Accountable Mail. Accountable mail shall be covered by a chain of receipts from the time of acceptance by the Squadron Mail

Clerk until delivery has been made to the addressee or returned to the Station Post Office. The Commanding Officer designates individuals to receipt for accountable mail in writing. An example of accountable mail is classified material. Therefore, individuals designated to receipt for accountable mail will possess at least a secret security clearance. Accountable mail shall be properly screened by the CMCC for classified material.

o. Nine-Digit Zip Code. The department of Defense (DOD) has implemented the USPS nine-digit zip code, consisting of the current five-digit zip code, a hyphen, and a four-digit add on number (e.g. 96603-7150). Reference (h) contains the four-digit add on numbers for Marine Corps commands.

p. Mail Addressed to Individuals Due to Arrive

(1) If there is an indication that the individual is due to arrive, hold mail 15 days past the "due-in" date.

(2) If there is no indication of a "due-in" date, but there is reason to believe that the individual is due to arrive, hold the mail for an additional 15 days.

(3) If the mail is still undeliverable at the end of the hold period, it shall be endorsed "no record" and returned to the Station Post Office.

q. Mail Opened by Mistake. Mail opened by mistake shall be re-sealed, endorsed "Opened by Mistake", and signed and dated by the person who opened the mail.

r. Refused Mail. Addressee can refuse mail that they do not want to receive. The addressee shall be requested to write "Refused by Addressee", sign, and date the piece of mail. If the addressee declines to make the endorsement, the Mail Clerk shall endorse it, "Refused by Addressee", sign and date it. Mail that is refused will be returned to the servicing post office.

s. Damaged Mail. Before receipting for mail at the Station Post Office, the Unit Mail Clerk shall ensure that any damaged articles are properly endorsed and repaired or re-wrapped, if necessary. If damaged articles are received in closed bags, they shall be repaired and endorsed "Received in Damaged Condition,"

along with the date of receipt and the identity of the mail service personnel repairing the articles.

t. Complaints and Inquiries

t. Postal Standdown

(1) Members of this unit shall be encouraged to report dissatisfaction with mail service, instances of loss, rifling, or other mistreatment of mail. (2) In the occurrence that MAG-B does not retain an official mailroom, all mail will be handled, opened, and distributed from the Group Duty Hut or whatever building is most confined and separated from other work sections. This determination will be made by the Security Manager. (2) Complaints will be resolved promptly. Assistance from the Station Post Office will be requested when necessary.

u. Disposition of Mail for Personnel Departing on Leave

(1) All personnel departing on leave will provide disposition instructions to the unit mail room to either hold or forward personal mail. The disposition instructions must contain, in addition to the above, an address (if mail is to be forwarded), leave dates, and the individual's signature. Normally this will be accomplished by having the individual initial, on the leave authorization form, as to whether or not he/she desires to have his/her mail held or forwarded. A copy of the leave authorization form will be kept in the mail room until the individual returns from leave.

5. Action

a. All personnel involved in postal services within this unit will comply with the instructions contained herein.

b. All newly appointed Section Mail Orderlies will be briefed on the contents of this Order.

c. The Unit Postal Officer will conduct quarterly classes which will include a review of this Order.

d. The Unit Postal Officer will ensure that a copy of this Order is placed on unit bulletin boards.

e. Section Heads will ensure compliance with and dissemination of the contents of this Order.

6. Summary of Revision. This order has been reformatted and contains major and administrative changes. The major modifications to this order are as follows:

a. The references have been rearranged and have been updated to display the most current editions.

b. Paragraph 4.a.(2)., includes the CMCC being appointed as the classified material screening point for all Command Mail Handling Procedures.

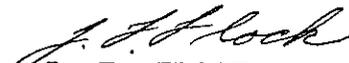
c. Paragraph 4.e., Includes the new days and hours operation of the recently opened Northside Post Office.

d. Paragraph 4.e., Includes the new hours and days the Unit Mail clerk picks up mail from the Unit Mail room.

d. Paragraph 4.f(2)., Includes new hours and days each sections' Mail Orderly is to pick up mail from the unit mail room.

e. Paragraph 4.f.(4)., Includes the hours and days check-ins and check-outs are to be conducted with the Unit Mail room.

g. Paragraph 4.h.(4)., MARFORPAC P5112.1C replaced FMFPacO P5112.1C and FMFPacO 5840.1C.

  
J. F. FLOCK

DISTRIBUTION: A



**UNITED STATES MARINE CORPS**

MARINE AIRCRAFT GROUP 12  
FIRST MARINE AIRCRAFT WING, MARFORPAC  
UNIT 37150  
FPO AP 96603-7150

GruO 5110.1C Ch 1  
ADJ  
13 FEB 2002

GROUP ORDER 5110.1C CH 1

From: Commanding Officer, Marine Aircraft Group 12  
To: Distribution list

Subj: STANDING OPERATION PROCEDURES FOR HANDLING U.S. MAIL

1. Purpose. To direct pen change to the basic Order.

2. Action.

a. On page 12 of the basic Order, delete subparagraph "t" in its entirety and replace it with the following:

(1) Postal Standdown

(a) In the occurrence that MAG-12 does not retain an official mailroom, all mail will be handled, opened, and distributed from the Group Duty Hut or whatever building is most confined and separated from other work sections. This determination will be made by the Security Manager.

3. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic order

  
J. D. DeWITT JR.

DISTRIBUTION: A

Copy to: GDO