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HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, DC 20350-3000

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MARINE CORPS ORDER 5110.4A

From: Commandant of the Marine Corps
To: Distribution List

Subj: THE MARINE CORPS OFFICIAL MAIL PROGRAM

Ref: (a) DOD 4525.8-M, "DOD Official Mail Manual," December 26, 2001
(b) MCO 5600.31G w/Ch 1-3
(c) USPS DMM Domestic Mail Manual
(d) DOD 4525.6-M, "DOD Postal Manual," August 15, 2002
(e) MCO 5110.6C
(f) MCO P1700.27B
(g) 39 U.S.C. 3202
(h) 18 U.S.C. 1719.
(i) SECNAVINST 7042.7F
(j) Federal Register, 11 September 1979 (Vol. 44, No. 177)
(k) OPNAVINST P091B-107
(l) DOD 5200.1-R, "Information Security Program," January 14, 1997

Encl: (1) Official Mail Program Policy

Report Required: Postage Expenditure Report (Report Control Symbol DD-5110-02), encl (1), chap 5, par 2.d.(1)

1. Situation. To provide information and direction concerning the requirements for using U.S. Marine Corps official mail, official mail address listing of Marine Corps commands, and military mail addressing standards which are to be used in the preparation of official correspondence for entry into the United States Postal Service (USPS) System.

2. Cancellation. MCO P5110.4 and MCBul 5110.

3. Mission. This Order contains instructions for the handling of official U.S. Marine Corps mail, and additional guidance for unit mailroom operations.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To prescribe policy and procedures, according to the reference, for the processing and delivery of U.S. Marine Corps official mail.

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(b) The timely and accurate delivery of mail is paramount in maintaining good order throughout any unit. This Order provides the Commander with the information needed in order to operate and properly maintain an official mail management program.

(2) Concept of Operations. The policies outlined in this Order are applicable to all Marine Corps activities that utilize U.S. Marine Corps official mail.

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 CMC (MRP-3). Commanders 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 (MR).

c. Coordinating Instructions. Submit all recommendations concerning this Order to CMC (MRP-3) via the appropriate chain of command.

5. Administration and Logistics

a. Distribution Statement "A" directives issued by CMC are published electronically and can be accessed online via the Marine Corps homepage at <http://www.usmc.mil>.

b. Access to an online medium will suffice for directives that can be obtained from the internet, CD-ROM, or other sources.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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



R. S. COLEMAN
Deputy Commandant for
Manpower and Reserve Affairs

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Chapter 1

General Information

1. Definition of Official Mail. Official mail is any letter, publication, or parcel relating exclusively to the business of the U.S. Government, which is mailed using official postage. Only those items that can be mailed under postal laws may be sent as official mail. By Law, reference (g), only officials of the U.S. Government are authorized to send items through the postal system as official mail. The penalty for misuse of official mail is \$300, reference (h).

2. Use of Official Mail

a. Authorized use of Official Mail. All U.S. Marine Corps activities are authorized to use official mail. These activities include, but are not limited to, the following:

(1) Headquarters, U.S. Marine Corps and subordinate commands.

(2) Marine Corps Reserve activities.

(3) Marine Corps Community Service (MCCS) activities for business related directly to the execution of their mission. However, material related directly to buying or selling non-appropriated fund merchandise and services may not be sent as official mail. Commanding officers may use official mail to advertise available MCCS programs and services when the information is part of a consolidated MCCS information package. MCCS information packages are defined as information pertaining to any of the following six programs of MCCS activities and associated non-appropriated fund instrumentalities:

(a) Program Group I: Military Morale, Welfare, and Recreation (MWR) Programs, include child development and recreational lodging programs.

(b) Program Group II: Armed Services Exchange Programs.

(c) Program Group III: Civilian MWR Programs. MWR programs designed for DOD civilians.

(d) Program Group IV: Lodging Program Supplemental Mission Funds. Non-appropriated fund instrumentalities operated as an adjunct to the lodging programs for temporary duty (TDY) and PCS official travelers.

(e) Program Group V: Supplemental Mission Funds. Non-appropriated fund instrumentalities operated as an adjunct to DOD mission activities that generate non-appropriated funds.

(f) Program Group VI: Special Purpose Central Funds. DOD Component and Military Service headquarters central funds designated as the sole provider of a consolidated, general administrative service or function (such as non-appropriated fund employee life and health insurance and non-appropriated fund risk management).

(4) The Key Volunteer Network is an official Marine Corps activity dedicated to the mission of improving family readiness.

(5) Non-appropriated fund instrumentalities may use official mail only for official administrative (managerial) mailings related exclusively to the business of the U.S. Government.

(6) Official mail may be used for the mandatory distribution of authorized Marine Corps newspapers and civilian enterprise newspapers (e.g., local base newspapers). Official mail may be used to mail individual copies of authorized Marine Corps newspapers to higher headquarters in the chain of command, in bulk to subordinate units for distribution to members of the units, or to promote the overall command Public Affairs Program. Mailings of authorized Marine Corps newspapers or commercial enterprise newspapers will be at the bulk rate if they qualify, or as bulk or media mail, depending on the weight. The U.S. Postal Service (USPS) should be used only to transmit these publications to locations away from the Marine Corps activity. Local (onsite) distribution will not be made using the postal system.

(7) Printer-mailer contractors or vendors mailing Marine Corps recruiting publicity and advertising materials may use permit imprints for mass mailings only when the USPS mailing requirements are met. Contractors may be allowed to use official mail postage meters licensed to and under Marine Corps control at the discretion of the Commandant of the Marine Corps (Code MRP-3), when circumstances warrant. When USPS mailing requirements for permit imprint mail cannot be met, or when the use of postage meters is not practical, contractors shall prepay postage costs and be reimbursed by including the cost of the mailing as a separate item on their invoice.

b. Unauthorized Use of Official Mail. U.S. Marine Corps official mail will not be used for the following:

(1) For private use.

(2) Correspondence that is not exclusively U.S. Marine Corps business.

(3) Correspondence from non-appropriated fund instrumentalities on the buying or selling of non-appropriated fund merchandise or services; routing correspondence with commercial sources of products; routine bills to members of open messes and other membership associations; and advertisements for individual non-appropriated fund or MCCA revenue generating activities.

(4) Greeting cards, Christmas cards, unofficial retirement announcements, job resumes, and invitations to social functions (except functions authorized and funded from official representation funds in accordance with SECNAVINST 7042.7F of (15 Jan 1981, reference (i)).

(5) By retired members of the U.S. Marine Corps, unless acting in an official capacity.

(6) Non-mailable items (obtain list of non-mailable items from local civilian or military post office).

(7) Matter mailed at a civilian post office in a foreign country. Postage must be in stamps of that country.

(8) Parcels tendered for movement by a Government Bill of Lading (GBL) in connection with commercial freight carriers or in the military transportation channels.

(9) By concessionaires and their employees.

(10) For the mailing of official material (e.g., daily, weekly or housing bulletins) that contains unofficial information.

(11) For the mailing of dependent school year books, and other unofficial items such as announcement cards, thank you cards, class rings, etc.

(12) For mail not bearing a complete and proper return address.

(13) For mailing of authorized Marine Corps newspapers to individual subscribers.

(14) For mailing of military cruise books or other related items whose printing is paid for by the individual or non-appropriated funds.

(15) Mailings by or for private associations, or mailing matter donated by individuals for donation to other individuals or charitable organizations.

c. Return Address. All official mail, except Business Reply Mail, must contain a complete return address of the mailing activity in the upper left corner of the envelope/label. The title of the individual (e.g., Commanding Officer, Postal Officer) is to be used instead of the name.

d. Misuse of Official Mail. The improper use of any official mail shall be reported to the Commander for an appropriate investigation. Commanders will determine any appropriate reimbursement of postage and fees, and if legal or administrative action shall be taken. Commanders will notify installation postal officers of all investigations and a report is to be forwarded to the Commandant of the Marine Corps (MRP-3) via the Automated Military Postal System. Reports are to be updated every thirty days until completed.

3. Accounting for Postage Expenditures

a. The Marine Corps Official Mail Program is based on a positive accountability system for postage costs. Positive accountability reduces dependence on the U.S. Postal Service's Revenue, Pieces and Weights (RPW) sampling system. Positive accountability also provides cost data, down to the activity level, that is used to evaluate postal costs.

b. The Marine Corps goal is 100 percent positive accountability for all official mail. USPS charges for Marine Corps official mail are determined by any of the following methods:

(1) Official Postage Meters. Postage meters imprint the postage on each piece of letter mail or print a gummed tape to be placed on parcels. The meters keep a running total of postage expended and postage available for use. Paragraph 5001 refers.

(2) Express Mail Account Number. This is an individual control number upon which postage for official express mail shipments may be charged. Paragraph 2006 refers.

(3) Permit Imprints. The use of permit imprint on the mailing piece eliminates the need to meter each piece of mail. Permit imprint mail is used for large volume mail outs (generally greater than 200 per mailing), of uniform size and weight. Permit imprints can be used for almost any class of mail. Paragraph 5007 refers.

(4) Bulk Rate Permit. The regular bulk rates may be applied to mailings of qualifying pieces separately addressed to different addresses in quantities of not less than 200 pieces or 50 pounds. Paragraph 2004.2b refers.

(5) Business Reply Mail. Business Reply Mail is to be used for all occasions when mail is to be returned for reply purposes. The post office charges first-class postage only when the letter/card is returned to the sender. Paragraph 2008 refers.

(6) Special Postage Agreements. The USPS will enter into special agreements, such as computerized postage, for high volume mailers with unique automated equipment. The local USPS Customer Service Representative should be contacted for assistance.

(7) Postage Stamps and PC Postage. All Marine Corps activities not equipped to meter mail may utilize postage stamps or PC Postage whenever applicable. Activities without a backup metering system may maintain no more than a 10 day emergency supply of postage stamps, PC Postage or a set Trust Account with USPS. Also, deployable units may maintain a 60-day stock when deployed. Small volume mailers' inventories shall not exceed 90-days.

(8) DOD Official Intra-theater Delivery Service Mail. Items mailed from one MPO to another MPO in the same theater shall have "DOD IDS" typewritten, rubber stamped, or mechanically printed in the area where the postage and fees for special services normally would be placed on the U.S. Mail. It can be used on all classes of mail. It will be treated and processed with the MPS as if postage and fees has been paid on it. Claims may be made and will be processed in accordance with normal procedures up to the point of making payments. Payments shall not be made for lost or damaged items or refund of postage.

(9) Postage and Fees Paid Indicia. These envelopes are no longer authorized.

4. Reimbursement for Official Mail. Headquarters, U.S. Marine Corps currently pays the USPS for all official mail costs. USPS post offices forward records of postage meter settings, permit mailings, BRM mailings, and other documents to the USPS Headquarters for consolidation and billing to the Marine Corps. No payments for official mail costs, including postage meter licenses or permits, are made by individual activities.

5. Military Mail Address Standards. To view Official Mail Addresses for Marine Corps Commands go to the Official Mail Address Listing link on the following website, <https://www.manpower.usmc.mil>. Under the "Reference" column, click on "Official Mail Address Listing for Marine Corps Commands." Additionally, all mail shall be prepared and packaged according to USPS regulations to include the following guidance:

a. To ensure the most efficient delivery of mail, a correctly formatted, current mailing address must be used. The following mail addressing standards are required on all official mail:

(1) Use complete official mailing address (including the nine digit ZIP code) on both the return address and the delivery address (refer to figure 1-1).

(2) Print or type address. Return/delivery addresses will be typewritten or machine printed in black ink using upper case letters. Address characters must not touch and will be equally spaced. The preferred print size for address characters is 10 to 12 points. Handwritten and rubber stamped addressing are not authorized except for activities engaged in field exercises or hostilities that prevent following these standards. Also, the attention line may contain handwritten characters to identify a specific section, code, or person.

(3) Punctuation may be included in official addresses; however, the preferred format is without punctuation, except for hyphen separating the digit add-on from the five digit ZIP code.

(4) Use the correct address format. Official mailing addresses (both delivery and return) are limited to five lines and formatted with uniform left margin. The attention line is an optional line which may be used when the name of the activity does not adequately identify addresses or if the correspondence is directed to a specific person or section. Whenever possible, a person's title/billet will be used vice a person's name. This prevents official mail intended for the command from being forwarded to the person after he/she transfers to a new command.

b. Figure 1-1 shows a sample address format.

HEADQUARTERS US MARINE CORPS
MANPOWER AND RESERVE AFFAIRS (MRP-3)
3280 RUSSELL RD
QUANTICO VA 22134-5103
OFFICIAL BUSINESS

COMMANDING OFFICER
HEADQUARTERS AND SERVICE BN
3800 BELLEAU WOOD AVE
SAN DIEGO CA 92140-5199

Figure 1-1.--Format of Sample Address

Chapter 2

Mail Classes and Services

1. General. Domestic mail consists of five classes. The determination to which class each piece of official mail belongs is made according to the type of item being sent, the weight of the item, and the need to use special mail services. To preclude the necessity for judgmental decisions by USPS employees and to assure the desired service is provided, all official mail users should endorse oversized letters (flats) and small parcels as "FIRST-CLASS", "PRIORITY", "STANDARD MAIL", "PARCEL POST", or "EXPRESS MAIL", as appropriate.

2. First Class Mail

a. General. All first-class mail receives expeditious handling and transportation. The USPS has established uniform guidelines for distribution and delivery of mail. First-class mail is regularly sent by air.

b. Specific. All official mail weighing less than 13 ounces is treated as first-class mail, unless endorsed differently. Items such as post cards, matter wholly or partially handwritten or typewritten, matter closed against postal inspection, matter having the character of personal correspondence, bills, and statements of account must be sent as first-class mail. Matter produced by computer is not required to be sent as first-class mail, unless it has the character of actual and personal correspondence.

c. Physical Limitations. Each piece of mail may not weigh more than 70 pounds, nor have a combined length and girth exceeding 108 inches. See paragraph 4002 for size standards.

3. Priority Mail. Priority mail is all first-class mail weighing more than 13 ounces, and other mail which requires expeditious handling and transportation, with a maximum weight of 70 pounds. The word "PRIORITY" must be placed prominently on each piece of mail.

4. Periodical Mail

a. General. Periodical mail is those newspapers and periodical publications which meet the following requirements:

(1) Issued at a regular, stated frequency of no less than four issues per year.

(2) Issued and mailed at a known office of publication where business is transmitted and circulation records are maintained.

b. Qualification. Official publications are authorized to be mailed under periodical mail only if an authorized permit application has been granted (section 440 of the DMM), reference (c). Authorization will be based in meeting the general requirements above and the specific requirements for controlled publications. Controlled circulation publications are:

(1) Publications that are circulated either free or to subscribers.

(2) Publications in which each issue contains at least 24 pages, and not more than 75 percent advertising

(3) Mailers of controlled circulation publications must maintain a legitimate list of persons who request the publication, and have 50 percent or more of the copies distributed to persons making such a request.

5. Standard Mail

a. General. Standard mail consists of matter which is not mailed or required to be mailed as first-class mail, not eligible for periodical mail, and weighs less than 16 ounces. All standard mail should be endorsed "Standard Mail."

b. Categories. Two standard rate categories are available:

(1) Single Piece Rate. The single piece rate is applied to each piece according to its weight. No presort or special preparation is required.

(2) Regular Standard Rate. The regular standard mail rate may be applied to mailings of bulk mail separately addressed to different addresses in quantities of not less than 200 pieces or 50 pounds. However, standard mail is not available for mail sent from overseas locations. The address side of each piece, its envelope or wrapper must be plainly marked "Presorted Standard or PRSRT STD", preferably in the position where postage would normally be placed. Standard mail must be presented for mailing at a post office, and must be accompanied by a completed PS Form 3602. Figure 5-2 provides the format for the bulk rate imprint.

6. Parcel Post Mail

a. General. Parcel Post mail consists of mailable matter not mailed or required to be mailed at first-class, weighing 16 ounces or more and not entered as periodical mail. Maximum weight is 70 pounds and may not exceed 130 inches length and girth.

b. Categories. Four standard rate categories are available for official mail:

(1) Single Piece Zone Rate (Parcel Post). All items meeting the standard definition may be mailed at this rate. No endorsement is required; however, a "PARCEL POST" endorsement is recommended.

(2) Bulk Zone Rates (Parcel Post). Mailings of 300 or more pieces of standard mail of identical weight sent to a single zone may be mailed at this rate.

(3) Media Mail. To qualify for media mail, an item must contain at least 24 pages, at least 22 of which are printed, and consist wholly of reading matter with some incidental blank spaces for notations. It may not contain advertising except incidental announcements of books. Items such as films and sound recordings may also be sent at this rate. Pieces must be endorsed "MEDIA MAIL".

(4) Bound Printed Matter. Bound printed matter is standard matter that weighs 1 pound or more, but less than 10 pounds. Only the following specifically described material may be mailed at the bound printed matter rates.

(a) Matter that consists of advertising, promotional, directory or editorial material, or any combination of these.

(b) Matter that is securely bound by permanent fastenings such as staples, spiral binding, glue, stitching, etc. Loose-leaf binders and similar fastenings are not considered permanent.

(c) Matter consisting of sheets of which at least 90 percent are imprinted with letters, characters, figures, images, or any process other than handwriting or typewriting.

(d) Matter that does not have the nature of personal correspondence.

(e) Matter that is not eligible for mailing as media mail.

(f) Matter that is not stationery, such as pads of blank printed forms. The words "BOUND PRINTED MATTER" must be printed (or rubber stamped) conspicuously on the address side of the item.

7. Express Mail

a. USPS Express Mail service is a high speed (generally overnight) delivery that is available to most major locations within the United States. Funding is controlled by each individual installation Official Mail Manager and will be utilized in accordance with DOD 4525.8-M, section C1.10 (reference a).

b. Because of the high cost of postage required for the utilization of Express Mail, consideration should be taken to ensure that next day delivery service is an essential requirement to mission accomplishment, and not a convenience. The following questions should be answered prior to using Express Mail:

(1) What mission failure will result if document is not received the following day?

(2) What compelling circumstances prevent the items from being ready in time for normal mail transit? (Typing delays are not acceptable.)

(3) Will the recipient be present to accept document? (Important on Fridays since once USPS attempts delivery their requirement is met and the package, if unable to be delivered then, is returned for normal mail processing during the next week.)

(4) Have other, less expensive, alternatives been examined?

8. Presort Mail Services. Presort mail is available for first, and standard mailings. Generally, a discount is applied to the postal rate charged when certain presort requirements are met. Presort requirements, based upon ZIP Code sequences, are defined in the DMM, reference (c), or are available from all civilian and military post offices. Chapter 4 paragraph 2c refers.

9. Business Reply Mail(BRM) and Merchandise Return Service (MRS)

a. The Federal Register of 11 September 1979 (Vol. 44, No. 177), reference (j), published a final ruling which requires all Federal Government departments and agencies to use business reply mail, metered reply mail, or stamped self-addressed envelopes, cards and mailing labels for official business reply purposes. This rule became effective 1 September 1980. Furnishing metered reply mail or stamped self-addressed return mail for reply purposes is not practical for the Marine Corps in most cases, since postage is charged whether or not the item is returned. Therefore, BRM and MRS formats will be used. Figure 2-1 refers.

b. "Postage and Fees Paid" indicia envelopes and cards are not authorized to be used as reply mail. Whenever a return response is desired, a business reply envelope or card will be used. The address of the activity to whom the information is being returned should be printed, typewritten, or hand stamped directly on the envelope/card, or a printed gummed label may be affixed in the address area.

c. The following guidance on business reply formats is provided:

(1) The "Business Reply Mail" format is for use on letter-size envelopes, self-mailers, and cards that exceed the maximum postcard size.

(2) The "Business Reply Card" format is for use on all cards that are post card size.

(3) The "Business Reply Label" format will not be used as labels to return any matter without written authorization from the Commandant of the Marine Corps (Code MRP-3).

d. The installations "PERMIT NO.XXX" is to be printed on all official U.S. Marine Corps business reply mail. Likewise, "POSTAGE WILL BE PAID BY U.S. MARINE CORPS" must be placed directly under the permit information.

e. Blank (without address) business reply envelopes and business reply cards are available through normal supply channels. The envelope has been assigned NAVMC 11136 (9-38), SN:0000-00-006-9020; the card has been assigned NAVMC 11122 (1-83), SN:0000-00-006-8780. These forms are to be used only for replies being returned to the command. Only an official Marine Corps address is to be placed in the address portion of the envelope/card.

f. Commands requiring large numbers of BRM envelopes/cards may desire to procure them through local printing outlets, using local funds. The command's address will be printed on each envelope, using the measurements shown in Figure 2-1.

g. MRS is charged at the appropriate priority or standard mail rate to include an accounting fee for each piece. The MRS label must have a permit number on the label assigned by USPS. MRS shall be prepared per DMM regulations, reference (c).

10. International Mail. All official mail addressed to foreign civil addresses (non-APO/FPO addresses), is considered to be international mail. International mail may only be sent to those countries with whom the USPS has established service agreements. The civilian or military post office can provide information on applicable service restrictions.

11. State Department Pouch. A diplomatic pouch system is available through the State Department for the sending of official mail to certain international (non-APO/FPO) addresses. The Standard Naval Distribution List, Part 1 (OPNAVINST P091B-107), reference (k), provides special mailing and handling instructions for using this service.

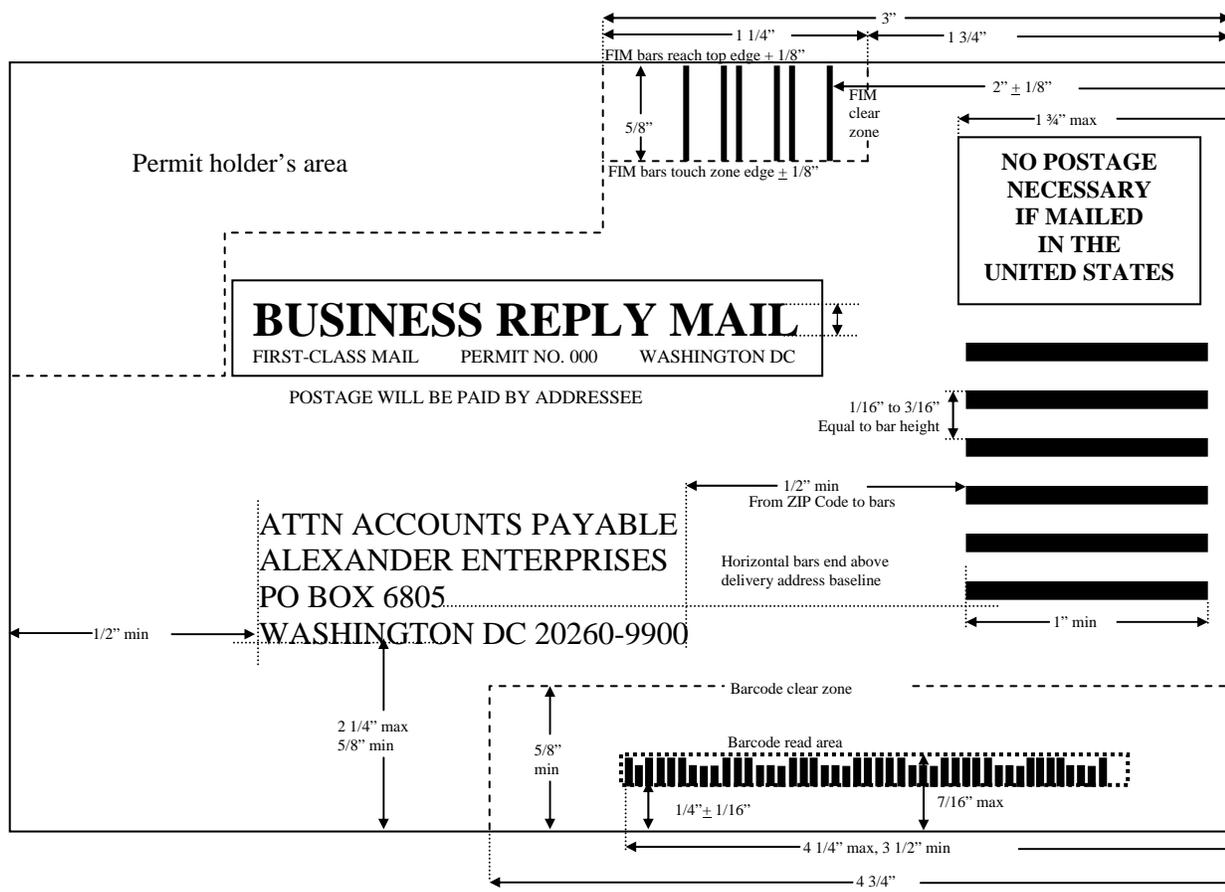
12. Military Ordinary Mail (MOM)

a. MOM is a special military airlift service only for ordinary mail official mail being sent to, from, or between APO/FPO addresses. It is not available on mail sent between Continental U.S. (CONUS), Alaska, or Hawaii addresses. MOM service means that mail is provided surface transportation (by USPS) within the U.S. to the gateway (i.e., Seattle, San Francisco, New York, or Miami), but is flown from that point to the appropriate overseas mail center. The advantage of MOM service is that it provides "airmail" service from the gateway, but is charged at second-, third- or standard postage rates.

b. MOM service will be utilized for parcels, directives, and periodicals that have a required due date and are addressed to APO/FPO addresses. This service is not authorized for directives and periodicals whose contents are only informative in nature, or for any parcels not having a required due date.

c. The endorsement "MOM", in bold-print letters, will be placed below the postage and above the addressee's name.

13. Parcel Air Lift and Space Available Mail (SAM). These services are not authorized for official mailings.



Business Reply MAIL (Envelope)

3 7/8" x 8 7/8" Open Side Gummed Envelope
 for enclosure within a 4 1/8" x 9 1/2" standard
 correspondence envelope.

Business Reply CARD

Must be no smaller than 3 1/2" x 5" nor larger
 than 4 1/4" x 6", and must be rectangular in
 shape and at least 0.007" thick.

Note: Illustration not actual size

Figure 2-1.--Format of Business Reply Mail

Chapter 3

Special Postal Services

1. General. The use of special postal services is limited to instances required by law, Department of Defense (DOD) instructions, Marine Corps directives, this Manual, or when authorized in writing by the Commandant of the Marine Corps (Code MRP-3). Extra fees are charged for these special postal services. Special postal services authorized for Marine Corps use consist of registered, certified, and insured mail; return receipts; restricted delivery; certificates of mailing, delivery confirmation and signature confirmation.

2. Registered Mail

a. Registered mail provides added protection for mail, and is the safest means available. It also provides evidence of mailing and delivery. All mail to be registered must be sent as first-class or priority mail. Registry procedures are described in section 500 of the DMM, reference (c). Official mail is registered solely to ensure "safe delivery." Since the U.S. Government is self-insured, indemnity is not provided. Therefore, the only registration fee to be charged under the Marine Corps Official Mail Program is the least expensive postal registration fee available without postal insurance.

b. Registered mail is costly, and is the slowest form of first-class mail because a chain of receipts is established at each transportation point within the postal system. Registered official mail addressed overseas can only be transported on U.S. commercial or military flights. This greatly reduces the number of flights available since most first-class mail is transported overseas using foreign carriers.

c. Registration is authorized for official, mission essential mail requiring the highest degree of security. Examples of this type of mail include:

- (1) Criminal Investigation reports.
- (2) Any currency and vouchers, or other high-value items.
- (3) Mailable shipments of government-owned firearms.
- (4) Calibration equipment, sensitive equipment, controlled equipment, pilferable, or irreplaceable material having a replacement cost of \$5,000.00 or more.
- (5) Narcotics for use by authorized government agencies.
- (6) Material required to be sent as registered mail by law, DOD instruction, Federal directives, or USMC directive; Federal directive.

3. Certified Mail

a. Certified mail is restricted for use within the domestic postal system and provides evidence of mailing and a record of delivery. It may be used only for first-class or priority mail having no intrinsic value. It does not provide a chain of receipts while in transit since it is dispatched, handled, and treated in transit as first-class mail.

b. Examples of authorized uses of certified mail are:

(1) Notification to obligated reservists of failure to complete required training.

(2) Proof of delivery or an attempt to deliver legal documents.

(3) Letters of transmittal and orders to extended active duty to Reserve personnel.

(4) Material required to be sent as certified mail by law, DOD instruction, Federal directives, or USMC directive.

4. Exclusions. Commands desiring to use registered or certified mail for requirements not contained in paragraphs 2 and 3, above, will request approval from the installation commander/postal officer or district postal officer.

5. Insured Mail

a. Only those materials required by law, Federal directives, DOD Instructions, or Marine Corps directives should be sent by insured mail and should meet guidelines in subparagraph b, below.

b. Numbered-insured service provides a method to obtain evidence of mailing and a record of delivery for third and standard official mail. No record of mailing is maintained at the office of mailing, and insured mail is treated in transit as ordinary mail. Insured mail is to be used when an established requirement for evidence of mailing and a record of delivery exists for Marine Corps supply items not having a required delivery date (RDD). Since the U.S. Government is self-insured, insurance fees to be charged under the official mail program are the least expensive fees required. This will insure the mail for "safe delivery" only.

6. Return Receipt

a. A return receipt (PS Form 3811) provides the mailer with evidence of delivery. Return receipts may be obtained for numbered-insured, registered, and certified mail, but require additional postage fees. A return receipt is authorized for use when proof of delivery of official mail sent to non-government addresses is required.

b. When proof of delivery of official mail sent to another government agency is required, an OPNAV Form 5511/10 (Record of Receipt) or NAVMC 941 (Transmittal of Official Documents) is to be used. These forms are placed inside the item being mailed and provide instructions to the addressee on completing and returning the form to the sender.

c. Staff judge advocates and provost marshals have been given the authority to determine when the use of a return receipt is required for legal documents, in accordance with current directives.

7. Restricted Delivery. Restricted delivery permits the mailer to direct delivery to the addressee or to an agent only. It may be obtained only for insured, registered, or certified mail.

8. Certificate of Mailing. A Certificate of Mailing (PS Form 3817), may be requested when proof of mailing is required, but proof of delivery is not necessary. It is to be used instead of numbered-insured, registered, or certified mail when only proof of mailing is required.

9. Special Handling and Special Delivery. These services are not authorized for Marine Corps use unless written authorization has been granted by the Commandant of the Marine Corps (Code MRP-3).

10. Delivery Confirmation. A Delivery Confirmation (PS Form 152) is a low cost service which provides you the date, ZIP, and time the article was delivered. This service is available for First Class Parcels, Priority, and Standard Package Services. Delivery information is available online at USPS.com, or by phone at 1-800-ASK-USPS.

11. Signature Confirmation. A Signature Confirmation (PS Form 153) is a low cost service similar to Delivery Confirmation with the added service of a signature to ensure it reaches the proper individual. This service is available for First Class Parcels, and Priority Services. Delivery information is available online at USPS.com, or by phone at 1-800-ASK-USPS.

Chapter 4

Postal Cost Management

1. General. It is Department of Defense policy that mailing costs be kept to the minimum necessary to conduct essential government business. In recent years, postage costs for the Marine Corps have risen dramatically.

a. Policy. In an effort to reduce postage costs, and to conform with current DoD policy, Marine Corps activities shall ensure that their official mail practices conform with the following guidelines:

(1) Use standard, letter-size envelopes whenever possible. Large envelopes shall be used only when material may be damaged by folding.

(2) Use presorted or bulk mail discounts, when eligible and economically feasible.

(3) Ensure that personnel who originate or prepare material for mailing are adequately trained.

(4) Periodically monitor mail practices to ensure that mail is sent by the most economical means.

(5) Periodically review recurring mailings for essentially.

(6) Review mailings to ensure they are not subject to surcharge or are non-mailable. The USPS levies surcharges on lightweight (less than 1 ounce), nonstandard size letter mail. In addition, the USPS prohibits the mailing of envelopes that do not meet the minimum size, thickness, and length-to-height standards. Paragraph 3 below refers.

(7) Reduce the frequency and volume of mailings.

(8) Update mailing lists at least annually, or as changes become known. Verifying and updating addresses minimize delivery delays, and avoids undeliverable mail that wastes postage and printing costs.

(9) Consider microform alternatives for mailing publications.

(10) Require adequate printing lead time to permit economical mail service.

(11) Reduce publication weight, as practicable, by printing on both sides of the paper, selecting the lightest weight paper, and using all available printing space.

(12) Ensure that contracts for printing and distribution contain DoD component specifications for using the most economical mailing services consistent with the priority of the case.

(13) Consider alternatives to automatic data processing hard copy mailings, such as:

- (a) Telephone
- (b) Fax
- (c) Electronic Mail
- (d) Guard mail
- (e) Courier
- (f) Traffic Management Office
- (g) Commercial Carriers (i.e. FEDEX, UPS, DHL)
- (h) Naval Message

(14) Promote computer formats that make maximum use of available print space to reduce the weight of mailings.

(15) Implement and maintain positive official mail accountability systems (i.e., postage meters, permit mailings, and computerized postage) as the basis for reimbursing the USPS for official mail costs, whenever feasible, rather than relying on sampling techniques.

b. Procedures

(1) Letter Mail. All unclassified official correspondence weighing 13 ounces or less will be sent as first-class mail. Unclassified official correspondence weighing more than 13 ounces, consolidated mailings, direct pouches, or Joint Uniform Military Pay System (JUMPS) pouches will be sent as priority mail.

(2) Classified Mail. Classified material shall be prepared and transmitted as prescribed in DOD 5200.1-R, reference (1).

(3) Substance Abuse Mailings. Urinalysis samples shall be prepared and transmitted as prescribed in Marine Corps directives in the 5300 series.

(4) Publications and Blank Forms. All bulk distribution of publications (i.e., directives, instructions, regulations, and manuals) will be sent at the media mail rate if they qualify, or as third or standard mail. Blank forms shall be sent as third or standard mail. Exceptions to this are as follows:

(a) Communication systems publications or material that is classified, accountable, or critical to safety may be sent as first-class or priority mail.

(b) Bulk distribution of immediate-action publications and directives, publications in microfiche form, or publications and blank forms supplied in response to emergency requisitions may be sent as first-class or priority mail. In such cases, other publications and blank forms may not be included as fillers.

(c) Publications sent to activities having an Hawaii address will be sent as first-class mail.

(5) Periodicals. When eligible, periodicals not qualifying for media mail rate mailed directly to individuals or organizations will be sent at the controlled circulation or bulk rate. When ineligible for these rates, periodicals shall be sent as third or standard mail.

(6) Logistic Parcels. When the USPS can satisfactorily meet DoD requirements for mailings within the United States at the lowest overall cost, the following will apply:

(a) Priority or first-class mail will be used for Not Mission Capable Supply (NMCS) requirements and expeditious handling of critically needed items and "999" procedures.

(b) Priority or first-class mail will also be used for Uniform Material Movement and Issue Priority System (UMMIPS) priority designators 01-08 shipments that are consigned to a location more than 300 miles from the shipper.

(c) All UMMIPS priority designator 01-08 shipments consigned to a location 300 miles or less will be sent as standard mail or parcel post. All UMMIPS priority designators 09-15 shipments will be sent standard mail or parcel post or held for consolidation as freight, whichever is less costly.

2. Cost Management Measures

a. Consolidated Correspondence

(1) Commanding officers shall establish and maintain an official mail center for the purpose of monitoring the Official Mail Program and to ensure that official mailings are consolidated to reduce costs. Routine correspondence or documents intended for entry into the USPS system and destined for Marine Corps activities, will be delivered to the official mail center for consolidation prior to mailing.

(2) The official mail center will determine which correspondence and documents are to enter the USPS system, and which are to be sent by guard mail. In no case should documents destined for organizations or units aboard the originating base, or served by the originator's command courier service, be entered into the USPS system.

(3) Routine correspondence or documents destined for a single location will be consolidated by the command mail center, addressed to the commanding general/commanding officer of that activity, and forwarded under a single cover regardless of weight. The endorsement "CONTAINS CONSOLIDATED CORRESPONDENCE", in bold letters, will be placed in the lower left quadrant of the address side of the container.

(4) Official mail centers receiving mail endorsed "CONTAINS CONSOLIDATED CORRESPONDENCE" are authorized to open this mail and make appropriate distribution.

(5) Guard mail or command courier service will be utilized to the maximum extent possible for the delivery of items destined for activities located within the originator's geographical location.

(6) The smallest possible envelope suitable for a single mailing will be utilized in all cases. The USPS restrictions with regard to nonstandard envelopes are outlined in paragraph 3b, below, and must be strictly followed to avoid unnecessary surcharges.

b. Direct Pouch Service

(1) Direct pouch service provides a means in which activities sending large volumes of mail to a single address may place non-metered mail into pouches, and simply weigh and meter the pouch itself. This reduces postal costs since:

(a) First-class postal rates are cheaper (per pound) as the weight increases.

(b) Time is saved by the activity since each envelope/parcel does not require metering.

(2) Direct pouch service may be used only for first-class mail that does not require special services. Direct pouch service is suitable for mailings of at least one-third of a pouch. Periodicals, standard mail, or parcel post will not be included as "filler material" in the direct pouch since the pouches are dispatched as priority/first-class mail.

(3) Postal regulations require those activities desiring direct pouching service to purchase their own pouches. USPS pouches cannot be used for this purpose. The DOD, through the Military Postal Service Agency (MPSA), is in the process of procuring direct pouches. Once acquired, these pouches will be distributed to activities qualifying for this service, along with guidelines for their proper use.

c. Presort Program. Significant savings may be realized through the use of the USPS presort program. Activities that are engaged in monthly mailings of over one hundred thousand pieces of first-class mail are directed to contact their USPS customer service representative for specific information concerning this program.

3. Mail Size Standards. The USPS has established minimum and maximum size standards which are designed to control costs by increasing the volume of mail which can be mechanically processed.

a. Non-mailable. Small, flimsy pieces of mail, which 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:

- (1) No less than 3.5 inches high and 5 inches long.
- (2) Rectangular in shape.

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

- (1) Its length exceeds 15 inches, or
- (2) Its height exceeds 12 inches, or
- (3) Its thickness exceeds 1/4 inch, or
- (4) Its aspect ratio (length divided by height) does not fall between 1 to 1.3 and 1 to 2.5 inclusive.

c. Maximum Weight Limits. No mailable parcel may weigh more than 70 pounds. The civilian/military post office can provide information on other weight limitations that apply for articles sent to certain APO/FPO addresses.

d. Maximum Size Limits. The combined length and girth of a regular piece may not exceed 108 inches, except for parcel post parcels which may not exceed 130 inches; that will include a non-machinable surcharge. To compute the size of a parcel:

- (1) Measure the longest side.
- (2) Measure distance around the parcel at its thickest part (girth).
- (3) Add both measurements.

The civilian/military post office can provide information on other size limitations that apply for articles sent to certain APO/FPO addresses.

Chapter 5

Positive Accountability Program

1. General. The Marine Corps Official Mail Program is based upon the maximum possible use of positive accountability for postal expenditures. Positive accountability is being achieved by converting official mail from the current "Postage and Fees Paid" indicia (RPW sampling system) to a system using postage meters, permit mailings, contract mailings and, in the future, official mail stamps (if approved). As the positive accountability program is advanced throughout the Marine Corps, usage of standard letter envelopes, oversized envelopes, cards, and labels bearing the official "Postage and Fees Paid, Department of the Navy, DOD-317" indicia will subside. The local USPS customer service representative can provide information on preparing mail for a particular class or service (e.g., first-class permit, first-class presort, pre-sort standard mail) by providing mailers with a variety of USPS prepared pamphlets on particular classes or categories of mail.

2. Postage Metering Program

a. General. The first phase of the positive accountability program, the installation of postage meters in major Marine Corps commands, was effected on 1 January 1983. However, during 1992, DOD directed that payment of official mail costs be decentralized to the lowest level possible. For the Marine Corps, this meant that Headquarters, Marine Corps was no longer the single point of payment for official mail costs. Instead, each Marine Corps installation assumed responsibility for tracking and paying its own official mail costs. This has made it imperative for installations to evaluate their official mail requirements and seek ways to control their postage expenditures. Use of indicia envelopes, labels, and cards are no longer authorized at these locations.

b. Postage Meter License. Each Marine Corps activity converting to postage metering must have a license for each postage meter in use. The Commandant of the Marine Corps (Code MRP-3) will apply for these licenses by submitting PS Form 3601-A (Application for a Postage Meter License) for each postage meter. The USPS Government Revenue and Examination Branch will approve each license, and will send a copy of the license to the post office authorized to set the meter. A copy of each license will also be provided the installation postal officer for filing. A postage meter license does not have to be renewed and remains in effect until canceled.

c. Postage Meter Settings

(1). The postage meter will be set by Marine Corps personnel at the serving official mail reporting site. The amount of postage set into each meter should be sufficient to allow for daily operation for a period of at least 3 months.

(2). All Marine Corps activities shall use only prepaid postage. Postage shall be paid for on receipt. Do not ask postmasters or MPO's to advance postage pending receipt of funds. Pay for all purchases by using either a credit card or an electronic funds transfer (EFT). Reference A displays payment methods accepted by USPS for commercial (prepaid) postage. A Centralized Account Processing System or commercial meter, remotely set (CMRS) trust account shall be used for all transactions possible. The General Service Administration (GSA) Smart Pay credit cards shall be used for all transactions for which USPS accepts them when CAPS or CMRS is unavailable.

(3). Trust accounts at local post offices may be used only when one of the preceding methods cannot be used. When this method is used the OMM must reconcile the balance with USPS on a monthly basis.

(4). Deposits into trust accounts shall normally be via an overnight Automated Clearing House transaction. Fedwire transactions are much more expensive and shall be used only in an emergency.

(5). EFT transactions are limited to using ACH credit transactions to trust accounts in USPS owned bank accounts. A separate Form 1034 is required for each USPS facility and required for each transaction. The Marine Corps representative must verify these entries are accurate after each transaction.

(6). The USPS requires that all postage meters be examined by a USPS representative at least every 6 months. This may be done when postage is set into the meter, or will require a semiannual inspection if additional postage is not set into the meter during the 6-month period.

(7). Daily Record of Meter Register Readings is initiated for each postage meter by the Supervisor that checks the meter into service. The date, ascending and descending register readings along with their total, and meter serial number are entered into a logbook or a meter machine print out may be used for recording accountability. At the end of each business day, the meter operator will verify the ascending columns (A) and descending registers in columns (B), respectively, along with their total in column (C). If the daily total does not agree with the entry recorded at the last setting by the post office, the meter should be taken to the post office for examination. Each time additional postage is purchased the amount of funds purchased shall be recorded in a logbook or an updated computer printout shall be presented to verify. The supervisor will verify that the total of the register readings agrees with the last entry, prior to setting additional postage. Your official mail control site will report these amounts when required for use in random surveys to report official mail costs. When completed, this logbook or computer printout should be retained on file for at least 2 years from date of final entry.

d. Postage Expenditure Report. Installations will submit expenditure reports via the Marine Automated Postal System (MAPS) under the Official Mail Expenditure module as follows:

(1) Reports are submitted semi-annually based on the fiscal year (01 October to 30 March, and 01 April to 30 September). Report Control Symbol DD-5110-02 is assigned to this reporting requirement.

(2) The deadline to submit reports is no later than 30 days after the reporting period ends.

(3) A consolidated Marine Corps report is sent to the Military Postal Service Agency (MPSA) after each semi-annual period.

(4) Reporting through the MAPS program is done by first obtaining a manpower portal account, then requesting a MAPS account for postage expenditure access from the local Marine Corps postal chief or from HQMC Postal Affairs (MRP-3).

(5) Upon gaining access to the official mail expenditure portion of MAPS follow the link to "Semi-annual USMC Expenditure Report", Figure 5-1 refers.

(6) To report your official mail sites semi-annual expenditure click on Major Command (MACOM) drop down screen and identify your MACOM.

(7) Select your unit.

(8) Select the reporting period for your unit.

(9) Select the fiscal year for your report.

(10) Click submit.

3. Spoiled Postage Meter Tapes/Stamps

a. Section 604.9 of the DMM, reference (c), provides procedures to receive credit for spoiled meter tapes/stamps. Anytime incorrect postage is applied to a letter/parcel, or if the tape is spoiled prior to being placed on a parcel, credit for that unused postage should be received. The following procedures will be followed:

(1) Obtain a PS Form 3533 (Application for Voucher for Refund of Postage and Fees), from the local USPS representative and complete the appropriate information.

(2) Attach to that voucher all unused meter stamps and tapes, ensuring that:

(a) Stamps are complete and legible.

(b) Stamps/tapes are on a portion of the envelopes or wrapper bearing the name and address of the addressee (attach the entire envelope, if possible).

(c) Tapes which have not been stuck to wrappers or envelopes are submitted separately (i.e., not affixed).

(3). The USPS representative will complete the PS Form 3533, and return a copy to the USMC agent. Cash or checks will not be accepted from the USPS representative for the refund. Credit will be applied by the USPS to the ensuring USMC postal bill.

b. Ensure that any adjustments due to spoiled meter tapes/stamps are reflected in the Postage Expenditure Report. Paragraph 3 above refers.

4. Maintenance Log

a. A section of each metering equipment contract provides for expeditious (4-8 hours) response time by the vendor to maintenance requirements. In order that this provision be enforced, an accurate account of such requirements must be maintained. A maintenance log will be maintained for each metering system. Entries should include, but are not limited to:

- (1) Time of request for maintenance.
- (2) Apparent nature of problem.
- (3) Time service technician responded.
- (4) Actual diagnosed problem.
- (5) Time machine placed back in operation.

b. Repeated failures to meet maintenance requirements will be reported to the Commandant of the Marine Corps (Code MRP-3).

5. Postage Meter Supplies. Any additional postal supplies required to support the metering program are to be ordered directly from the vendor. These invoices will be processed by the local activity using locally available funds.

6. Security of Meters. Each activity must ensure that the postage metering equipment is used only for processing official mail and only by authorized personnel. Penalty for personal use of the official mail meter imprint is \$300. Postage meters are equipped with locking devices, and every precaution should be taken to keep the meters locked during periods of nonuse throughout the workday. The mechanical meters should be stored overnight in an approved security container/safe. Electronic meters may be left in a "locked" position on the machine if daily removal will cause unnecessary wear and tear.

7. Key Volunteer Network Mailing. Key Volunteer Network mailings are directly related to family and unit readiness as authorized by commanding officers. Commanders are responsible for screening Key Volunteer Network Newsletters to ensure their contents support family readiness and comply with applicable regulations. Newsletters are sent on either a quarterly or monthly basis via the most cost effective means in meeting required delivery dates.

a. Examples of what can you include in the newsletter:

- (1). Message from Commanding Officer.

- (2). Frequently asked question (FAQ).
- (3). How-to-information.
- (4). Readiness Information or checklists.
- (5). Helpful tips.
- (6). Resources and important phone numbers.

b. Preparation requirements for Key Volunteer newsletters are rather simple. However, enveloping and sorting are part of the mailing requirements and identified in Paragraph 5007, refers. Instructions are extensively listed in the DMM. Individual classes on preparing Key Volunteer Network newsletters may be requested from your local post office.

8. Permit Imprint Mailing

a. Permit imprint mailing provides an accountable means to pay postage on large volume mailings of identical size, weight, and class items. Permit imprint mailings do not require metering. Each activity generating recurring, large-volume mailings can use permit imprint mailings. Permit numbers have been issued to the Marine Corps for official permit imprint mail, and they are authorized for use by all Marine Corps activities for permit mail, excluding business reply mail and express mail. However, approval for use of these permits must first be obtained from the Commandant of the Marine Corps (Code MRP-3) following the procedures outlined in subparagraph j, below.

b. The permit imprint may be made by a printing press, hand stamp, lithography, mimeograph, multigraph, addressograph, or similar device. It may not be typewritten or hand drawn. Figure 5-2 provides examples of permit imprints, and section 507 of the DMM, reference (c), applies.

c. All fees and postage costs for permit imprint mailings are paid by the Commandant of the Marine Corps (Code MRP-3).

d. A PS Form 3602 (Statement of Mailing With Permit Imprint) is completed by each activity and is presented to the serving USPS post office with each permit imprint mailing. This mail cannot be deposited in drop boxes. The form should be prepared in duplicate, with the duplicate copy filed by the activity. Data on permit mailings must be entered in the proper block of the Postage Expenditure Report. Paragraph 2d above refers.

e. First-class permit imprint may be used for first-class mailings of 200 pieces or more of identical size and weight. Permit number "G-63" will be used.

f. Presorted first-class permit may be used on mailings of 500 or more identical pieces (weight limit is 13 ounces or less), presorted by ZIP Code according to USPS requirements. Permit number "G-63" will be used.

g. Bulk rate permit may be used on mailings of 200 pieces or 50 pounds of identical bulk mail. Permit number "G-63" will be used.

h. Standard permit may be used on mailings of 250 pieces of identical matter, weighing 1 pound or more. It may also be used for qualified mailings at the special standard rate for books and films. Permit number "G-63" will be used.

i. Standard zone bulk rate permit may be used on mailings of 300 or more pieces of standard mail, of identical weight, sorted by zone. Permit number "G-63" will be used.

j. Requests for permit imprint mail authorization will be forwarded to the Commandant of the Marine Corps (Code MRP-3) for processing. The request will be made by letter, memorandum, or on a PS Form 3601 (Application to Mail Without Affixing Postage Stamps). A separate application is required for each class of permit mailing that will be made. The request should include:

- (1) Material being mailed under permit.
- (2) Amount of mail being sent under each mailing (number or weight).
- (3) Number of mailings anticipated during a calendar year.

9. Marine Corps Activities Metering Mail

- a. Marine Corps Logistics Base, Albany, GA
- b. 6th Marine Corps District, Atlanta, GA
- c. Marine Corps Logistics Base, Barstow, CA
- d. Marine Corps Air Station, Beaufort, SC
- e. Marine Corps Mountain Warfare Training Command, Bridgeport, CA
- f. Marine Corps Base, Camp Lejeune, NC
- g. Marine Corps Base, Camp Pendleton, CA
- h. Marine Corps Air Station, Cherry Point, NC
- i. 1st Marine Corps District, Garden City, NY
- j. Marine Corps Air Station, Iwakuni, JA
- k. Marine Corps Base Hawaii, Kaneohe Bay, HI
- l. Marine Corps Air Station, Miramar, CA
- m. 8th Marine Corps District, New Orleans, LA
- n. MARFORRES, New Orleans, LA
- o. Marine Corps Air Station, New River, NC

- p. Marine Corps Base, Camp Butler, Okinawa, JA
- q. Marine Corps Reserve Support Center, Overland Park, KS
- r. Marine Corps Recruit Depot, Parris Island, SC
- s. 4th Marine Corps District, Philadelphia, PA
- t. Marine Corps Combat Development Command, Quantico, VA
- u. Headquarters, U.S. Marine Corps, Marketing, Quantico, VA
- v. Headquarters, U.S. Marine Corps, Recruiting Command, Quantico, VA
- w. Marine Corps Recruit Depot, San Diego, CA
- x. 12th Marine Corps District, San Diego, CA
- y. 9th Marine Corps District, Shawnee Mission, KS
- z. Marine Corps Air Ground Combat Center, Twenty-nine Palms, CA
- aa. Marine Corps Institute, Washington, DC
- bb. Marine Corps Air Station, Yuma, AZ





Semi-annual USMC Postal Expenditure Report

[Home](#)
[Custom Search](#)
[Unit/Org Locator](#)
[Update Account](#)
[Questions/Comments](#)

Rank: E8
 First Name: IAM
 Last Name: MARINE
 MACOM: HQMC
 Unit: Select your Unit
 E-mail: iam.marine@usmc.mil
 DSN: 278-XXXX
 Reporting Period: Select the Report Period
 Fiscal Year: Select the Fiscal Year for this Report

Complete this report no later than 31 October or 30 April each year and cover purchases for the preceding two fiscal quarters. Purchases shall be reported using the following 16 codes. Overseas activities using host country postage shall include such purchases under the appropriate mail code. (Note: Deposits to trust accounts (TAs) or similar accounts are not purchases; the purchases take place as USPS deducts funds from these accounts for services rendered.)

1001 - Address Correction. (Charges for Address Correction must be paid either by cash or deduction from a Postage Due Trust Account [TA]. Report under Mail Code 1001 only if payment is made by cash.)	\$ 0.00
1002 - Business Reply Mail (BRM). (Charges for BRM may be paid by cash, deduction from a postage due account, a local TA or Centralized Accounting Processing System (CAPS) account. Do not report under code 1002 payments made by deduction from a postage due account.)	\$ 0.00
1003 - Express Mail. (Postage for Express Mail may be paid by cash, postage stamps, postage meter imprint, or Express Mail Corporate Account. Report under this mail code only postage paid by cash or by deduction from an Express Mail Corporate Account. Do not include postage paid by postage meter imprint or postage stamps.)	\$ 0.00
1004 - Return Service. (This service must be paid for by deductions from a TA)	\$ 0.00
1005 - Meter Settings. (Payment for postage meter settings (purchases) may be made via cash, check, or deduction from a TA. In all cases, report purchases under code 1005. Amount set on meters resulting from refunds for spoiled meter postage are not purchases. Do not report them under this code.)	\$ 0.00
1006 - Contractor Reimbursement. (Some contracts may require the contractor (including the Defense Automated Printing Service) to pay postage on items shipped and the DoD activity to reimburse the contractor. Such postage is usually a separate item on an invoice. Use this code to report such reimbursements.) Note: The Documentation Automation and Production Service shall report the postage they use for internal purposes, but not that billed to customers.	\$ 0.00
1007 - Permit Fees. (Permit fees must be paid by cash, check, or deduction from a CAPS account.)	\$ 0.00
1008 - Permit Mailings. (Postage on permit mailing [other than BRM, merchandise return service, and periodicals requester publication rate] can be paid via cash, check, or deduction from a local TA or a CAPS account. In either case, report the purchases under code 1008.)	\$ 0.00
1009 - Postage Due. (Postage Due [short paid mail] and postage on Postage Due Penalty Mail can be by cash, check, or deduction from a TA. When a TA is established, charges for BRM and address correction can also be deducted from it. If they are, they should be reported under this Code and not the codes for BRM and address correction. Postage Due Penalty Mail can also be paid for with postage stamps or postage meter imprints; when that is done the postage is not reported under this Code.)	\$ 0.00
1010 - Postage Stamps. (Purchases of postage stamps must be paid for by cash, check, or at some locations by credit card. Note: Do not include stationary items such as stamped cards and stamped envelopes. They are reported under Code 1011.)	\$ 0.00
1011 - Postage Stamp Envelopes/Cards. (Purchases of postage stamp envelopes/cards must be paid for by cash, check, or credit card.)	\$ 0.00
1012 - Publications Requestor Rate, Second Class. (Payment for these mailings must be paid for by deduction from a local TA or CAPS account.)	\$ 0.00
1013 - Post Office Box Rental. (Report all post office box rentals paid for with appropriated funds regardless of why the box is rented.)	\$ 0.00
1014 - PC-Based Postage. (Use this code to report purchases of postage downloaded from a USPS licensed vendor site on the internet. A printer connected to a computer or a network printer prints the postage on the mail piece or a label. Credit cards must be used to pay for this postage.)	\$ 0.00
1015 - ePost Charges. (The USPS is developing a number of different electronic mail services under their ePost program. Use this code to report purchases of these services.)	\$ 0.00
1016 - Other Charges. (Use this code to report payments to the USPS that are not covered by Mail Codes 1001 through 1015.) (Reserved for future use)	\$ 0.00
1999- Totals.	\$

Figure 5-1.--Semi-annual USMC Postal Expenditure Report

FIRST-CLASS OFFICIAL MAIL

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USMC
PERMIT NO. G-XXX

PRESORTED
FIRST-CLASS MAIL
POSTAGE & FEES PAID
USMC
PERMIT NO. G-XXX

FIRST-CLASS MAIL
AUTO
POSTAGE & FEES PAID
USMC
PERMIT NO. G-XXX

STANDARD OFFICIAL MAIL

PRSR STD
POSTAGE & FEES PAID
USMC
PERMIT NO. G-XXX

PRESORTED STANDARD
AUTO CR
POSTAGE & FEES PAID
USMC
PERMIT NO. G-XXX

PRSR STD
AUTO
POSTAGE & FEES PAID
USMC
PERMIT NO. G-XXX

PACKAGE SERVICES OFFICIAL MAIL

POSTAGE & FEES PAID
USMC
PERMIT NO. G-XXX

MEDIA MAIL
POSTAGE & FEES PAID
USMC
PERMIT NO. G-XXX

PRSR
BOUND PRINTED MATTER
POSTAGE & FEES PAID
USMC
PERMIT NO. G-XXX

Figure 5-2.--Formats for Permit Imprints

Permit imprints must be prepared in one of the forms shown (include the solid line rectangle). The addition of other matter is not permitted.

Chapter 6

Command Responsibilities

1. General. Commanding officers are to ensure that the guidelines contained in this Manual, as well as other postal directives, are implemented by subordinate personnel. In order to provide for an effective official mail program, the overall military mail system for each command must maintain and comply with all current postal directives.

2. Receipt and Delivery of Official Mail

a. All official mail will be processed in accordance with DOD 4525.6-M, chapter 3, par C3.2.8, reference (d). It will be delivered only to personnel authorized in writing to receipt for official mail, or authorized on a DD Form 285. It will be opened only by personnel authorized in writing to do so. All mail addressed to the "Commanding Officer" or the "Commanding Officer of _____" is considered official mail.

b. When delivering accountable official mail (i.e., registered, certified, or insured) to other personnel, the mail clerk will re-list all such mail for the command on a PS Form 3883 (Firm Delivery Receipt) (see figure 6-1). Positive identification and a signature on the form will be required before delivery is made. The unit postal officer must verify all accountable official mail deliveries on a daily basis by initialing the PS Form 3883. No accountable official mail will be left overnight in the unit mailroom, but will be returned to the serving post office if not delivered.

3. Mailroom Operations

a. All mail orderlies/clerks, will be designated on a DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly). Two DD Forms 285 will be completed for each individual designated. One DD Form 285 will be maintained by the individual, while the other is kept on file at the serving post office or unit mailroom where mail is picked up. The issuing authority will maintain a Unit Mail Clerk/Mail Orderly Appointment Log (DD Form 2260), upon which all mail orderlies will be listed in order of appointment. A numerical form of accountability for each issued DD Form 285 will be used in the log. Upon the termination of services of a mail orderly, the date of revocation will be entered on the log, and the DD Form 285 will be destroyed by the issuing authority. The unit postal officer is responsible for the issuance, revocation and accountability of all DD Form 285, and for overseeing the proper maintenance of the DD Form 2260. The Unit Mail Clerk/Mail Orderly Appointment Log will be maintained for 2 years after the date of last revocation entry thereon. Chapter 15, paragraph C15.7.2, of reference (e).

b. The unit mailroom is responsible for maintaining the unit directory file in accordance with chapter 15 of reference (e), and chapter 6 of reference (f). NAVMC 10572 (Mail Directory File Card) will be maintained for 1 year after date of detachment for all permanently assigned personnel, and for 3 months for all personnel assigned in either a TDY/TAD or student status for 6 months or less. Information to complete the NAVMC 10572 form is to be provided by the individual during checking in/checking out procedures. Forwarding address and mail disposition information, along with a signature, is to be obtained from the individual whenever possible. The unit diary, morning report or other source document is to be used to gain file card information only as a last resort. The unit diary number or morning report date will be entered on the NAVMC 10572 when this situation occurs. Copies of unit diaries, morning reports or other source documentation will be retained in the mailroom for six months.

4. Mail Handling Instructions

a. All Marine Corps commands operating unit mailrooms are responsible for promulgating mail handling instructions. In addition to the information required by references (e) and (f) the command mail handling instructions will include:

- (1). The correct and complete mailing address to be used by personnel attached to the command.
- (2). The location and hours of operation of the post office servicing the activity.
- (3). The location and hours of operation of the mailroom.
- (4). The location and hours of collection from receptacles provided for posting outgoing mail.
- (5). The time and method of distributing incoming mail.
- (6). Instructions relative to custom regulations, where applicable.
- (7). Instructions for the use of OPNAV Form 5110/5 (Notice of Change of Address cards).
- (8). Information concerning non-mailable items.
- (9). Information regarding the command's official mail cost management program, to include consolidated mail procedures.
- (10). Information about security of mail and postal effects.
- (11). Procedures for handling mail for personnel temporarily absent from the command.
- (12). Delivery of mail during exercises.

(13). Instructions on suspicious package procedures, i.e. Bombs/anthrax.

(14). Instructions on using the Postal Automated Locator System, and proper maintenance of the Directory File Cards.

(15). Any additional postal information deemed appropriate by the promulgating authority.

b. The mail handling instructions will be posted in an area accessible to all patrons served.

c. The mail handling instructions will also include procedures for personnel departing on leave to provide mail disposition instructions to the mailroom. Instructions to hold or forward (with address) personal mail, leave dates, and the individual's signature will be retained by the mailroom during leave periods. This information may be disposed of upon the individual's return from leave.

5. Search and Seizure. USPS inspections, search procedures, and postal laws apply to official matter only while it is mail. Official matter is not considered mail until it is released to USPS control and ceases to be mail after control passes from USPS. Until official matter becomes mail, it may be searched and/or seized by Official Mail Managers (OMM) and Assistant Official Mail Managers (AOMM) as necessary (i.e., to determine whether an item is mailable or contains personal correspondence).

6. Security Verification Plans. All official mail center managers shall include instructions on what to do if a threat is received in the official mail centers' written operating procedures.

a. Each installation is required to review plans, annually, and coordinate with local emergency responders.

b. Each mail center shall have a 5-year plan that includes a vision statement regarding what the official mail center will look like and what functions it will perform each year for the following 5 years. This plan can be incorporated into the unit's battalion/squadron mail handling order. The plan shall include a cost-effective investment strategy that supports the activity's mission, reduces manual processing, replaces worn out equipment, helps maintain the mail centers customer satisfaction, improves operational efficiencies, and reaps postage discounts. It shall be updated annually.

c. Supervisors shall conduct annual training to assess the effectiveness of their units security plan. Supervisors are encouraged to use the Mail Center Security Checklist as a guide to identify strengths and weaknesses. Figure 6-2, refers.

d. Supervisors should know their employees. Do not hire anyone to handle your postage without first determining his or her background. Secure the mail center against access by unauthorized persons.

e. Secure the mail center against access by unauthorized persons.

f. Keep accountable items separate from other items. Document each transfer of accountable items by requiring the receiving party to sign for custody.

g. On parcels, place postage so it overlaps the upper right corner of the address label or tag. This is a deterrent to theft by "overlabeling", a technique to divert the parcel to a name and address controlled by the thief.

h. Vary times and routes of travel between post office and mail center if currency or valuable mail is regularly sent or received. Check periodically to determine if mail handlers are making unauthorized stops or are leaving mail unattended.

i. Employees suspected of stealing shall be removed from duties pertaining to mail until the matter has been investigated.

j. Restrict dock parking to authorized vehicles.

United States Postal Service® Firm Delivery Receipt for Accountable and Bulk Delivery Mail		 5199 9990 0007 3924 2721	
<input checked="" type="checkbox"/> Certified Delivery <input type="checkbox"/> Confirmation™ Service <input type="checkbox"/> COD Service		<input type="checkbox"/> Express Mail® Service <input type="checkbox"/> Insured <input type="checkbox"/> Recorded Delivery <input type="checkbox"/> Registered Merchandise	
		Return Signature <input type="checkbox"/> Receipt for Confirmation™ Service	
		Mail for/Bill Number <p style="text-align: center;">UNIT/001</p>	
Article Number	* Code	Office of Origin <i>(International)</i>	Article Number
1. 7705123456789123		Quantico, Va	11.
2.			12.
3.			13.
4.			14.
5.			15.
6.			16.
7.			17.
8.			18.
9.			19. ORDERLY PRINT NAME:
10.			20. ORDERLY SIGNATURE:
* CODE: DC = Received In Damaged Condition. R = Return Receipt Requested. RS = Returned to Sender			
Date of Delivery <p style="text-align: center;">071015</p> <i>(Clerk/Carrier)</i> <p style="text-align: center;">Sgt Mail Clerk</p>		Number of pieces described above <p style="text-align: center;">1</p>	
Form 3849 Barcode Number		Recipient signs Form 3849 ERM sites: send Form 3849 to CFS MRM sites: send Form 3849 with form 3883	
			
PS Form 3883, February 2002			
♦ Follow proper scanning procedures for all articles.			

Figure 6-1.--Format of PS Form 3883

MAIL CENTER SECURITY CHECKLIST

1. Do you currently have security procedures /AT Plan to follow in your mailroom?
 Yes NO
2. Do you follow an official evacuation plan in the event of a CBRNE incident or Bomb Threat?
 Yes No
3. Have you been basically trained on how to handle a suspicious package?
 Yes No
4. What are your actions for:
 - a. Unopened/sealed suspicious packages?
 - b. Opened/leaking suspicious packages?
 - c. Do handlers wear protective gloves with long sleeve shirts while handling mail?
5. Do you have a screening location?
 - a. What are your procedures?
 - b. What equipment do you have?
6. How do you report a suspicious package?
7. How do you evacuate the facility? Is it posted in the mail facility?

Figure 6-2a.--Mail Center Security Checklist

MAIL CENTER SECURITY CHECKLIST

8. Do you receive UPS/FEDEX/DHL packages at your facility?

Yes NO

9. What are your procedures to handle unclaimed packages?

10. Is the postal facility secured from unauthorized personnel?

Yes No

11. Are combinations to security containers changed annually or when mail personnel transfer or retire?

12. are security plans reviewed annually?

13. Are security plans coordinated and conducted with emergency response teams?

14. Observations:

Location Inspected: _____

Inspector: _____

Date: _____

Figure 6-2b.--Mail Center Security Checklist