



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE HEADQUARTERS GROUP
I MARINE EXPEDITIONARY FORCE
BOX 555325
CAMP PENDLETON, CALIFORNIA 92055-5325

IN REPLY REFER TO:
GruO 5112.1D
ADJ
MAR 15 2002

GROUP ORDER 5112.1D

From: Commanding Officer
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR HANDLING OF U.S. MAIL

Ref: (a) DOD 4525.6M, Vol II
(b) DOD 4525.8M
(c) OPNAVIST 5112.6B
(d) MCO P5110.4
(e) MCO P5110.6A
(f) FMFPacO P5112.1C
(g) BO P5112.1A
(h) 1st FSSGO P5112.1A

1. Purpose. To publish instructions regarding the handling of U. S. Mail within the I Marine Expeditionary Force Headquarters Group (I MHG).

2. Cancellation. GruO 5112.1C

3. Information

a. Postal service both in garrison and during exercises is provided by 1st Force Service Support Group.

b. Postal procedures and official mail cost management measures outlined in the references apply to all I MHG units.

c. The Adjutant is assigned the collateral duty as I MHG Postal Officer.

d. The I MHG mailroom is located on the first deck of building 210700. Outgoing official mail is collected at the I MHG Adjutant section, Monday through Friday. The I MHG mailroom will be open for delivery of mail from 1400-1530, Monday through Thursday and 1030-1130 on Fridays. The mail room will be closed on Saturday, Sundays, and holidays. The purpose of

the I MHG mail room is to process U.S. mail only, guard mail will not be processed.

e. Security

(1) Only the following personnel shall be permitted to enter the I MHG mail room:

- (a) Commanding Officer
- (b) Executive Officer
- (c) Postal Officer/Assistant Postal Officer
- (d) Group Mail Clerks
- (e) Authorized working Parties (closed hours only)
- (f) Military Postal and U.S. Postal Inspectors

(2) No persons will be authorized to ride in the vehicle which picks up the U.S. mail except the driver, the I MHG mail clerk, or any authorized working parties deemed necessary for the handling of closed mail. During transportation of mail by vehicle, the I MHG mail clerk will ride in the compartment that contains the mail, and visual contact with the mail shall be maintained at all times. Privately owned vehicles shall not be used for transporting U.S. mail unless it is an emergency or temporary situation, in which case approval must be obtained from the I MHG Commanding Officer and servicing unit postal activity. All mail, except oversized parcels, shall be transported in U.S. Postal Service mailbags.

(3) The I MHG mail clerks and section mail clerks will be held liable for any loss caused by failure to handle mail properly. All mail handling areas shall be locked when authorized mail clerks are not physically present.

(4) Proper security and safeguarding of the mail will be enforced at all times. Plastic bags will be utilized to keep mail clean and dry.

f. Deployments/Exercises. When the I MHG is involved in a deployment, the servicing units postal activity will be notified in writing of deployment dates and locations of the exercise at least 45 days prior to the movement, or as soon as practicable.

Telephonic coordination with the servicing unit postal activity will be established in order to ensure timely mail routing procedures are implemented and mail-handling instructions are provided. The servicing unit postal activity will assign a new unit deployment address and effective dates of the address change as soon as practicable to ensure personnel are aware of the deployment address. All personnel will notify their correspondants of their deployed address. The Adjutant will ensure that the I MHG mail room is provided an accurate roster of all deployed I MHG personnel. Mail clerks will identify mail for deployed personnel and forward to the servicing unit post office for further processing.

g. Emergency Destruction of Mail and Effects. Destruction plans for the I MHG mail room will provide for the disposition of mail and postal effects in emergencies involving danger of capture as follows:

(1) When sufficient advance warning is received:

- (a) Deliver or dispatch mail on hand.
- (b) Suspend operations and transport mail supplies to a safe area.

(2) When sufficient advanced warning is not received, evacuate or destroy mail in the following priority:

- (a) Official registered mail.
- (b) Directory service files.
- (c) Accountable mail.
- (d) All remaining mail.
- (e) All other records, equipment, mail sacks, and furniture.

(3) When destruction of mail effects is appropriate, the following methods will be utilized:

- (a) Mail and other burnable articles will be burned to unidentified ashes and scattered. Oils or chemicals may be used to facilitate burning.

(b) Classified equipment contained in registered mail and other nonburnable items should be smashed beyond recognition and scattered or buried, as practical.

(4) Whenever possible, the destruction of mail be witnessed by two officers. A report will be prepared of items of great value to be destroyed. If practical, a copy of the report will be forwarded to the Naval Investigative Service Office and two copies each to the Treasurer of the United States and Comptroller of the Navy.

(a) Registered, insured, and certified mail should be recorded by number, originator, addressee, and description of contents.

(b) Other mail effects will be listed by description and quantity destroyed.

h. Correct and Complete Mailing Address. Personnel will utilize the following examples when addressing mail:

(1) Official Mailing Address

Commanding Officer
I MHG (section)
Box 555325
Camp Pendleton, CA 92055-5325

(2) Personal Mailing Address.

Pvt Jane B. Devildog 123 45 6789/0151 USMC
I MHG (section or platoon)
Box 555325
Camp Pendleton, CA 92055-5325

i. Location and hours of Operation of Servicing Post Office. The unit post office servicing this command is the Del Mar Post Office located in building 210636; extension 725-2196. Hours of operation are 0900-1600 Monday-Friday.

j. Out Going Mail. Personal out going mail may be deposited in any U.S. Government mail box or brought to the I MHG mail room. All official mail must be mailed out through the I MHG mail room.

k. Delivery of Mail

(1) The I MHG mail clerk will pick up mail once a day from the servicing unit post office, date stamp, sort, and distribute during posted mail hours.

(2) All registered or certified mail addressed to the Commanding Officer, will be opened by the I MHG Adjutant and screened for classified material.

(3) Each section will provide two qualified mail clerks to receive mail. Written authorization to receive accountable mail will be accomplished by a signed letter from the Commanding Officer, I MHG. This letter will be maintained in the I MHG mail room.

(4) Personal mail will be delivered to the addressee only by authorized mail clerks designated by the I MHG Postal Officer. Mail shall be delivered only to the addressee, addressee's family members, agents named in writing by addressee, or authorized mail clerks. Mail shall not be delayed, rifled or left unattended. Mail opened by mistake shall be resealed, endorsed "OPENED BY MISTAKE", signed by the person who opened it, and returned promptly to the I MHG mail room.

(5) Undeliverable mail will be immediately returned to the I MHG mailroom. Undeliverable mail will not be kept in work sections overnight.

(6) Personnel departing I MHG on leave must inform the I MHG mail clerk if they desire to have mail forwarded to the leave address.

(7) Personnel departing on TAD will checkout with the I MHG mail clerk. Individual Marines are encouraged to personally notify the I MHG mail clerk of any special instructions regarding the handling of their mail while on long-term TAD (in excess of 30 days). Personnel will not have their mail forwarded for short-term deployments or TAD (30 days or less).

(8) Personnel checking in or out I MHG are required to report to the I MHG mailroom for processing.

l. Change of Address Cards

(a) Incoming personnel will fill out two change of address cards. One will be sent to the member's previous command and the other will be sent to the Servicing Post Office.

(b) Outgoing personnel will prepare one change of address card, which will be sent to the member's new command and must include an estimate date of arrival.

m. Prohibited material

The following articles will not be mailed:

- (a) Obscene and indecent matter
- (b) Lotteries, fraud, and libelous matter
- (c) Intoxicating beverages and illicit drugs
- (d) Explosives, flammable and poisonous matter
- (e) Firearms, bombs, grenades, and ammunition
- (f) Matters advocating disloyalty to the United States or threats to the President of the United States or any other persons

n. Official Mail

(1) Authorized Use of Official Mail. All U.S. Marine Corps activities are authorized use of official mail for corresponding on official matters.

(2) Unauthorized Use of Official Mail. U.S. Marine Corps Official Mail will not be used for the following:

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

(b) Greeting cards, Christmas cards, retirement announcements, job resumes, and social functions (except functions authorized and funded from official representation funds in accordance with current edition of SECNAVINST 7042.7).

(c) Nonmailable items as defined by the U.S. Postal Service. When in question about the ability to mail an item, contact the Main Post Office at 725-5183.

(d) Mail not containing a complete and proper military return address (This does not apply to business Reply Mail).

4. Action. All I MHG personnel, will strictly adhere to the provisions of this order.



T. E. BROOKS

DISTRIBUTION: A

Copy to: CG, 1st FSSG (Postal)