



UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
BOX 555365
CAMP PENDLETON, CALIFORNIA 92055-5365

MEUO 5112.1F
Adj/Postal
23 May 11

MARINE EXPEDITIONARY UNIT ORDER 5112.1F

From: Commanding Officer, 15th Marine Expeditionary Unit
To: Distribution List

Subj: MAIL HANDLING PROCEDURES IN GARRISON

Ref: (a) DoD 4525.6M
(b) OPNAVINST 5112.6C
(c) MCO 5110.5D
(d) MCO 5110.6B

Encl: (1) How to Recognize and Handle a Suspicious Package or Envelope

1. Situation. To publish instructions for the handling of U.S. mail within this organization in accordance with the references.

2. Cancellation. MEUO 5112.1E.

3. Mission. The purpose of this Order is to ensure prompt and accurate dissemination of mail within the Command and ensure all members of the Command are familiar with mail handling instructions in garrison to include, but is not limited to, mail receipt and delivery, procedures for checking in and checking out, destruction of mail, classified mail, official accountable mail consolidation, and suspicious packages, etc.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) All members become familiar with instructions for the handling of United States (U.S.) mail.

(b) All members adhere to requirements for the unit mail room (UMR).

(2) Concept of Operations. All members of this command will review this Order and ensure they are in compliance with the requirements and guidance.

b. Tasks

(1) Executive Officer

(a) Provide adequate space and equipment necessary for handling U.S. mail within the command post.

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

(c) Periodically check the unit mailroom to ensure it is being maintained in a neat and orderly condition.

(d) Ensure personnel residing in base housing or other billeting, where U.S. Postal Service provides residential service, are receiving their mail to their quarters to the maximum extent possible.

(e) Keep personnel informed of the standard of mail service that is expected.

(f) Report and take required action on postal offenses and losses. Appropriate notification must be made to the I Marine Logistic Group (MLG) Postal Officer within 24 hours.

(2) Postal Officer/Assistant Postal Officer

(a) Ensure familiarity with this Order and its requirements.

(b) Promulgate instructions on mail handling procedures to include security, emergency disposition, and delivery of mail in garrison and during field exercises.

(c) Ensure proper training of the Unit Mail Clerk(s) and Section Mail Orderlies.

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

(e) Ensure proper maintenance of mail directory files and mailroom records.

(f) Ensure compliance and understanding of current postal regulations by mail clerks.

(g) Conduct weekly, unannounced inspections of the unit mailroom.

(h) Ensure a completed DD Form 1115 is displayed in the immediate vicinity of the unit mailroom.

(i) Ensure a correct example of the unit mailing address is posted near the mailroom.

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

(k) Limit access to the mailroom to only authorized personnel.

(l) Ensure the United States Postal Service (USPS) mail bags and boxes are returned to the serving post office daily.

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

(n) Ensure Unit Mail Clerk(s) and Section Mail Orderlies read and sign the "Statement of Understanding" (5119) prior to being appointed to their respective duties.

(3) Unit Mail Clerk(s)

- (a) Ensure familiarity with this Order and its requirements.
- (b) Provide mail services and operate the unit mailroom in accordance with the references.
- (c) Safeguard the mail at all times. The Unit Mail Clerk(s) will be held liable for any loss caused by failure to handle mail properly.
- (d) Maintain a current mail directory file of all personnel in the command, "due-in" the command, and transferred from the command during the past 12 months.
- (e) Record and deliver all accountable mail in accordance with current directives.
- (f) Correct all discrepancies noted on mailroom inspections immediately.
- (g) Immediately report known or suspected postal offenses or losses to the Postal Officer, Assistant Postal Officer, or Commanding Officer.
- (h) Maintain current editions of the references on file in the UMR.
- (i) Ensure the Section Mail Orderlies read and sign the "Statement of Understanding" (5119) prior to being appointed.
- (j) Ensure the Section Mail Orderlies are picking up mail on the days mail is available to be picked up.
- (k) Notify the Section Mail Orderlies of early delivery and pick-up requirements.

(4) Section Mail Orderlies

- (a) Ensure familiarity of this Order.
- (b) Section Mail Orderlies will be governed in the performance of their duties by references (a) through (d) and this Order. Each Section Mail Orderly is required to read and sign a Statement of Understanding (5119) prior to performing any mail handling duties.
- (c) Ensure mail is delivered the same day it is received from the Unit Mail Clerk(s).
- (d) Ensure mail is safeguarded until it has been delivered to the addressee or returned to the unit mailroom. Section Mail Orderlies returning undeliverable mail to the unit mailroom 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 keep undeliverable mail.
- (e) Immediately report known or suspected postal offenses or losses to the Postal Officer, Assistant Postal Officer, or Commanding Officer via the Unit Mail Clerk.

c. Coordinating Instructions

(1) All incoming 15th Marine Expeditionary Unit mail will be handled by the S-1 section. Outgoing Official Mail is collected in the S-1 section Monday through Friday. Mail is not worked on Saturday, Sunday, and holidays. Mail will be delivered from 1300 to 1400 Monday through Friday.

(2) Mailing Address. There will be no deviation from the following addresses for personal and official mail.

PERSONAL

PVT JOHN A MARINE
15TH MARINE EXPEDITIONARY UNIT
BOX 555365
CAMP PENDLETON CA 92055-5365

OFFICIAL

COMMANDING OFFICER
ATTN: NAME OR SECTION
15TH MARINE EXPEDITIONARY UNIT
BOX 555365
CAMP PENDLETON CA 92055-5365

(3) Location and Hours of Operation of Serving Post Office

(a) The post office serving this command is the 21 Area Consolidated Post Office. It is located in the post office trailer located directly across the street from the 21 Area Gas Station (building 210620).

(b) Services and Hours of Operation. Stamps, money orders, and mailing services hours are 0900-1300 and 1400-1600 daily, Monday - Friday.

(4) Location of Mail Receptacles. Mail deposit boxes for outgoing mail are located outside of the 21 Area Mess Hall (building 210802) with pick up times of 1100 on Monday - Friday and at 0930 on Saturday, and at the 21 Area Consolidated Post Office located directly across the street from the 21 Area Gas Station (building 210629) with pick up at 1400 and 1600 on Monday - Friday and Saturday at 1400.

(5) Location and Hours of Unit Mail Room

(a) The 15th MEU Unit Mail Room (UMR) is located at the command post (building 210821) on the first deck.

(b) Hours of Operation: 0800 - 1000 check-in/check-out and 1300 - 1400 mail call Monday - Friday. Section Mail Orderlies will report to the UMR with their DD Form 285 and ID card for section mail pick up.

(6) Mail Call Hour and Distribution Procedures

(a) The Unit Mail Clerk will pick up mail daily from the 21 Area Consolidated Post Office, sort and have the mail prepared for distribution by 1300 on Monday through Friday. Mail will then be available for pick-up by Section Mail Orderlies. The Unit Mail Clerk(s) will ensure that each article received from the serving post office is date stamped with the date of receipt prior to mail being distributed to Section Mail Orderlies.

(c) Personal mail will be delivered to the addressee only by an authorized Section Mail Orderly designated by the Postal Officer or Assistant Postal Officer.

(d) Undeliverable mail will be immediately returned to the UMR. Section Mail Orderlies are not authorized to hold mail over night or make any

annotations on mail.

(7) Change of Address Cards (PS Form 3575). The following instructions for change of address cards (PS Form 3575) shall be followed by all members of this Command. Change of address cards can be obtained from the Unit Mail Clerk. Personnel joining or being transferred from the Command and Marines being discharged or released from active duty are required to prepare a change of address card (PS Form 3537) to notify their old and new command.

(8) Delivery of Mail During Field Exercises. Procedures governing delivery of mail during field exercises will be promulgated separately based on the feasibility of logistical support. If it is known in advance that the delivery of mail in a field environment is not viable, the command will submit a letter to the servicing post office in order to hold the mail until the end of the exercise.

(9) Delivery of Mail During Deployments. Procedures governing delivery of mail during deployments will be promulgated via separate correspondence. The Marine Corps Base (MCB) Camp Pendleton Consolidated Post office in 16 Area (16840) will be notified in writing of the unit's deployment dates and general location (i.e Central Command, Pacific Command, etc.) at least 45 days prior to the departure via the 15th MEU Postal Detachment. The Postal Detachment will conduct final coordination with the 1st MLG Postal Office at the 30 day, 15 day, and three (3) day mark from the underway date. The new deployed mailing address will be activated five (5) days prior to the command's departure. All personnel will notify their correspondents of their new mailing address and the effective dates.

(10) Customs. The Department of Defense (DoD) Postal Manual 4525.6M and Marine Corps Order (MCO) 5800.6A contain information concerning U.S. Customs Regulations as pertaining to the U.S. Customs Jurisdiction.

(11) Maximum Size and Weight Limits. The combined length and girth of a piece of mail may not exceed 130 inches and may not exceed 70 pounds. 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.

(12) List of Non-mailable Items. Small, flimsy pieces of mail, which can cause disruptions in automated processing, are not accepted by the U.S. Postal Service. All mail that is one-fourth of an inch or less in thickness must be no less than 3.5 inches high and five (5) inches long and rectangular in shape.

- (a) The following articles are non-mailable:
 1. Any article or material that can harm people or property.
 2. Liquor or intoxicating beverages and illicit drugs.
 3. Obscene matter.
 4. Libelous matter.

5. Lottery materials or any written or printed matter intended to swindle or defraud.

6. Subversive matter.

7. Concealable firearms or dangerous martial arts weapons.

(b) Severe penalties by fine and/or imprisonment, are provided for persons who knowingly mail or cause to be mailed any material which has been declared non-mailable under the law.

(c) A complete listing of non-mailable matter is located in the MCB Camp Pendleton Consolidated Post Officer in 16 Area (building 16840).

(13) Privileged Nature of Mail and Postal Records. The privacy of mail must not be violated. Personnel shall not break, or permit to be broken, the seal of any mail. Information regarding mail or postal records shall not be released. The Commanding Officer will be notified should any of the following occur:

(a) A mail cover is requested.

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

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

(d) Damage, destruction, or forced entry occurs to the UMR.

(e) Mail in the UMR is suspected of containing dangerous material.

(14) Classified Mail. Classified mail may be delivered only to the Postal Officer or Assistant Postal Officer. The Unit Mail Clerk will identify classified mail to the Postal Officer or Assistant Postal officer and deliver the classified mail using a chain of custody form. The Postal Officer/Assistant Postal Officer will sign receipt for the item provided he or she has valid security clearance. If the Postal Officer or Assistant Postal Officer do not have a valid security clearance, the classified mail will be delivered to an authorized designate on the "authorized receipt for mail" with a valid security clearance as verified through the command's Joint Personnel Adjudication System (JPAS) Clerk. At all times classified mail will be handled only by those with a valid clearance.

(15) Official Accountable Mail. Accountable mail shall be covered by a chain of receipt from the time of acceptance by the Unit Mail Clerk(s) until delivery has been made to the addressee or authorized agent, or returned to the servicing post office. Only the individuals designated by the Commanding Officer, in writing, shall receipt for accountable mail. The letter of personnel authorized to receipt for official accountable mail will be maintained by the UMR at all times.

(16) Official Mail Cost Management Program/Consolidation of Official Mail Procedures. Mail addressed to personnel by title (e.g., CMC, Commanding General, Executive Officer, Adjutant, or "Commanding Officer of _____") is considered official mail. The S-1 is designated as the consolidated official mail correspondence point. The Postal Officer or Assistant Postal Officer will determine which correspondence or documents enter the U.S. Postal

Service system and which are sent by guard mail.

(a) In order to minimize cost for local mailings, use intracommand messenger/guard mail service to the maximum extent possible in lieu of U.S. mail. The U.S. Postal Service will not be used for material destined for Marine Corps Base, Camp Pendleton; established guard mail systems will be used. Utilizing the complete address, to include building number, and the use of guard mail envelopes will increase the efficiency of guard mail services.

(b) All staff sections will consolidate all official correspondence destined to the same address into one single envelope, when possible, to minimize postage needed for Official Mail. Materials to be forwarded via registered or certified mail will be carefully controlled to ensure that only material which requires control, such as legal documents, separation or discharge papers, are mailed using these services. Routine correspondence or documents destined for a single location will be consolidated. The endorsement "CONTAINS CONSOLIDATED CORRESPONDENCE" will be placed on the lower left hand corner of the envelope.

(c) Unit Mail Clerk(s) shall safeguard official mail in the same manner as personal mail. Mail received in an official government envelope is considered official mail regardless of the address on the envelope. Official mail shall only be delivered to an authorized agent of the command whom has been designated in writing by the Commanding Officer to receive official mail addressed to that command.

(d) Official mail such as Marine Corps Institute (MCI) mail, master brief sheets, official surveys addressed to the individual Marine as personal mail will be delivered as addressed to the individual Marine whenever possible. These types of official mail for personnel who have transferred will be forwarded to the forwarding address provided or returned to sender with the appropriate endorsement, if no forwarding address was provided.

(e) All postage for official mail is on full accountability and is controlled by the MCB Camp Pendleton Consolidated Post Office located in 16 Area (building 16840).

(17) Mail Security. Proper safeguarding and security of mail will be enforced at all times. Plastic bags will be utilized to protect mail during inclement weather. If environmental conditions do not permit delivery because of extreme threat of loss or damage, mail will be delivered as soon as possible after the threat has passed.

(a) Loss of Mail. Mail handling personnel will be held liable for any loss caused by the failure to handle mail properly. The UMR will be properly secured when authorized personnel are not physically present.

(b) Mail Delivery. Mail will be delivered only to the addressee or agents authorized in writing by the addressees, or authorized mail service personnel. Mail will not be delayed, intercepted, opened, or rifled. Mail will not be left unattended when not in a secure area.

(c) Overnight Storage. Only personal mail and official mail (non-accountable) will be stored overnight in the unit mailroom. Official accountable mail will be returned to the serving post office, if

undeliverable, on the day of receipt.

(d) Mailroom Structural Requirements. The unit mailroom must be constructed in such a manner as to provide adequate security for the mail. Structural requirements are as follows:

1. Hatches will be provided with suitable locks. Hinges will be mounted on the inside in such a way as to prevent removal from the outside. If hinges cannot be mounted on the inside, a spot weld will be placed to prevent removal of hinge pins and hatch.

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

3. Bulkheads and overheads shall be constructed of such material as to prevent forcible entry.

(e) Access. The only personnel authorized to enter the UMR alone are the Commanding Officer, Executive Officer, Postal Officer, Assistant Postal Officer, and Unit Mail Clerk(s). All other personnel can enter, under supervision of the above personnel, after identification has been confirmed. These personnel will not be left unattended.

(f) Control of UMR Keys. The UMR key shall be maintained in the S-1 safe along with the UMR Key Logbook. Personnel authorized to access the UMR unsupervised will log out the key using the logbook and log the return of the keys. Duplicate keys will be secured in a sealed envelope with the date it was sealed and the name of the Postal Officer at the time it was sealed and the name of the Unit Mail Clerk that sealed the envelope. Both the Postal Officer and the Unit Mail Clerk will sign their names across the flaps of the sealed envelope.

(g) Transportation of Mail. Mail will be transported in a closed-body vehicle equipped with lockable doors. If a closed body vehicle with lockable doors is not available, the Unit Mail Clerk(s) will maintain visual contact with the mail at all times in the vehicle used to transport mail. If a vehicle is not available, a working party may be authorized to carry the mail from the serving post office to the UMR. Private owned vehicles will not be used to transport mail unless an emergency situation occurs and a request by the Commanding Officer, Postal Officer, or Assistant Postal Officer to utilize privately owned vehicles on a temporary basis is approved by the Camp Pendleton Base Postal Officer.

(18) Emergency Destruction of Mail and Postal Effects

(a) When sufficient advance warning is received, destruction of mail will occur as follows:

1. Deliver to addressee or dispatch mail on hand to the nearest postal facility by the safest and most expeditious means available.

2. Suspend operations and transport mail handling effects and supplies to a safe area.

(b) When there is insufficient advance warning, emergency destruction of mail shall take place in the following priority:

1. Official registered mail.

2. Directory file cards.
3. Other accountable mail.
4. All remaining mail.
5. Other records, equipment, mail sacks, furniture, etc.

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

1. Mail and other burnable articles will be burned to unidentifiable ashes and scattered. Oils or chemicals may be utilized to facilitate burning.

2. Classified equipment contained in registered mail and other non-burnable items should be smashed beyond recognition and scattered or buried, as practical.

(d) Mail will be destroyed only by order of the Commanding Officer, Command Duty Officer, or the Postal Officer/Assistant Postal Officer. At least two Marines will witness the destruction, one of which will be a commissioned officer, warrant officer, or Staff Noncommissioned Officer (SNCO). Registered, insured, and certified mail should be recovered by number, originator, addressee, and description. A report detailing the description of all items destroyed will be submitted to the Commanding Officer or, during non-working hours, to the Command Duty Officer.

(e) Personnel conducting emergency destruction shall submit a list of items destroyed to the CMC (MRP-3) within 48 hours.

(19) Suspicious Package Procedures. Any package or envelope that appears suspicious will not be opened. The Postal Officer/Assistant Postal Officer will be immediately notified. The procedures to recognize suspicious packages can be found in enclosure (1).

(20) Postal Locator System (PALS). All mail clerks will register on the PALS via www.manpower.usmc.mil. This system is used to locate Marines within the Marine Corps and ensure mail is properly forwarded. The PALS uses the first and last name to locate Marines properly. If there are numerous names in the system, the unit mail clerk will annotate on the mail "Duplicate in File."

(21) Directory File Cards. Directory file cards are filled out by all new joins and departing members. These personnel are to check in/check out with the Unit Mail Clerk(s). Directory file cards shall be utilized in accordance with paragraphs 6002.1 and 6002.2 of reference (d).

(22) Mail Addressed to Individuals Due to Arrive. Mail for inbound personnel will be held for 15 days past the original estimated date of arrival (EDA). If the service member has not reported to the command 15 days after the EDA, then their mail may be held in the UMR for an additional 15 days, assuming the article is coming from a return address bearing the recipient's last name or if the member still appears on the inbound roster. If the service member fails to arrive 30 days after the EDA, then all mail for the recipient will be returned to the sender via the serving post office with the annotation "No Record".

(23) Disposition of Casualty Mail. Casualty mail for command personnel shall be held in the UMR accompanied by a mail disposition slip until the command has made positive contact with the next of kin (NOK) via the Casualty Assistance Calls Officer (CACO). Once the NOK has been notified by the assigned CACO, that the mail may be processed, via the CACO, based on the Primary NOK's/Secondary NOK's wishes.

(24) Disposition of Mail for Personnel Departing on Leave in Excess of 30 Days. Personnel departing on leave in excess of 30 days shall provide disposition instructions to the UMR to either hold or forward personal mail. The disposition instructions must contain the requested disposition action (hold or forward), an address (if mail is being forwarded), leave dates, and the individuals signature.

(25) Disposition of Mail for Personnel Departing on Temporary Additional Duty (TAD) in Excess of 30 Days. Personnel departing on TAD in excess of 30 days shall provide disposition instructions to the UMR to either hold or forward personal mail. The disposition instructions must contain the requested disposition action (hold or forward), an address (if mail is being forwarded), leave dates, and the individual's signature.

(26) 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.

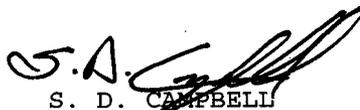
(27) Refused Mail. Addressees can refuse mail that they do not want to receive. The addressee shall be requested to write "Refused by Addressee, and sign and date the material. If the addressee declines to make the endorsement, the Unit Mail Clerk shall endorse it "Refused by Addressee," and sign and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

(28) Damaged Mail. Before accepting mail at the servicing post office, the Unit Mail Clerk(s) 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 by the Unit Mail Clerk "Received in Damaged Condition," along with the date of receipt, the card number, and signature of the Unit Mail Clerk repairing the article.

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to the Postal Officer or Assistant Postal Officer. Members of this command will report instances of loss, rifling, or other mistreatments of mail to the Postal Officer or Assistant Postal Officer.

6. Command and Signal

- a. Command. This Order is applicable to all 15th MEU personnel.
- b. Signal. This Order is effective the date signed.


S. D. CAMPBELL

DISTRIBUTION: B

How to Recognize and Handle a Suspicious Package or Envelope

- **Inappropriate or unusual labeling**
 - Excessive postage
 - Handwritten or poorly typed addresses
 - Misspellings of common words
 - Strange return address or no return address
 - Incorrect titles or title without a name
 - Not addressed to a specific person
 - Marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"
 - Marked with any threatening language
 - Postmarked from a city or state that does not match the return address
- **Appearance**
 - Powdery substance felt through or appearing on the package or envelope
 - Oily stains, discolorations, or odor
 - Lopsided or uneven envelope
 - Excessive packaging material such as masking tape, string, etc.
- **Other suspicious signs**
 - Excessive weight
 - Ticking sound
 - Protruding wires or aluminum foil

IF A PACKAGE OR ENVELOPE APPEARS SUSPICIOUS, DO NOT OPEN IT.

- **Handling of Suspicious Packages or Envelopes**
 - Do not shake or empty the contents of any suspicious package or envelope.
 - Do not carry the package or envelope, show it to others or allow others to examine it.

ENCLOSURE (1)

- o Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.

- o If at work notify the following in order:
 1. Postal Officer or Assistant Postal Officer
 2. Provost Marshalls Office
 3. Consolidated Post Office

- o Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.

- o WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.

- o If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the local public health authorities and law enforcement officials

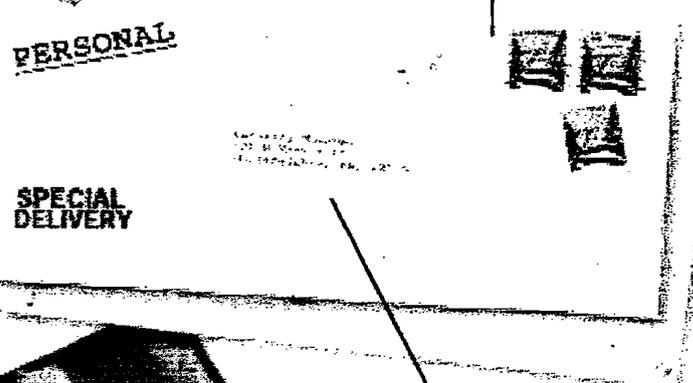
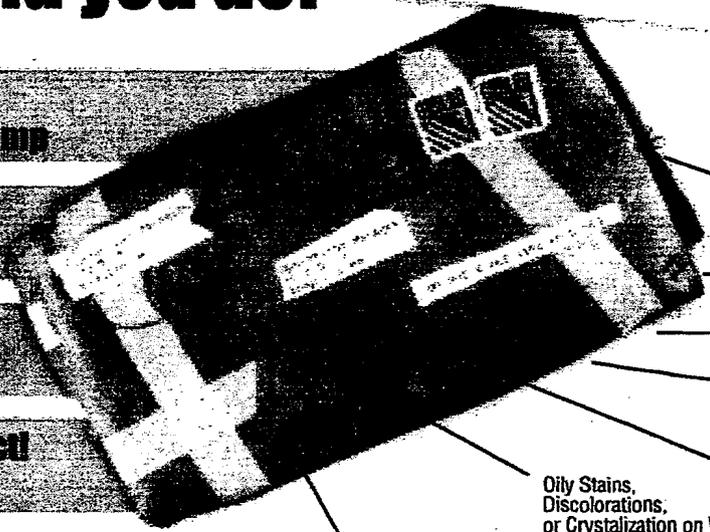
ENCLOSURE (1)

FBI Advisory

If you receive a suspicious letter or package

What should you do?

- 1. **Handle with care**
Don't shake or bump
- 2. **Isolate and look for indicators**
- 3. **Don't Open, Smell or Taste**
- 4. **Treat it as Suspect**
Call 911



- No Return Address
- Restrictive Markings
- Possibly Mailed from a Foreign Country
- Excessive Postage
- Misspelled Words
- Addressed to Title Only or Incorrect Title
- Badly typed or written
- Protruding Wires
- Lopsided or Uneven
- Rigid or Bulky
- Strange Odor
- Wrong Title with Name
- Oily Stains, Discolorations, or Crystallization on Wrapper
- Excessive Tape or String

If parcel is open and/or a threat is identified...

For a Bomb

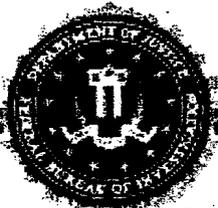
Evacuate Immediately
Call 911 (Police)
Contact local FBI

For Radiological

Limit Exposure - Don't Handle
Distance (Evacuate area)
Shield yourself from object
Call 911 (Police)
Contact local FBI

For Biological or Chemical

Isolate - Don't Handle
Call 911 (Police)
Wash your hands with soap and warm water
Contact local FBI



Police Department _____

Fire Department _____

Local FBI Office _____

(Ask for the Duty Agent, Special Agent Bomb Technician, or Weapons of Mass Destruction Coordinator)