UNITED STATES MARINE CORPS
MARINE CORPS AIR FACILITY
2100 ROWELL ROAD
QUANTICO, VIRGINIA 22134-5063

AFO 5110.1E
AF 141
5 May 93

AIR FACILITY ORDER 5110.1E

From: Commanding Officer
To: Distribution List

Subj: POSTAL SERVICE AND MAIL HANDLING PROCEDURES

Ref: (a) DOD 4525.6-M, Vol I and II
(b) OPNAVINST 5112.6B
(c) MCO P5110.4
(d) MCO P5110.6A
(e) MCCDCO 5112.1A

Encl: (1) Mail Handling Instructions
(2) Official Mail Management
(3) Sample First Class Mail Envelope/Marine
(4) Sample First Class Mail Envelope/Navy
(5) Dimensions/Sample of Business Reply Mail
(6) Sample First and Third Class Bulk Rate Mail
(7) Guide to Cost-Effective Mailing for DoD Official Mail

1. Purpose. To promulgate instructions relative to postal service and mail handling procedures in accordance with references (a) through (e).

2. Cancellation. AFO 5110.1D, AFBul 5110 of 1 Oct 92.

3. Information. This Order contains guidance on mail handling, postal procedures, and Official Mail Management for Marine Corps Air Facility (MCAF), Quantico. Enclosure (1) provides information on mail handling procedures. Enclosures (2) through (7) provide information regarding Official Mail Management.

4. Action. All personnel will ensure compliance with the provisions of this Order.

L. L. Larson
L. L. LARSON

DISTRIBUTION: A

MAIL HANDLING INSTRUCTIONS

1. Mailing Address

a. To expedite the handling of U.S. Mail for personnel within this squadron, the following address will be used:

Cpl John C. Marine 123 45 6789 USMC
Headquarters Squadron (Section)
Marine Corps Air Facility
2100 Rowell Road
Quantico, Virginia 22134-5063

b. Personnel residing in government housing or off station, where the U.S. Postal Service provides mail delivery, are to receive their mail at their quarters address and not through the unit mail room. As an exception, military personnel, their dependents, and DoD civilians traveling under official orders may receive their mail through the unit mail room until a residence address is established.

2. Location and Hours of Unit Mail Room. The Headquarters Squadron mail room is located in Building 2100, across the hall from the S-1 Office. Scheduled pickup hours are:

Monday - Friday 1300-1430

3. Location and Hours of Post Office. The serving Post Office for this squadron is located in Building 716, in the rear of the U.S. Post Office on 5th Avenue in the town of Quantico. Hours of operation are:

CIVILIAN		MILITARY	
Monday - Friday	0830-1700	Monday - Friday	0800-1600
Saturday	0900-1200	Saturday	Closed
Sunday	Closed	Sunday/Holidays	Closed

4. Location and Hours of Mail Collection

a. U.S. Mail receptacles are located at Buildings 2100 and 2101. Collection times are posted on the receptacles.

b. No official government mail is to be mailed at these receptacles. All outgoing official government mail will be collected throughout the day at the Air Facility Central Files office, Building 2100.

5. Time and Method of Mail Distribution. Incoming U.S. Mail will be picked up daily by authorized section mail orderlies at the times shown in paragraph 2 above. Section mail orderlies must return any undeliverable mail to the unit mail room for safekeeping prior to 1500 on the day the mail orderly receipts for it.

6. Use of "Notice of Change of Address" Cards (OPNAV Form 5110/5)

a. Personnel being transferred will prepare two change of address cards. One will be forwarded to the Post Office of their new duty station (Attention: Mail Directory) and the second to the new unit mailroom (if known).

b. Personnel being joined will prepare one Change of Address card. The card will be returned to the organizational mail clerk of the individual's last duty station.

c. Personnel being separated shall complete the Mail Directory File Card, NAVMC 10572, indicating their forwarding address. When an individual does not want mail to be forwarded, the card will be endorsed "Return to Sender".

7. Security of Mail and Postal Effects

a. Protection of Mail and Postal Records

(1) The privacy of mail and postal records must not be violated. Mail clerks and orderlies will not break the seal of any mail matter, nor are they to release any information about mail or postal records. Requests for information will be referred to the command postal officer.

(2) Personal addresses of transferred individuals are privileged information and should not be divulged to anyone except in the course of official business. Mail clerks will refuse all telephone inquiries and "third party" requests for personal addresses.

(3) Unit mail clerks and section mail orderlies will safeguard mail in their possession at all times, and may be held liable for failure to handle mail properly.

b. Access to/Protection of Mail Room

(1) The Unit Mail Room (UMR) will be locked when the mail clerk is not present in the room.

(2) Only authorized personnel are allowed to enter the UMR (e.g., commanding officer, postal officer, inspectors, and supervised working parties). The mail clerk must verify identification and authorization prior to allowing entry into the Unit Mail Room, and must remain present until all authorized personnel conclude their business and depart.

c. Transporting of Mail

(1) Mail will be transported to and from mail service areas in a closed-body military vehicle with lockable doors. If such a vehicle is unavailable, mail clerks or orderlies will ride in the compartment with the mail or at least maintain visual contact with the mail. When the situation requires the use of a privately owned vehicle, its use must be requested by the commanding officer and approved by the servicing post office.

(2) USPS mail bags will be used to transport all mail excluding oversize pieces.

8. Classified Material Screening Point. The Classified Material Custodian is designated as the Classified Material Screening Point for this unit. All official mail will be opened by the Custodian and the contents screened for classified material.

9. Nonmailable Matter. The following articles are declared objectionable and are forbidden to be mailed via the United States Postal Service:

a. Harmful articles (matter that may injure postal personnel or damage other mail matter).

b. Obscene matter.

c. Libelous matter.

d. Lottery matter.

e. Fraudulent or fictitious matter.

f. Publications which violate copyrights granted by the United States Government.

g. Matter soliciting procurement of divorces in foreign countries.

h. Poisonous animals and reptiles

i. Poisons.

j. Insufficiently prepaid matter.

k. Explosives.

l. Overweight or oversized matter

m. Intoxicating liquors

n. Insufficiently addressed matter (not addressed, or so incorrectly, insufficiently, or illegibly addressed that its destination cannot be determined).

o. Firearms (may be mailed under certain conditions).

p. Matter to overseas military post offices which is likely to decay or spoil.

10. Emergency Destruction of Mail. When mail is in imminent danger of capture, emergency disposal of mail and equipment may be necessary. When emergency measures are appropriate, mail and other burnable articles will be burned to unidentifiable ashes and scattered.

a. When sufficient warning is received:

(1) deliver to addressee or dispatch mail on hand to the nearest postal facility by the safest and most expeditious means available, and

(2) suspend operations and transport postal effects and supplies to a safe area.

b. When there is insufficient advance warning, emergency destruction of mail will take place in the following order:

official registered mail,

directory service cards,

other accountable mail,

all remaining mail, then

all other records, mail sacks, etc

c. If possible, the postal officer and assistant postal officer will witness the destruction of postal effects. If two officers are not available, witnesses should include one officer

and one senior enlisted person, when possible, or two enlisted personnel of any grade.

d. Personnel conducting emergency destruction will submit a list of items destroyed to the CMC (MHP-50) within 48 hours.

Temporary Absence From the Unit (Leave,TAD,etc)

a. Mail for personnel on leave or TAD for 30 days or less will be held in the mail room, unless forwarding has been specifically requested by the individual or the TAD location is within the geographic area of Quantico.

b. The mail room should have documentation on file (leave papers, TAD orders, etc) showing leave/TAD dates for all mail being held.

c. Mail for personnel TAD for greater than 30 days will be forwarded until 2 weeks prior to the designated return date, unless otherwise requested.

Mail Service For Confined Personnel

a. Correctional Facility. When forwarding mail to prisoners, mail clerks will indicate a box number, building number, or other identification that does not indicate a confinement facility.

b. In Hands of Civil Authorities. All mail for personnel confined by civilian authorities will be placed into an official mail envelope addressed to the person in charge of the facility. A letter of explanation from the command will be included with the package.

13. Handling Mail for Casualties

a. Under no circumstances will mail for casualties be returned to sender or forwarded to next of kin until absolute verification is received that the next of kin have been notified. Verification will be obtained from the Headquarters Squadron Casualty Affairs Officer.

b. Mail may be held as long as necessary to preclude inadvertent disclosure of casualty status prior to official notification of the next of kin. Once the next of kin have been notified, the mail will be returned to sender or forwarded to the next of kin per their wishes. In no case will mail room personnel write any message on the envelope to indicate that the individual is a casualty.

OFFICIAL MAIL MANAGEMENT

1. General

a. The Official Mail Manager is responsible for monitoring and enforcing cost controls to ensure that official mailing is being conducted properly and at the least expensive cost.

b. Effective 1 Oct 1992, the Air Facility became responsible for all postal expenditures and fees on official mail leaving this command. Accordingly, sufficient controls and procedures are necessary to ensure that the Air Facility complies with DoD and Marine Corps regulations on official mail cost controls and address requirements.

c. In an effort to reduce postage cost, the following guidelines will be used for official mail:

(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) The MCAF Adjutant will consolidate and forward under a single cover all outgoing mail destined for a single location.

(4) Official Mail deposited in mail boxes or delivered to civilian post offices will be returned to the sender.

d. Unit Mail Room personnel will screen all outgoing mail for compliance with this Order prior to delivery to the base post office, and will return all incorrectly addressed mail to the originating section for corrective action.

2. Procedures

a. Address Format

(1) Effective 1 October 1992, the Air Facility's official mailing address was changed to:

COMMANDING OFFICER
(Optional Line)
MARINE CORPS AIR FACILITY
2100 ROWELL RD
QUANTICO VA 22134-5063

(2) This is the only address authorized for use as a return address on official mail. The address must be placed on all envelopes in upper case letters, with no punctuation other than the dash in the zip code. This will allow the mail to be sorted using automated postal equipment and will allow for proper accounting of mail costs.

(3) This address will be used as the official letter head for directives published by this command and correspondence leaving this command.

b. Regulations for Envelopes/Cards

(1) Enclosures (3) and (4) provide samples of authorized official mail envelopes for outgoing official mail.

(2) Business reply cards and envelopes purchased from Self-Service and related shops are now obsolete. Sections which require continued use of business reply items must have them printed locally. These sections must make liaison with the MCAF postal officer to arrange for printing of business reply items with the appropriate dimensions/bar codes. Enclosure (5) provides an example.

(3) Business Reply Cards on the Check/Transmittal Receipt Form set (NAVMC 329) and Transmittal of Service Record/Pay Documents (NAVMC 941) are obsolete. To avoid wasting the existing NAVMC 329s and 941s, the remaining stock may be used until supplies are exhausted, providing the below procedures are strictly adhered to:

(a) Place a white gummed label over the "BUSINESS REPLY MAIL" printing and over the horizontal bars.

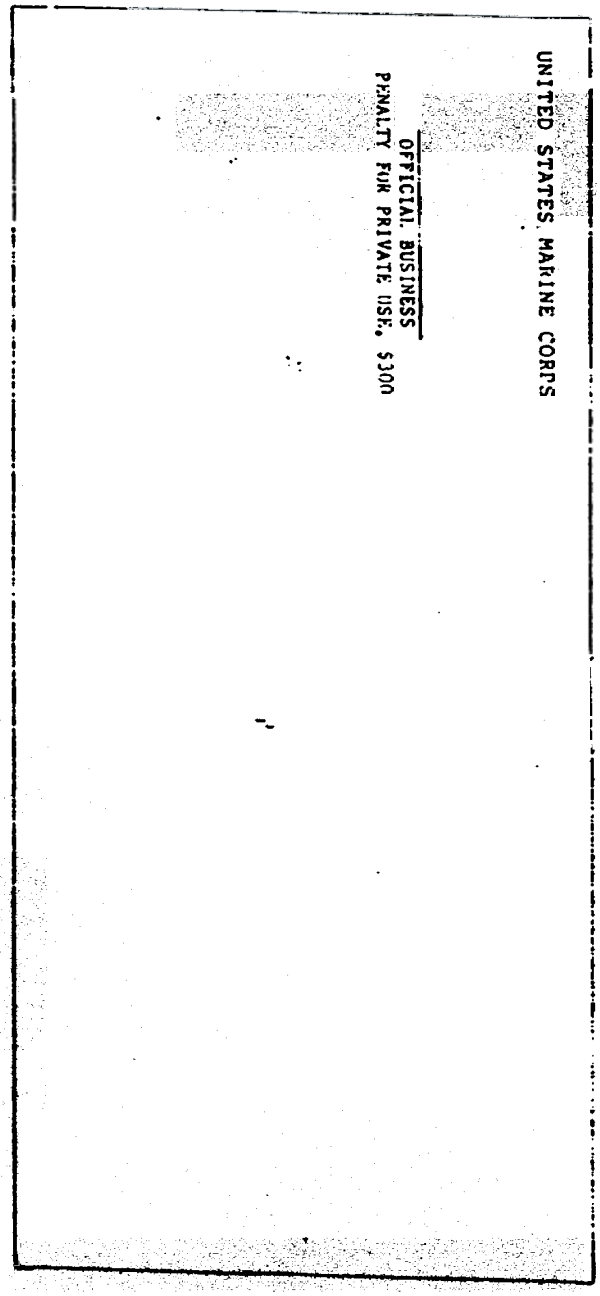
(b) Type on the centered white gummed label "Return this card in the enclosed business reply envelope."

(c) Before mailing, ensure the business reply envelope is enclosed.

c. Bulk rate mail requirements are shown in enclosure (6).

d. Enclosure (7) provides guidelines for cutting costs in management of official mail.

SAMPLE FIRST CLASS MAIL ENVELOPE/MARINE



ENCLOSURE (3)

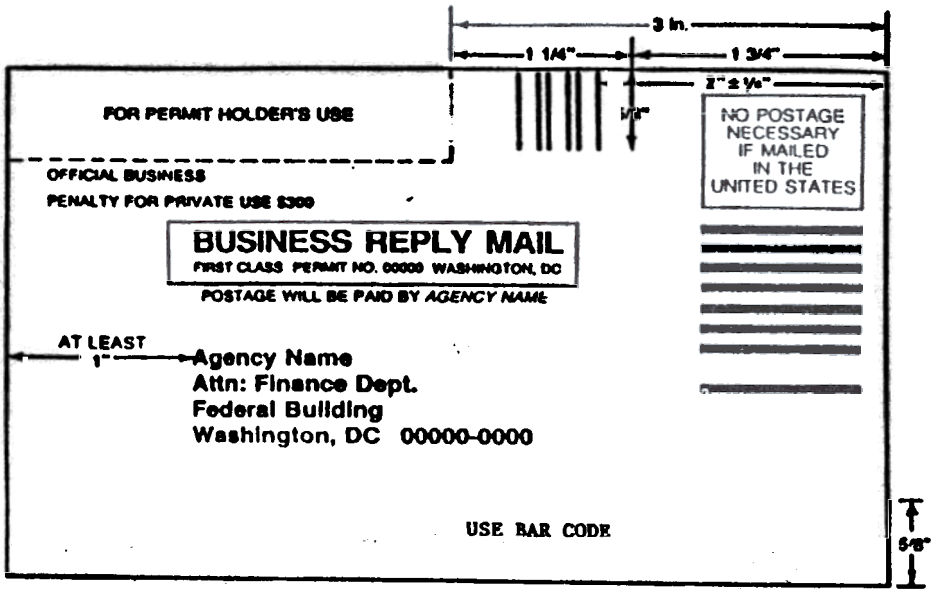
SAMPLE FIRST CLASS MAIL ENVELOPE/NAVY

DEPARTMENT OF THE NAVY

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300

ENCLOSURE (4)

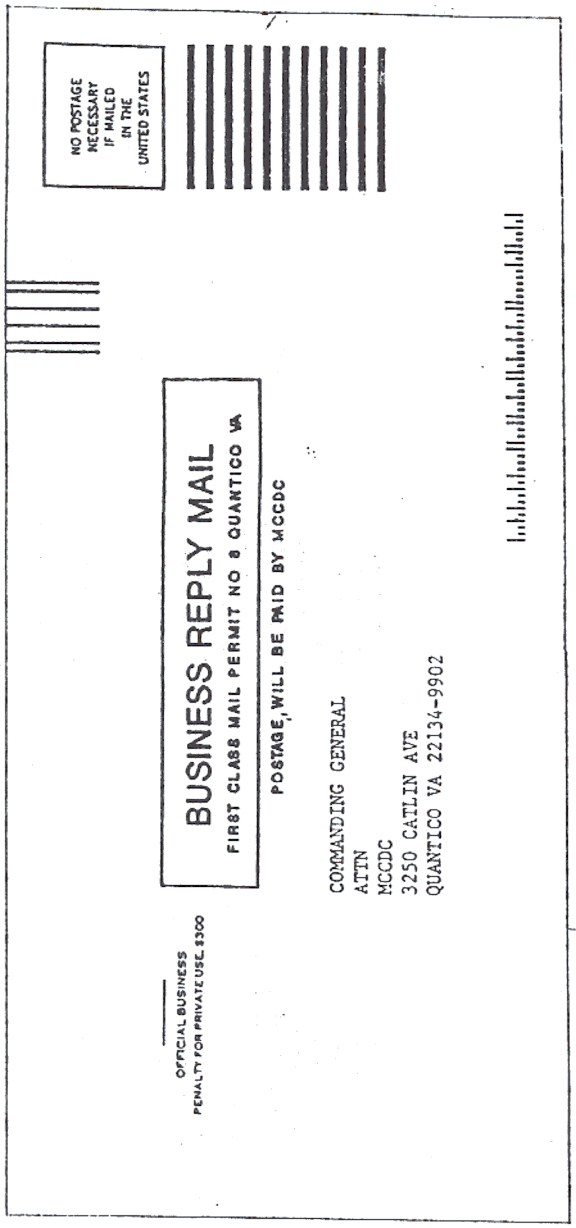
DIMENSIONS/SAMPLE OF BUSINESS REPLY MAIL



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.

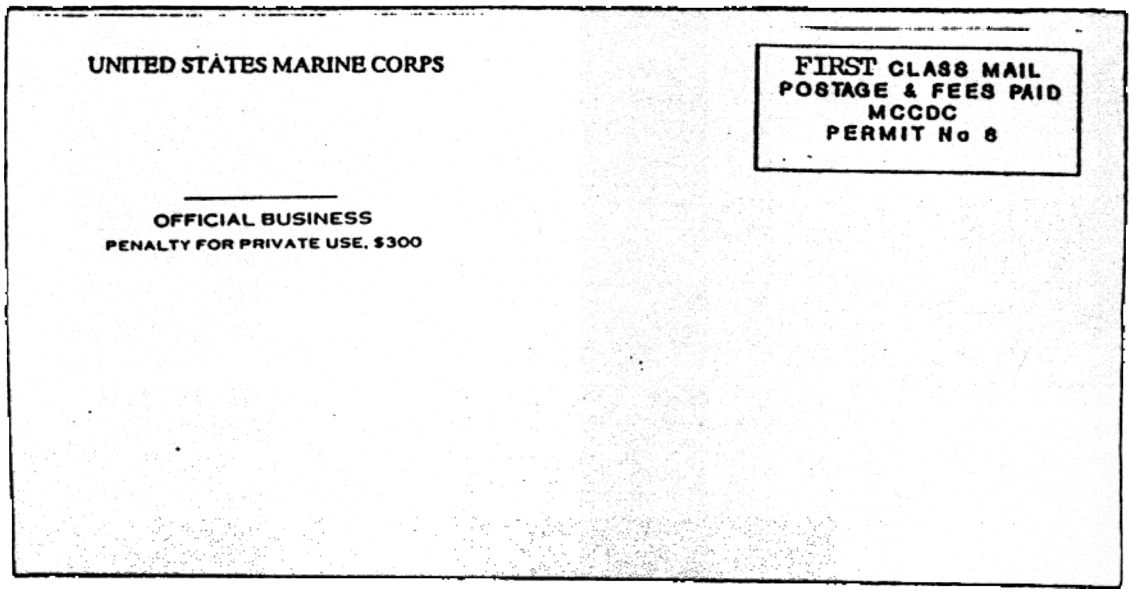
BUSINESS REPLY CARD
must be no smaller than 3 1/2" X 5" nor larger than 4 1/4" X 6", and must be rectangular in shape and at least 0.007" thick

DIMENSIONS/SAMPLE OF BUSINESS REPLY MAIL

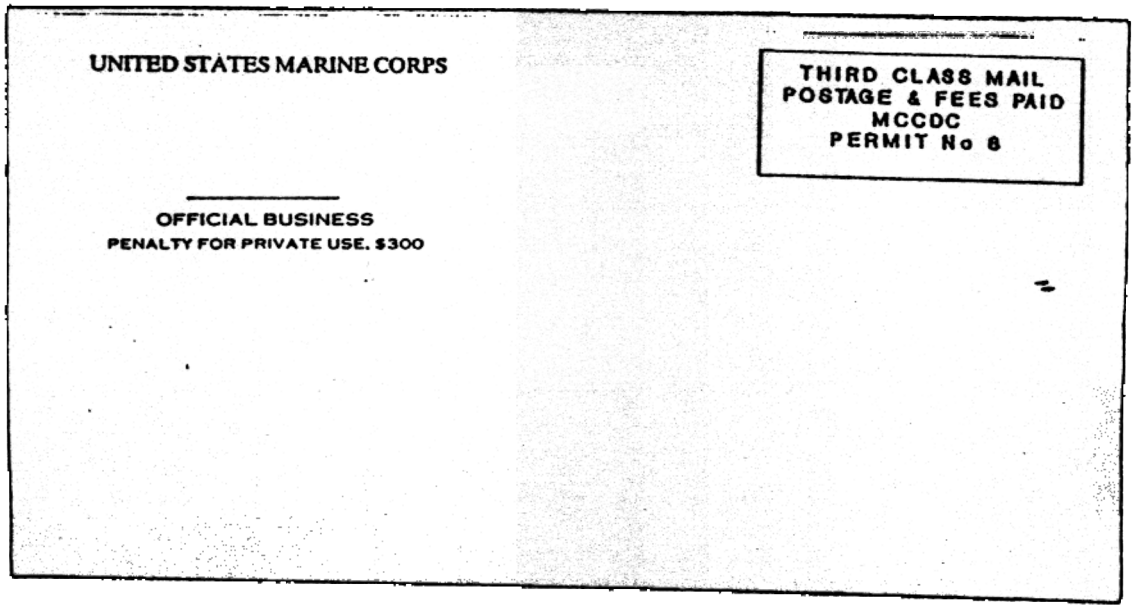


ENCLOSURE (5)

SAMPLE FIRST AND THIRD CLASS BULK RATE MAIL



FIRST CLASS



THIRD CLASS

GUIDE TO COST-EFFECTIVE MAILING FOR DOD OFFICIAL MAIL

1. DEFINITIONS

a. Official Mail. Official matter mailed as penalty mail or on which the postage or fees have been prepaid.

b. Official Matter. Official matter is any item belonging to or exclusively pertaining to the business of the U.S. Government.

2. OFFICIAL MAIL POLICIES

a. The United States Postal Service (USPS) shall be used only when it is the least costly transportation method which will meet the required delivery date (RDD), security, and accountability requirements. When mailed, official matter shall move at the lowest postage and fees cost to meet the RDD, security, and accountability requirements.

b. Official matter becomes official mail when it is postmarked by a distribution center or is placed under USPS control, whichever occurs first. Official matter ceases to be official mail when control passes from USPS or its representatives to someone else.

3. CLASSES OF MAIL

a. Express Mail. Fastest and most costly. Use only to prevent mission failure or accidental loss.

b. First-Class. Any mailable item weighing 11 ounces or less. Certain items must be mailed First Class such as letters, handwritten or typewritten, and post/postal cards.

c. Priority. Any mailable First Class matter weighing over 11 ounces but less than 70 pounds. Must be marked PRIORITY.

d. Second-Class. For magazines and other periodicals issued at regular, stated frequency of no less than four times per year.

e. Third-Class. For printed matter and parcels under 1 pound, four ounces or less - same rate as First-Class. Special bulk rates for larger mailings (at least 200 pieces or 50 lbs).

f. Fourth-Class. "Parcel Post." For packages 1 to 70 lbs.

g. Military Ordinary Mail (MOM). Goes by surface transportation within CONUS and by air transportation overseas Add MOM to the second-, third-, or fourth-class endorsement on matter having a RDD not allowing sufficient time for surface transportation. Additional postage is not required.

4. SPECIAL SERVICES

a. Registered. Provides added protection. Use only if required by law or a directive. Slow and expensive. For use only with First-Class and Priority Mail.

b. Certified. Provides a receipt to sender and a record of delivery at destination. For use only with First-Class and Priority Mail.

c. Insured. Numbered insured service provides a method to obtain evidence of mailing and a record of delivery.

d. Certificate of Mailing. Provides evidence of mailing.

e. Special Handling. Provides preferential handling to the extent practical in dispatch and transportation, but does not provide special delivery. Applicable to third- and fourth-class mail.

5. ADDRESSING MAIL

a. Make sure mailing address is correct.

b. Use of office symbol reduces mail handling time

c. Place city, state, and ZIP +4 in the last line of the address

d. Return address is a must. Use your office symbol and ZIP +4.

6. RULES FOR EMPLOYEES

a. Have personal mail sent to your home, not the office.

b. Use personal postage to mail job applications, retirement announcements, greeting cards, personal items, etc.

7. TIPS FOR COST SAVINGS

a. Mailing 7 sheets or less of bond paper - use letter size envelope.

b. Manuals, pamphlets, etc., weighing over 4 ozs. - mail third-class, special fourth-class rate, bulk rate, or bound printed matter rate.

c. Mailing several items to one address - cheaper to mail everything in one envelope. Check with your mail room for activities serviced by consolidated mailings.

d. Check with your mail room for activities/agencies within the local area that are serviced by activities/agencies couriers (no postage required).

e. If you only need evidence that something was mailed Certificate of Mailing.

f. When possible, use special handling instead of Priority Mail.

UNITED STATES MARINE CORPS
MARINE CORPS AIR FACILITY
2100 ROWELL ROAD
QUANTICO, VIRGINIA 22134-5063

AFO 5110.1E Ch 1
AF 141
19 Jun 97

AIR FACILITY ORDER 5110.1E Ch 1

From: Commanding Officer
To: Distribution List

Subj: POSTAL SERVICE AND MAIL HANDLING PROCEDURES

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

2. Action. Enclosure (1), page 1, paragraph 2, change "1300 1430" to read "1330 - 1400.

3. Filing Instructions. File this Change transmittal immediately following the signature page of the basic Order.

J. W. SENTER III
By direction

DISTRIBUTION: A

UNITED STATES MARINE CORPS
MARINE CORPS AIR FACILITY
2100 ROWELL ROAD
QUANTICO, VIRGINIA 22134-5063

IN REPLY REFER TO
AFO 5110.1E Ch 2
AF 141
16 Jun 98

AIR FACILITY ORDER 5110.1E Ch 2

From: Commanding Officer
To: Distribution List

Subj: **POSTAL SERVICE AND MAIL HANDLING PROCEDURES**

1. Purpose. To direct a pen change to Enclosure (1 of the basic Order.

2. Action. Enclosure (1), page 1, paragraph 3, under the "Military" column change the Monday - Friday hours from "0800-1600" to read "0730-1630."

3. Filing Instructions. File this Change transmittal immediately following the signature page of the basic Order

J. W. SENTER
By direction