



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 5112.1K
POSTAL

115 JUL 2025

AIR STATION ORDER 5112.1K

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

Ref: (a) Military Postal Service Procedures Manual (MPM)
(b) MCO 5110.4B
(c) DoDI 4525.09 Ch 3
(d) OPNAVINST 5112.6G

Encl: (1) Letter of Revocation
(2) Official Mail Discrepancy Sheet

1. Situation. To promulgate instructions for the administration and operations of the post office, postal service, and mailroom/facilities aboard Marine Corps Air Station (MCAS) New River.

2. Cancellation. ASO 5112.1J.

3. Mission

a. To provide standing operating procedures and operational control for United States Postal Services (USPS) for the McCutcheon Field Branch Post Office through the Postmaster, Jacksonville, Nc. Military postal affairs for MCAS New River, unit mailrooms (UMR), and all tenant activities will be conducted per the references and enclosures.

b. Summary of Revision. This Order has been completely revised to update ASO 5112.1J and to ensure compliance with the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Adherence to this Order will assist commanders in focusing on the combat readiness of their unit, while simultaneously maintaining uninterrupted mail delivery to unit personnel. The end-state is to provide commanders, Marines, Sailors, and their family members effective and efficient postal support by training in the appropriate mail handling initiatives provided by the military post office. This includes the Mail Handling Indoctrination Course (MHIC) for designated personnel, e.g., Unit Postal Officer, Unit Official Mail Manager, Assistant Unit Postal Officer, Assistant Unit Official Mail Manager, and Unit Mail Clerks that will assist in establishing or refining internal procedures. This training is provided by the MCAS New River Postal Chief. Unit Mail Orderlies are required to be trained at the unit prior to assuming mail handling duties.

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(2) Concept of Operations. The complex nature of mail handling procedures necessitates an ongoing technical professional military education program. Therefore, this Order is a progressive document, subject to periodic updates as higher headquarters publishes changes. The varied methods in which Marines and units deploy require flexibility and cooperation. It is essential that postal matters be provided in a timely and proactive manner. The Installation Postal Officer is authorized to deviate from this Order, as the situation requires under the provisions of the references, and their updates.

b. Tasks

(1) Installation Postal Officer. The Installation Postal Officer is responsible for the supervision and operation of the MCAS New River Post Office for military postal affairs.

(2) Assistant Installation Postal Officer/Installation Postal Chief. The Assistant Installation Postal Officer serves as the Station's Postal Inspector and will be responsible for conducting quarterly inspections of all UMRs and annual inspections of all Official Mail Programs. The Installation Postal Chief is responsible for the direct supervision and operation of the MCAS New River Post Office for military postal affairs. For this Station, these roles are assigned to one individual, and the terms are interchangeable for functional purposes.

c. McCutcheon Field Branch Post Office. The McCutcheon Field Branch Post Office, located in building AS-111, is responsible for handling all U.S. mail matters and rendering of financial services connected therein. The U.S. Post Office conducts financial business of the MCAS New River Branch, which is under operational control of the Jacksonville Post Office.

d. Hours of Operation

(1) The hours of operation are as follows:

	<u>Weekdays</u>	<u>Weekends/Holidays</u>
Stamps/Registry	0800-1600	Closed
Parcel Post	0800-1600	Closed
Money Orders	0800-1600	Closed
Lobby	24 hours	24 hours

(2) The lobby area of the McCutcheon Field Branch Post Office (AS-111) is open 24 hours a day. Patrons who have a rented post office box have access to letter mail 24 hours a day.

e. Functions of the McCutcheon Field Branch Post Office

(1) The USPS:

(a) Conducts all financial business in the McCutcheon Field and MCAS New River Post Office, including the sale of stamps, stamped paper, and money orders.

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(b) Accepts and processes inquiries and claims concerning loss, rifling, delay, or damage of personal mail.

(c) Processes incoming U.S. mail for all organizations aboard MCAS New River.

(d) Collects mail from all drop boxes located aboard the Air Station. Collection times are posted on the individual boxes.

f. Commanding Officers (CO)

(1) Appoint in writing a primary Unit Mail Officer and Assistant Unit Mail Officer(s) to supervise the daily operation of the UMR.

(2) Provide adequate space and equipment necessary for proper mail handling/security. Ensure Unit Mail Clerks and Orderlies have sufficient time to perform their duties.

(3) Provide sustained and networked computer access in the UMR to process directory mail via the directory service program.

(4) Appoint in writing a Unit Official Mail Manager and Assistant Official Mail Manager.

(5) Establish and maintain a Command Official Mail Center for monitoring the Official Mail Program.

(6) Appoint individuals in writing responsible for the receipt of all official mail to include official accountable mail.

g. Installation Official Mail Center. The Installation Official Mail Center, located in building AS-111, is under the operational control of the Installation Postal Officer. The Installation Official Mail Center is maintained to provide proper disposition of military mail undeliverable as addressed.

(1) The functions of the Installation Official Mail Center are:

(a) Provide directory service for military mail, which is incomplete or incorrectly addressed.

(b) Accept and process inquiries and claims concerning loss, rifling, delay, or damage of official mail.

(c) Provide delivery of incoming mail to tenant units and accept rework mail.

(d) Accept, consolidate, and appropriately route outgoing official mail.

(e) Deliver official/accountable mail to the Unit Mail Clerks.

(f) Maintain an updated DD Form 285 for each Military Postal Clerk or Unit Mail Clerk authorized for receipt of mail.

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(2) Hours of Operation. Command Postal Directory service is conducted by Postal Clerks (MOS 0161), who fall under the Installation Postal Officer. The hours of operation established by the CO, MCAS New River is as follows:

<u>Hours of Operation</u>	
Mon, Tue, Thu, Fri	0800-1130 1300-1500
Wednesday	0800-1300
Sat, Sun, Holidays	Closed

h. Claims and Complaints

(1) Any irregularity in the handling of mail, such as loss, rifling, damage, unnecessary delay in delivery, and other mistreatment of mail shall be reported promptly to the Installation Postal Officer. Personnel are directed to report all instances of mistreatment of mail regardless of its class or contents directly to their unit chain of command or Unit Mail Officer, not to the Unit Mail Clerk/Orderly.

(2) All post office claims received by organizations regarding the loss, damage, etc., of mail, will be forwarded to the McCutcheon Field Branch Post Office for appropriate action/processing.

i. Marine Corps Postal Clerks. Postal Clerks will be designated or assigned and appropriately revoked in accordance with the provisions in references (a) and (b).

j. Unit Mailroom Operations

(1) Unit Mail Clerks

(a) COs will ensure that all appointed Mail Clerks are thoroughly familiar with their duties as outlined in reference (b) and this Order.

(b) Appointment of Mail Clerks is made and numbered on DD Form 285. Appointments will be by name and not job title. Sufficient copies of DD Form 285 will be prepared to provide one copy for each Mail Clerk, servicing post office, and UMRs.

(c) The DD Form 285 shall always be carried by the Mail Clerk when receiving or delivering mail.

(d) When a Mail Clerk appointment is revoked, the revoking authority will ensure the post office and mailroom servicing the command are notified of revocation. A sample letter of revocation is provided in enclosure (1).

(e) Mail Clerks of established mailrooms are to retain copies of the references, this Order, and respective Unit Postal Standing Operating Procedures.

(2) Accountability of Mail Clerk Appointments

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(a) A Mail Clerk/Orderly Designation Log (DD Form 2260) will be appropriately maintained by the Unit Mail Officer of all organizations which maintain mailrooms. Sections and other activities that may require the appointment of Mail Clerks should request the CO to make such an appointment or Unit Mail Officer of the organization to which assigned.

(b) The DD Form 2260 will be retained by the UMR for a period of two years after the date of the last entry revoking an appointment. The servicing post office will retain the DD Form 285 for the Unit Mail Clerk and all copies thereof once the DD Form 2260 is revoked and destroyed.

(c) Unit Mail Clerks are required to attend the MHIC, provided by the servicing post office, within 30 days of assuming mail handling duties. Unit Mail Officers and Assistant Unit Mail Officers are required to attend the MHIC within 60 days of assuming their responsibilities. Once a Unit Mail Clerk transfers to a new duty station, he or she must attend the MHIC for his or her new command. Section Mail Orderlies must attend unit level training prior to assuming mail handling duties, provided by the unit's respective Unit Mail Officers and Assistant Unit Mail Officers. Commands may use locally developed military postal programs to satisfy this requirement.

(3) Mailrooms

(a) A mailroom is a room, with a screened enclosure, or any other relatively secure area, which serves as a place for Mail Clerks to handle mail properly and safely. All locks and door hinges must be mounted inside or in such a manner to prevent easy removal. Existing door hinges mounted on the outside of the UMR must be spot welded to prevent removal. Mailrooms, or the equivalent thereof, shall not be referred to as post offices. The designated space must provide adequate security and space for the mail and will be maintained by the Mail Clerk in a neat, clean, and orderly condition. Nothing will be kept therein except essential furniture, mail, and mail records. Mailrooms will not be used as living quarters except when Mail Clerks may be required to sleep therein as a security measure on a temporary basis.

(b) Mailrooms may be established as deemed necessary by the unit CO. In the absence of a room or screened enclosure, anchored and locking receptacles may be utilized for security of mail on hand. U.S. mail will be kept secure at all times during the absence of the responsible Mail Clerk. The Installation Postal Officer will be notified prior to the establishment of a mailroom.

(c) The only personnel authorized to enter mailrooms are the CO, Executive Officer, Unit Mail Officers, Assistant Unit Mail Officers, Mail Clerk(s) assigned to the mailrooms, Postal Inspectors, and supervised working parties. Mail Orderlies receiving mail from mailrooms will not be permitted access to the mailrooms. All business will be conducted in such a manner as to ensure the mail therein is not accessible, except by virtue of being issued by the Unit Mail Clerk responsible for the operations of the mailroom.

(d) One key to the mailroom will be in the possession of the responsible Mail Clerk. Keys will be safeguarded at all times to preclude their coming into the possession of unauthorized personnel. Duplicate keys and copies of combinations will be sealed in an envelope, marked to identify contents, signed and dated across the back flap by the Mail Clerk and Unit

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Mail Officers and/or Assistant Unit Mail Officers, and retained in a safe by the unit CO or Unit Mail Officers and Assistant Unit Mail Officers.

(4) Deployed Mail

(a) Efficient mail service is recognized as one of the most significant factors affecting the morale of our deployed Marines and Sailors, and their families; therefore, the importance of strict adherence to the policies and procedures outlined in the current Marine Corps Installations East Postal Affairs Order, cannot be overemphasized. All Unit Mail Officers, Assistant Unit Mail Officers and Mail Clerks/Orderlies of deployable units should thoroughly review this Order upon appointment to ensure a full understanding of the instructions and concepts.

(b) Unit commanders are responsible for ensuring that written notification of an upcoming deployment is submitted to the Installation Postal Chief at least 45 days in advance of the departure of the advanced party. It may not be considered practical to route mail to locations outside the continental United States for unit deployments 30 days or less in duration. For deployments of this nature, all unit mail will be delivered to rear party Mail Clerks who will remove all mail for rear party personnel and effect proper delivery. Mail for deployed personnel shall be held in the mailroom until the unit's return at which time proper delivery will be made. If no rear party remains behind, the CO may submit a written request to the Installation Postal Officer to have all mail held at the servicing post office throughout the duration of the deployment. The CO or Unit Mail Officer (by direction) must sign this letter.

(c) Units deploying for periods exceeding 45 days are required to submit a Mail Routing Request through the Postal Section to ensure the establishment of a mobile mail address. This procedure guarantees uninterrupted mail delivery to personnel while forward deployed. The mobile address will facilitate timely and accurate mail routing to support deployed Marines and Sailors.

(d) For deployments lasting 30 days or less, units must provide a formal letter from the Commanding Officer (CO) authorizing the deployment. Additionally, the unit mail officer is required to complete and sign a Mail Disposition Form. This form outlines the disposition of mail during the deployment period and ensures accountability and proper handling of unit mail assets.

(e) To maintain operational effectiveness and prevent mail delays, units must coordinate closely with the Postal Marines prior to deployment. Units are reminded that failure to notify the Postal Section in advance may result in disrupted mail services and delayed mail delivery to deployed personnel.

k. Transportation

(1) Government/U.S. mail will be handled according to regulations described in reference (b).

(2) COs of all organizations aboard MCAS New River will ensure that personnel assigned as Unit Mail Officers, Assistant Unit Mail Officers, or

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Mail Clerks do not use privately owned vehicles for transportation of U.S. mail.

(3) The use of Government tactical aircraft is not authorized when transporting U.S. mail. The USPS channels will be used for all deployed units.

(4) Upon receiving mail from the servicing post office, all mail must be transported directly back to the Air Station Postal Mailroom without delay. Personnel operating Government vehicles must not make any stops or detours while in possession of official mail. This directive ensures the security and integrity of mail items during transport.

(5) Mail transported in Government vehicles is subject to stringent security protocols. Drivers must adhere to the direct-route requirement and maintain custody of mail at all times. Any deviations or unauthorized stops while transporting mail are strictly prohibited and may result in disciplinary action.

(6) Personnel responsible for mail transport must maintain accurate logs and follow all prescribed handling procedures to safeguard mail from loss, theft, or damage. Any discrepancies or incidents must be reported immediately to the Postal Section.

1. Inspections

(1) The utmost cooperation will be extended to properly identify Civilian Postal Inspectors and Marine Postal Inspectors conducting random, quarterly unannounced inspections of mail handling facilities for units aboard MCAS New River.

(2) Organizations aboard MCAS New River will be inspected quarterly by the MCAS New River Installation Postal Chief. Inspections will include a review of directory files to ensure a record of personnel joined, transferred, or discharged from the activity is maintained, careful scrutiny of the facilities to ensure mail is being treated in the prescribed manner, and reporting promptly known or suspected cases of mistreatment of mail or other postal offenses. The mailroom inspection checklist can be reviewed under the Inspectors General Checklist Postal Affairs 5110.

m. Coordinating Instructions

(1) The Assistant Installation Postal Officer will ensure this Order is followed and assist commanders with the execution of responsibilities.

(2) The Assistant Installation Postal Officer will coordinate monthly mailroom indoctrination workshops with Unit Mail Clerks, Unit Mail Officers and Assistant Unit Mail Officers.

(3) Unit Mail Officers and Assistant Unit Mail Officers, Unit Mail Clerks, and Mail Orderlies will execute all duties and responsibilities as covered by this Order and the references.

(4) Installation Postal Officers, Assistant Installation Postal Officers, and Postal Clerks will establish and track internal controls

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between the supported units in order to facilitate timely and accurate postal support.

(5) Support local commands with flexible customer service-oriented personnel postal support, to include a deployable liaison element.

5. Administration and Logistics

a. Official Mail

(1) Official mail is any mail that pertains exclusively to the business of the U.S. Government.

(2) Official mail which, in the opinion of the accepting Postal Clerk, does not meet the requirements of official mail, will be returned to the command with an official mail discrepancy sheet as shown in enclosure (2).

(3) Outgoing official mail will not be kept in the mailroom. Official mail drop off points should be established outside and away from the UMR in a centralized location per reference (b).

(4) Unit Official Mail Center inspections will be conducted annually by a Military Postal Inspector.

b. Specific Prohibitions and Limitations

(1) The use of Special Delivery, Special Handling, and insured mail is prohibited for the transmission of official mail where cost for these services is incurred by the Marine Corps.

(2) Priority Mail for pieces less than 12 ounces is not authorized without specific permission from the Commandant of the Marine Corps (CMC) (Code MSPO). Joint Uniform Military Pay System, Not Operationally Ready Supply, Anticipated Not Operationally Ready Supply, and material critical to aviation or maritime safety are exempt from this restriction.

(3) First Class Mail is not authorized for items in excess of 12 ounces unless an item qualifies as part of the Consolidated Correspondence Program or unless specifically authorized by CMC (Code MSPO).

(4) First Class or Priority Mail will not be utilized when mailing directives and periodicals. These items will be mailed Third Class or Special Fourth Class-Book, as applicable.

(5) First Class Mail service is authorized for directives and periodicals destined for geographical addresses in the state of Hawaii, e.g. Headquarters, Fleet Marine Force Pacific.

(6) The use of special postal services is limited to instances required by law, Department of Defense Instructions, Marine Corps Directives, Postal Manuals, or when authorized in writing by the CMC (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.

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(7) Certified Mail will be used only in accordance with reference (b), page 5-8. Authorization to utilize certified mail is granted in those instances where, in the judgment of the Staff Judge Advocate, proof of delivery or an attempt to deliver legal documents is required. Certified mail will not be used merely to obtain proof of mailing or receipt. If proof of mailing is required, a Certificate of Mailing (PS Form 3817) or similar form may be obtained from the servicing post office. If proof of delivery is required, use DD Form 1087.

(8) Registered mail is only authorized to be used in the following instances:

(a) When conditions cited in reference (a), Section 23, and reference (b), page 2-14, paragraph 33 are met.

(b) When necessary to mail negotiable instruments to Headquarters Marine Corps, and then only in accordance with the following:

1. When the sum of negotiable instruments totals more than five thousand dollars, mail via registered mail immediately.

2. When the sum of negotiable instruments totals between one thousand dollars and five thousand dollars, mail within five working days via registered mail.

3. When the sum of negotiable instruments totals less than one thousand dollars, mail via registered mail within 10 working days. Negotiable instruments less than one thousand dollars shall not be retained longer than 10 working days under any circumstances.

(9) Commands desiring to use registered or certified mail for requirements not contained in the above paragraphs will request approval from the Installation Postal Officer.

(10) Express mail service is not authorized except when authorization has been specifically granted by the Installation Postal Officer.

(11) Return Receipt. Return receipt (PS Form 3811) provides the mailer with evidence of delivery. Return receipts may be obtained for registered and certified mail but require additional postage fees. Utilization of PS Form 3811 for restricted delivery is not authorized. A return receipt is authorized for use when proof of delivery is required for mail sent to a non-Government address.

c. Cost Management Measures

(1) Routine correspondence or documents intended for entry into the USPS and destined for Marine Corps activities will be delivered to a Command Mail Center.

(2) The Command Mail Center will determine which correspondence and documents are to enter the USPS system. Documents destined for organizations or units aboard the organization base or served by originator's command courier service shall be entered in the USPS system.

(3) Routine correspondence or documents destined for a single location will be consolidated and forwarded under a single cover, regardless of weight

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and addressed to Commanding General/CO of that activity. The endorsement "Contains Consolidated Correspondence" will be placed in the lower left quadrant of the address side of the container.

(4) Command Mail Centers receiving mail endorsed "Contains Consolidated Correspondence" are authorized to open 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. USPS restrictions with regard to oversized envelopes are outlined in reference (a) and must be strictly followed to avoid unnecessary surcharges.

d. Presort Program. Significant savings may be realized with the USPS presort program. Activities that are engaged in monthly mailings of First-Class Mail are directed to contact the Command Postal Directory concerning this program.

e. Non-Mailable Matter

(1) Non-mailable matter includes all matter that is by law, regulation, or treaty stipulation prohibited from being sent in the mail, or cannot be forwarded to its destination because of illegible, incorrect, or insufficient address. Matter is also non-mailable when it fails to comply with postal regulations regarding preparation for mailing, size, weight, or rates of postage.

(2) Matter, which may not be sent through the mail includes, but is not limited to:

(a) Intoxicating liquors.

(b) Habit forming drugs and those drugs, possession of which has been declared illegal by law.

(c) Any articles, composition, or materials which may kill or injure another or damage the mail or other property.

(d) Ammunition and explosives of all types.

(e) Obscene and indecent matter such as (but not limited to): pornography, nudity, and anything of dissident or protest matter.

(f) Contraband items prohibited from import and export by law.

(g) Lotteries, frauds, and libelous matter.

(h) Any letters, publications, or other items containing any matter advocating or urging treason, insurrection, or forcible resistance to any law of the U.S., or any letter or other matter containing any threat to take the life of or inflict bodily harm upon the President of the United States.

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(i) Publications which violate copyrights granted by the U.S.

(j) Perishable matter, plant quarantines, switch blade knives, and concealable firearms except under special rules, conditions, and restrictions.

(k) U.S. Government property intended for personal use, except for those items that have been through authorized agencies of the Government and are accompanied by purchase and/or sales receipts.

f. Suspicious Packages

(1) General. The likelihood of ever receiving a bomb or chemical/biological agent in the mail is remote. However, several explosive devices and chemical/biological infected articles have been mailed over the years resulting in death, injury, and destruction of personnel and property. Motives for sending chemical/biological agents and mail bombs are wide ranging. They are often sent for revenge, extortion, terrorism, business disputes, or other reasons. All personnel involved in mail handling duties should be trained to recognize the typical characteristics and the immediate action to take should they discover a suspected mail bomb or chemical/biological agents.

(2) Typical Characteristics. A bomb or chemical/biological agent can be easily enclosed in either a letter or a parcel, and its outward appearance is limited only by the imagination of the sender. They may appear to be either official or personal mail and will typically target high-ranking officials; however, this is not always the case. Mail bombs or chemical/biological agents may or may not exhibit one or more of the following characteristics:

(a) Bears restricted endorsements such as "personal" or "private";

(b) Bears an inaccurate addressee's name and/or title;

(c) Has distorted handwriting, or the name and address may be prepared with homemade labels or cut and paste lettering;

(d) Has protruding wires, aluminum foil, or visible oil/grease stains;

(e) Gives off an unusual smell such as almonds, or marzipan, or powder;

(f) Bears an excessive number of postage stamps;

(g) Has a small pinhole in the wrapping for removal of a safety wire;

(h) Exhibits springiness on one or more sides if it contains a pressure release-detonating device;

(i) Feels heavier than it looks;

(j) Feels rigid or appear uneven or lopsided;

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- (k) Is unprofessionally wrapped with several combinations of tape;
- (l) Is endorsed with "Fragile," "Handle with Care," "Rush," "Do Not Delay," or similar markings; and/or
- (m) Makes a buzzing or ticking noise, or sloshing sound.

(3) Immediate Action. If sufficient reason exists to believe that a letter or parcel may contain chemical/biological agent or explosive device, follow the steps listed below. DO NOT take a chance or worry about possible embarrassment if the item turns out to be innocent. Upon discovery of a suspected mail bomb or chemical/biological agent:

- (a) Do not attempt to open the suspected item;
- (b) Do not attempt to move or further examine the suspected item;
- (c) Immediately evacuate the area and do not allow anyone to come within the immediate vicinity of the suspected item for any reason, until the appropriate authorities (e.g., Provost Marshal's Office [PMO]/Explosive Ordnance Disposal [EOD]) have given the "all clear". Personnel exposed to suspected chemical/biological agents shall remain in place to reduce further contamination. Those personnel not exposed should be immediately evacuated. Do not unnecessarily expose personnel to danger in an attempt to secure valuables, classified material, or recover personal belongings during or after the evacuation process.
- (d) Immediately notify PMO/EOD/911 informing the dispatcher you have identified a possible threat.
- (e) Do not completely seal off rooms/buildings. Leave doors and windows open to allow for the rapid expansion of exploding gases. If it is a chemical/biological agent, cut off air ventilation to your area, and those affected must stay in place. Do not unnecessarily expose personnel to danger in an attempt to open additional doors and windows.
- (f) Post a guard in the vicinity of each entrance to the building to ensure no one inadvertently enters and becomes exposed to possible injury. Ensure these guards are placed a safe distance from the building.
- (g) Notify the CO and submit a Postal Offense Report through the Military Postal Service Agency via <https://amps.mpsa.mil/>.

6. Command and Signal

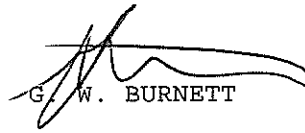
a. Command. This Order is applicable to active duty, reserve personnel, and civilians located aboard or assigned to MCAS New River, tenant commands, and serviced by the MCAS New River Post Office.

b. Signal

(1) The points of contact for all matters pertaining to postal affairs are the Installation Postal Officer at 910-449-5476 or the Installation Postal Chief at 910-449-4431.

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(2) This Order is effective the date signed.


G. W. BURNETT

DISTRIBUTION: B



UNITED STATES MARINE CORPS
INPUT COMMAND LETTERHEAD HERE

ASO 5112.1K
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IN REPLY REFER TO
SSIC
CODE
DATE

From: Unit Mail Officer, [Unit Name]
To: Military Post Office, Marine Corps Air Station New River
Subj: REVOCATION OF DD FORM 285
Ref: (a) MCO 5110.4B

1. According to reference (a), the personnel listed below have had their DD Form 285 revoked.

Name	Rank	Date Revoked
------	------	--------------

2. Point of contact is [name]

Unit Mail Officer Signature

Enclosure (1)



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
MILITARY POST OFFICE
PSC 21003
JACKSONVILLE, NC 28545-1003

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IN REPLY REFER TO:
SSIC
CODE
DATE

From: Installation Official Mail Section

To: Unit Official Mail Manager: _____

Subj: OFFICIAL MAIL DISCREPANCY SHEET

Ref: (a) Domestic Mail Manual (DMM)
(b) DoDI 4525.09
(c) MCO 5110.4B

1. Correspondence attached is being returned for the below listed reason(s).

Needs a complete official mailing address in both the return and delivery address.

MCO 5110.4B Ch 5.19.a

The return and delivery address are required to be typed, or machine generated in black ink.

MCO 5110.4B Ch 5.19.b

Complete address must be machine typed, upper case letters, address characters must not touch and are equally spaced. Print size 10 to 12 font.

MCO 5110.4B Ch 5.19.a-d

Both delivery and return address are limited to 5 (five) lines and must be left aligned.

DMM 602

If ATTN line is used, it must be the second line of the address.

MCO 5110.4B Ch 5.19.d

EXAMPLE: COMMANDING OFFICER

ATTN (if applicable)

8TH ESB

PSC BOX 20131

CAMP LEJEUNE NC 28542-0131

Need a reference regarding use of special service and/or special service not required.

MCO 5110.4B Ch 5.17

Other: see remarks.

Reference:

Official government envelopes or postage is not authorized for private use.

MCO 5110.4B Ch 5.12

Utilize the smallest envelope possible. This is essential for cost saving and preventing damages.

MCO 5110.4B Ch 5.20.c & f

The item has inadequate packing or preparation.

MCO 5110.4B Ch 5.20.a-n

All mail going to the same address must be consolidated.

MCO 5110.4B Ch 5.10.e

Do not list country when mailing to FPO/APO locations.

<https://www.usps.com/ship/apo-fpo-dpo.htm>

Unauthorized use (t-shirts, keepsakes, plaques, etc.) will not be mailed via Official Mail.

MCO 5110.4B Ch 5.12

Official Mail is not to be deposited in USPS collection mailboxes.

MCO 5110.4B Ch 2.25.f

Return address does not reflect the proper official command address; must be the individuals' official billet/title.

MCO 5110.4B Ch 5.12.c.10

Item does not meet mailing standards, see remarks.

DMM and MCO 5110.4B Ch 5.12

Item not addressed to current or future command to facilitate consolidation (if applicable).

MCO 5110.4B Ch 5.22.b

Comments/Remarks: _____

2. Point of contact is the MCAS New River Post Office, Bldg. AS-111, at 910-449-4411.

Enclosure (2)

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PACKAGING

Use the smallest envelope possible. Many correspondences can be folded to fit a standard letter size 3x9 envelope vice a larger envelope. The larger envelopes, when weighing 1 oz. or under, have a surcharge per piece and not cost effective.

Use a package sufficient to contain and protect its contents. A regular envelope will not contain or protect bulky items, use a padded envelope or box. If your package can be split open by applying pressure with your hand, it is unacceptable, use padding or a smaller container so your package will be solid.

Use nylon reinforced or paper tape to seal your package. All non-envelope size packages need some type of tape to help contain its contents. Scotch tape and masking tape are insufficient and are unacceptable. Non wax paper tape must be used for sealing of registered mail.

ADDRESSING

Always use a complete return and forwarding address, to include Zip Code plus 4-digit add on. All official mail must contain a complete official command return mailing address. Personal names are not authorized.

Ensure no information is placed below the last line of the address. The last line of the address will be city, state, and zip code for CONUS addresses and FPO / APO and zip code for overseas U.S. Military addresses. The last line of address for international mail must be the name of the country.

Always use capital letters. No punctuation, except the hyphen separating the zip plus 4-digit add on is required.

COST SAVING TIPS

Ensure that mailing lists are updated regularly. Incorrect or insufficient addresses will cause your mail to be returned, thereby wasting the money spent on postage.

Only use the United States Postal Service (USPS) when it is the most cost-effective carrier meeting the Required Delivery Date (RDD) and security requirements for the item being shipped. The local Distribution Management Office (DMO) has access to several commercial carriers and in many cases, it will be cheaper to ship through them vice the U.S. Mail.

Consolidate mailings destined for a single location. Thirty-two one-ounce letters mailed separately would require \$10.24 in postage, if consolidated into one envelope the postage cost would be \$3.00. Reduce the weight of your mailings as postage costs increase with the weight. The weight of your mailing can be reduced by printing on both sides of the paper, selecting the lightest weight paper, using the smallest envelope or package possible, and promoting computer output formats that make maximum use of available print space.

Ensure all items being mailed pertain exclusively to the business of the U.S. Government. Official mail is not free. Everyone who prescribes, creates, designs, or prepares pieces for mailing is responsible for ensuring that Official Mail costs are kept to a minimum.

Limit the use of Extra Services (I.E., Registered, Certified, Insured, Express and Return Receipt). Special mail services are expensive and should be used only when DoD, Federal, or service component regulations direct their use.

Use the lowest class of mail necessary to meet the RDD.