



UNITED STATES MARINE CORPS

MARINE AVIATION TRAINING SUPPORT GROUP

886 FRANKLIN AVENUE

LEMOORE, CA 93246-5018

GruO 5112.1G

ADMIN

8 Jun 94

GROUP ORDER 5112.1G

From: Commanding Officer
To: Distribution List

Subj: MARINE AVIATION TRAINING SUPPORT GROUP (MATSG) STANDING
OPERATING PROCEDURES FOR MAIL HANDLING

Ref: (a) DOD 4225-6-M
(b) MCO P5110.4
(c) OPNAVINST 5112.6B
(d) NASLEMINST 5110.2D

1. Purpose. To publish and provide information and instructions regarding mail handling procedures within this command pursuant to the provisions of references (a) through (d).

2. Cancellation. GruO 5112.1F.

3. Information

a. This command is served by a branch of the Lemoore Post Office located in building #826. The hours of operation are 0630-1600 Monday thru Friday.

b. Mail call for Marines will be held by the mail orderly in the MATSG administrative office from 1130-1530 Monday thru Friday.

c. A U.S. Postal Service mail box is located in the southwest corner of the grounds adjacent to the intersection of Enterprise Avenue and Franklin Avenue. Pickup time is 1400 Monday thru Friday. Incoming mail will be picked up by the command mail orderly between 0930 and 1030 Monday thru Friday at the Station Postal Directory.

d. Permanent personnel residing in quarters or off station are strongly encouraged to receive personal mail at their residence.

e. Official mail will be handled only by designated mail orderlies and delivered to the Administrative Officer/Chief, or in their absence, the Executive Officer.

f. Guard mail and U.S. Mail are separate and distinct types of mail matters and shall not be intermingled.

GruO 5112.1G
8 Jun 94

g. Federal law prohibits the items below from being placed in the mail:

- (1) Any type of explosive or chemical warfare agents in toxic form.
- (2) Weapons and firearms (with certain exceptions).
- (3) Alcoholic beverages or illicit drugs.
- (4) Flammable substances or explosives.
- (5) Poisonous material.
- (6) Obscene or indecent material.
- (7) Libelous, treasonable, fraudulent material or lotteries.
- (8) Unprotected sharp instruments.
- (9) Material soliciting the procurement of divorce in a foreign country.
- (10) Material inciting violence.
- (11) Material advocating disloyalty to the United States or containing threats to the President of the United States.

h. Marines to be released from active duty, discharged, or transferred from the command, will complete a Notice of Change of Address form (OPNAV 5510/5) as part of their check-out procedures in order for mail to be properly forwarded.

i. Marines leaving this command who are expecting government checks in the mail must notify the government source of a change of address.

j. Marines who receive or wish to send personal registered or insured mail will accomplish this procedure directly with the Station Post Office.

k. Marines of this command will ensure their personal mail bears the proper return address in the upper left hand corner on the front of the envelope and are directed to inform correspondents of the correct mailing address, as follows:

PERMANENT PERSONNEL

LCpl John J. Doe (SSN) USMC
MATSG
Naval Air Station
Lemoore, CA 93246-5016

STUDENT/TAD PERSONNEL

LCpl John J. Doe (SSN) USMC
MATSG
Naval Air Station
Lemoore, CA 93246-5016

1. Marines departing on leave will provide mail disposition instructions to the MATSG mail orderly. These instructions will include to hold or forward (with address) personal mail, leave dates, and individual's signature.

4. ACTION

a. The command Postal Officer will ensure that:

(1) References (a) through (d), and this order are maintained and that applicable portions are thoroughly understood by all mail orderlies.

(2) All outgoing "command mail" is promptly delivered to the Station Postal Directory at 1030 and 1600 Monday thru Friday.

(3) All pieces of registered, number-issued, and article mail received are accounted for.

(4) DD Forms 285 used to appoint mail orderlies are accounted for and specify the types of official and personal mail the mail orderly is authorized to handle.

(5) Command mail orderlies are assigned in writing.

(6) There is written authorization from the Commanding Officer, appointing a command representative(s) to receipt for official mail, i.e., that mail addressed "The Commanding Officer".

(7) In an effort to reduce postage cost and to conform with current DoD policy regarding postal cost, compliance with chapter 4 of reference (b) is directed.

(8) Emergency disposition of mail and postal effects in situations involving danger or capture by enemy forces will be in accordance with paragraph 205 of reference (c).

(9) A government vehicle will be used when transporting mail to and from the Station Postal Directory per reference (d).

(10) In the event of field exercises that the command may be required to participate in, the postal officer will coordinate with the Station Postal Directory to ensure continued flow of mail.

b. Mail orderlies will ensure that:

(1) A current mail directory file is maintained in accordance with reference (c), by completing a Mail Directory File card (5519) NAVMC 10572 on all personnel reporting for duty with MATSG (MCC G91) or as a student (MCC K9Y).

-- GruO 5112.1G
8 Jun 94

(2) Personnel checking in will complete two (2) Notice of Change of Address cards, OPNAV 5510/5. One card will be sent to the Station Postal Directory and the other card will be sent to the former unit.

(3) Personnel checking out will complete two (2) Notice of Change of Address cards, OPNAV 5510/5. One card will be sent to the Station Postal Directory and the other card will be sent to the gaining command.

(4) Undelivered mail is readdressed, endorsed and forwarded promptly. Mail for Marines temporarily absent from the command will either be forwarded to the addressee or returned to the Station Postal Directory no later than 1600 daily for safekeeping.

(5) Mail is safeguarded until delivered, forwarded or returned.

(6) Guard mail and U.S. mail are kept separate and not intermingled.

(7) An alpha roster is provided to the Station Postal Directory on a bi-monthly basis.

R L Lard
R. L. LARD

DISTRIBUTION: A

Copy to: All mail orderlies