



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70114-1500

ForO 5110.2B
G-1
AUG 10 2016

FORCE ORDER 5110.2B

From: Commander
To: Distribution List

Subj: POSTAL PROCEDURES

Ref: (a) OPNAVINST 5218.7C
(b) DoD Postal Manual, 4525.6-M
(c) MCO 5110.4A
(d) MCO 5110.6C

1. Situation. Military postal services constitute a primary and vital means for the transmission of official communications and material between Marine Forces Reserve (MARFORRES) units and personnel. Efficient postal and mail handling procedures depends largely on the supervision and service rendered by responsible personnel at all levels.

2. Cancellation. ForO 5110.2A.

3. Mission. Promulgate guidance throughout MARFORRES regarding the administration and processing of U.S. Postal Service (USPS) mail throughout MARFORRES in accordance with the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide efficient, responsive, and cost effective postal operations while optimizing resources already in place aboard military installations when feasible.

(2) Concept of Operations. In order to attain positive accountability for all official mail, the use of official postage meters and special postage agreements will be used when a unit is not aboard a military installation that provides full service postal support. Postage meters and special postage agreements will be provided by contracted services maintained by the MARFORRES Postal Officer (PO)/Assistant Postal Officer (APO), and reviewed on an annual basis.

b. Tasks.

(1) Major Subordinate Commands (MSC). In accordance with the references, assign an MSC PO/APO in writing responsible for all aspects of military postal services for your subordinate commands.

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Ensure all subordinate commands issue standing operating procedures in the form of a directive citing pertinent information relative to mail services and facilities of the command in accordance with reference (b).

(2) Headquarters Battalion (HqBn) PO. Responsible for all aspects of military postal services for MARFORRES headquarters, and units located aboard Marine Corps Support Facility, New Orleans, Louisiana (MARCORSPFAC) in accordance with the references. Responsibilities include but are not limited to the following:

(a) Advise the MARFORRES PO on all postal matters.

(b) Maintain liaison with appropriate civil postal authorities concerning postal matters affecting MARFORRES.

(c) Investigate, monitor, and take appropriate action concerning all confirmed or suspected postal violations and irregularities in mail handling procedures aboard MARCORSPFAC.

(d) Provide adequate training for staff section mailroom clerks upon request.

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

(3) MARFORRES PO/APO

(a) Apprise and advise the MARFORRES Assistant Chief of Staff, G-1 on all postal matters.

(b) Investigate, monitor, and take appropriate action concerning all confirmed or suspected postal violations and irregularities in mail handling procedures within MARFORRES.

(c) Maintain liaison with MSC PO/APOs.

(d) Provide personnel to augment inspection teams and/or provide an individual inspector upon request by the MSC PO/APO.

(e) Maintain oversight of annual postal contracts and ensure adequate postal coverage across MARFORRES in accordance with the references.

(f) Submit semi-annual official mail financial expenditure report to higher headquarters via the Automated Military Postal Sytem.

c. Coordinating Instructions

(1) Units Aboard Navy Installations. In accordance with reference (a), all units located aboard an installation where the Navy operates the postal facilities shall coordinate postal support with the facility to avoid duplication and attain maximum effectiveness and economy.

(2) Units Aboard Other Service Installations. In accordance with reference (b), all units located aboard an installation with a full service postal facility shall coordinate postal support with the facility to avoid duplication and attain maximum effectiveness and economy. This agreement can be via a Memorandum of Agreement/Understanding between the Unit Commander and Base Commander operating the facility. Requests for assistance with facilitating an agreement should be directed to the MSC PO/APO.

(3) Deployable Units. A Mail Routing Request (MRR) must be submitted for units deploying via the chain of command. An example of an MRR can be found in reference (d) under Postal Orders and Directives. Contact with the Combatant Command's PO should be made no less than 90 days prior whenever possible.

5. Administration and Logistics. Additional information regarding postal affairs can be found by visiting the Marine and Family Services SharePoint site (link below). User must request access on initial visit to the site.

<https://ehqmc.usmc.mil/sites/family/MFP/MFP-3/default.aspx>

6. Command and Signal

a. Command. This Order is applicable to all MARFORRES.

b. Signal. This Order is effective the date signed.



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