



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

7000  
DMCS

21 MAY 2014

MEMORANDUM FOR ALL HQMC DEPARTMENTS, STAFF AGENCIES AND OFFICES

From: Staff Director, Headquarters Marine Corps

Subj: HEADQUARTERS, U.S. MARINE CORPS OFFICIAL MAIL PROGRAM

Ref: (a) DoD 4525.8-M, DoD Official Mail Manual  
(b) MCO 5110.4A, The Marine Corps Official Mail Program

Encl: (1) Justification for Next Day Mail Service Form

1. This memorandum is being promulgated to provide additional guidance to the references concerning the use of United States Postal Service (USPS) and commercial carriers, for sending official mail at Headquarters, U.S. Marine Corps (HQMC).

2. In accordance with the references, all HQMC personnel utilize the USPS to send official mail in order to minimize mailing costs for essential government business. Mail center personnel will determine the most expedient and cost effective method to process official mail based on the required delivery date. The use of the official mail program is Federally-mandated and will be limited to those outlined uses.

3. Use of Express Commercial Carriers. Funding for mail-related expenses is limited to those purposes outlined in the references. HQMC Staff agencies incur no costs for official mail. Reference (a) prohibits the use of appropriated funds which cannot be used for FEDEX, DHL and other commercial carriers for routine mail delivery. Because of the high costs of express commercial carriers, consideration should be taken to ensure that next day delivery service in an essential requirement to mission accomplishment, and not a convenience. In cases where expedited mail service is required, overnight mail service is available when appropriate via the USPS. Exceptions can be made in extenuating circumstances, but only by command mail center personnel. Command mail center personnel will require written justification before the use of a commercial carrier will be approved. Enclosure (1) may be used to request next day express mail delivery. The form must include justification and be signed by a designated requesting agency approval authority. Deliver the form and mail item(s) to the nearest Department of the Navy/Headquarters (DON/HQ) command mail center.

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4. General

a. Definition of Official Mail. Per reference (b), official mail is any letter, publication, or parcel relating exclusively to the business of the U.S. Government, which is mailed using official postage. Only those items that can be mailed under postal laws may be sent as official mail. By law, only officials of the U.S. Government are authorized to send items through the postal system as official mail.

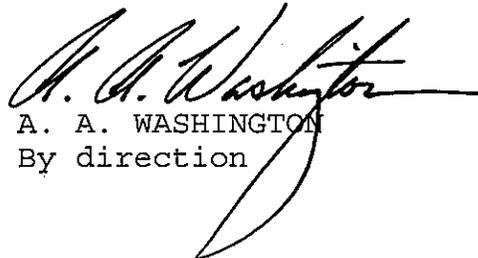
b. It is Department of Defense policy that official mail costs are kept to the minimum amount necessary to conduct essential government business. To that end, each Military Department is required to establish command mail centers.

c. DON/HQ command mail centers have been established at the Pentagon (Room BF989), Naval Support Facility Arlington (Room 1L285), and the Washington Navy Yard (Bldg #36, Room 123), to monitor the official mail program and minimize costs. HQMC Staff Agencies should utilize the command mail centers to mail all official U.S. Marine Corps correspondence and documents.

d. HQMC currently pays for all official mail costs, including contracted commercial carriers (i.e., FEDEX, UPS, or DHL) through the command mail centers. Only command mail centers may contract with commercial carriers for delivery services. No costs for official mailer services should be incurred by individual HQMC Departments and Staff Agencies. Therefore, all HQMC Departments and Staff Agencies must utilize command mail centers for all official mailing.

5. Responsibilities. HQMC Departments and Staff Agencies should ensure widest dissemination of this memorandum. Personnel within HQMC should familiarize themselves with the procedures within this memorandum and the references. The guidelines contained herein are applicable to all HQMC personnel.

6. Cancellation. This memorandum will remain effect until superseded.

  
A. A. WASHINGTON  
By direction

Copy to:  
CMC  
ACMC  
SMMC

# Justification for Next-Day Mail Service

<b>1</b> To: _____	<b>2</b> From: _____	<b>3</b> Date: _____
<b>4</b> Request use of Next Day Mail Service. The attached item(s) are time sensitive and require delivery to the address within 24 hours for the following reason (s) (CHECK THOSE THAT APPLY):  <input type="checkbox"/> Action request not received in time to meet suspense. <input type="checkbox"/> Extreme adverse affects to operations/personnel. <input type="checkbox"/> Mission failure probable. <input type="checkbox"/> Compelling circumstances in preparation occurred. <input type="checkbox"/> Significant monetary problems will occur. <input type="checkbox"/> Other – state reason.	<b>5</b> Package to be sent to:  Name: _____  Complete Address: _____  City/State/Zip Code: _____  Telephone Number: (____) _____  Note: FedEx will not deliver to post office boxes or to international addresses.	
<b>6</b> FOR WEEKEND AND HOLIDAY NEXT-DAY SHIPMENTS ONLY  I understand that coordination has been made and that the addressee will be present to receive this shipment over the weekend or holiday. Furthermore, I understand that the item(s) is required for work to be performed prior to the next normal working day.  <div style="text-align: center;">                     _____                      Signature                 </div> <div style="text-align: center;">                     _____                      Print name and Duty Title                 </div>	<b>7</b> Declared value (if applicable, for insurance purposes)  <div style="text-align: center;">                     _____                 </div>	
<b>8</b>  Person Requesting Next-Day Mail Service  <div style="text-align: center;">                     _____                      Printed name, section, and duty title                      Telephone Number                 </div>	<b>9</b>  <div style="text-align: center;"> <b>MAIL CENTER USE ONLY</b>  <b>Approved                      Disapproved</b>  <b>BY</b>                      _____  <b>Name, Rank, Duty Title, Date</b>                       _____  <b>SERVICE USED AND TRACKING NUMBER</b>                       Cost \$                 </div>	