

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Sector Delaware Bay

One Washington Avenue
Philadelphia, PA 19147-4395
Phone: (215) 271-4800
Fax: (215) 271-4833

JUL 23 2007
SECDEL BAYINST 5110.1B

USCG SECTOR DELAWARE BAY INSTRUCTION 5110.1B

Subj: SECTOR DELAWARE BAY MAIL HANDLING PROCEDURES

- Ref:
- (a) Coast Guard Postal Manual, COMDTINST M5110.1
 - (b) Classified Information Management Program, COMDTINST M5510.23
 - (c) Information Security Program, COMDTINST M5510.21
 - (d) Personnel Security Program, COMDTINST M5520.12
 - (e) Paperwork Management Manual, COMDTINST M5212.12

1. **PURPOSE.** Reference (a) is the primary source of guidance in matters pertaining to mail and postal affairs within the Coast Guard. This instruction also establishes a Security Control Point and designate members as required by reference (b). This section provides policies and procedures concerning the distribution and handling of United States Postal Service (USPS) registered, certified, and first class mail within Sector Delaware Bay and the units to which it provides postal services. The Coast Guard's postal system is responsible for ensuring the effective receipt, delivery, and accountability of material shipped via the USPS. All applicable personnel shall follow the policy outlined in this section for the Sector Delaware Bay Postal Program. The Sector's Official Mail Manager (OMM) shall continually review program policies and submit proposals for change as necessary through the chain of command.
2. **ACTION.** All personnel shall familiarize themselves with this instruction. All responsible personnel shall carry out their duties as directed within.
3. **DIRECTIVES AFFECTED.** MSO/Group Philadelphia Instruction 5110.1A is hereby canceled.
4. **DEFINITIONS.**
 - a. **Official Mail Manager.** The Sector Commander shall appoint a Command OMM by letter in accordance with reference (a). The OMM shall be familiar with the duties and responsibilities of references (a) – (e).
 - b. **Mail Clerk.** A person that sorts and opens official mail. Mail clerks shall have a Secret Clearance. Unit personnel with the appropriate clearance are the only designated mail clerks and will be appointed by letter in accordance with reference (a).
 - c. **Official Mail.** Mail that is apparently intended for the addressee in their official capacity, rather than as a private person. (i.e. from an official source).

d. Personal Mail. All non-official mail addressed to a specific person.

5. **PROCEDURES**.

a. Outgoing mail.

- (1) Official mail, which is prepared by Divisions other than the Administration Division, shall be delivered to the mail clerks in the Administration Office. Copies of outgoing official correspondence will be submitted for Unit day files.
- (2) Official unclassified outgoing mail is collected in the Administration Office and prepared for mailing by the mail clerks. Before mailing, the mail clerks will ensure a copy of the outgoing mail is placed in the unit day file. The mail clerks will process registered mail and log registered mail in the outgoing mail log.
- (3) Internal Delivery: All outgoing first, third, fourth class, business reply and guard mail shall be deposited in out going mail box in the Admin office;
- (4) Daily Pickup: The mail carrier will normally pick up outgoing mail daily at approximately 1200.
- (5) Outgoing Registered and Certified mail shall be packaged appropriately and delivered to administration to be logged and ready for pickup by the mail carrier. The only exception is for accountable mail that is prepared by the Classified Material Control Officer or communications center personnel will be logged and delivered to the post office by a communications center representative.
- (6) The Comptroller/Supply department shall be contacted for approval and specific instructions concerning private courier packages.

b. Incoming mail.

- (1) The mail carrier will drop off incoming mail each workday and Saturday.
- (2) The mail clerk will then log all accountable mail (Registered, Certified and USPS Express Mail) into the incoming mail log.
- (3) The mail clerk will initial for all accountable mail in the mail log. Additionally, the final recipient must sign for accountable mail.
- (4) If not marked with a classification, the mail clerk will deliver the mail to the admin officer for official mail to determine distribution.
- (5) Unclassified mail that is Certified, Number Insured, or CG Institute mail will be delivered only to the addressee. Positive identification will be required before delivery is made. The addressee will sign for the item in the mail log. Official accountable mail that must be held overnight will be placed in the mail room.
- (6) Accountable Mail: Accountable mail constitutes all registered, certified, USPS express mail and private courier (Federal Express, DHL, Airborne etc.,) packages.
- (7) All FIRST CLASS mail shall be treated as though CONFIDENTIAL and safeguarded from unauthorized disclosure until final delivery to appropriate

personnel is complete. Registered and Certified mail shall be locked in the mailroom until it is delivered to its final destination.

- (8) Registered, Certified, and Express mail shall be logged using the DD Form 434 (Record for Accountable Mail). Private courier bills of lading shall be filed separately. These logs and files shall be retained according to the appropriate records schedule published in reference (d).
- (9) Addressees or authorized agents shall sign and date the DD Form 434 for receipt of accountable mail.
- (10) Accountable mail received addressed to Sector Delaware Bay shall be opened by the OMM for determination of the following:
 - (a) Delivery to the Deputy Sector Commander;
 - (b) Delivery, with inner wrapping intact, to the Classified Material Control Officer or the communications center.
- (11) Packages delivered by a private courier are accepted at the Comptroller Division personnel. Packages delivered by US Mail will be held in the mailroom providing space is adequate; a notice will be placed in the mail slot of the individual's Division. The individual must present the notice to the Sector mail clerk to retrieve the package.
- (12) Undeliverable official or accountable mail shall be repackaged and returned to sender via the same mail system from which it was received.

c. Personal Mail.

- (1) Non-official mail interferes with transfer of official correspondence between official Offices and should be limited to the following situations.
 - (a) Following a Permanent Change of Station (PCS) for no more than 60 days, or until a permanent address is established.
 - (b) Whenever deemed necessary by the Official Mail Manager.
 - (c) Personal mail delivered to a military facility is discouraged as it delays the processing of official correspondence. However, certain circumstances for Coast Guard personnel preclude mail delivery to a personal address and have been recognized by the postal program. Mail clerks will adhere to the following policy:
 - (d) Personnel who reside in Unaccompanied Personnel Housing (UPH) onboard Sector Delaware Bay, Station Philadelphia, Ant Philadelphia and ships are authorized to receive their personal mail at the military address. All other personnel are to receive personal mail at their home address;
 - (e) New personnel reporting on permanent change of station orders may receive personal mail at the military address for up to 60 days after reporting for duty;
 - (f) Personal mail for personnel residing in UPH onboard Sector Delaware Bay will be routed to the individuals division or unit for delivery;

- (g) Personnel shall submit a "Change of Address" card upon transfer or separation from the service prior to being given their orders; and
 - (h) Bulk rate mail shall not be forwarded.
6. **POLICY**: A well-organized unit postal program is essential in providing accurate and quick delivery of all material sent or received via the USPS. The duties and responsibilities of the following personnel include, but are not limited to:
- a. The Sector Commander shall be responsible for the accountability and distribution of U.S. mail. The Sector Commander shall appoint a Command OMM. The OMM shall be a commissioned officer or chief warrant officer;
 - b. The OMM shall be familiar with the duties and responsibilities as outlined in references (a) - (d). These responsibilities include:
 - (1) Manage the unit postal program and ensure subordinate units comply with DOT, USCG, and USPS policies and regulations;
 - (2) Ensure each Sector Delaware Bay Division and unit has appointed a mail clerk and maintain records of mail clerks at outlying units in accordance with listed criteria of reference (a). Appoint each mail clerk by designation letter or a DD form 285 Appointment Card;
 - (3) Ensure the mail clerks receive training in postal regulations, mail handling procedures and proper safeguarding of mail;
 - (4) Ensure all logs, records and files pertaining to the unit postal program are kept in accordance with references (a) and (d);
 - (5) Ensure that required levels of security are provided for first class and higher-level mail. Limit access to the postage metering equipment.
 - (6) Ensure that the postage meter is secured while not in use in accordance with the Postal Manual;
 - (7) Monitor the amount of postage being expended by the Sector mailroom.
 - c. Unit mail clerks shall familiarize themselves with the duties and responsibilities as outlined in the reference (a). Only appointed unit mail clerks shall handle official mail. These responsibilities include:
 - (1) Pickup and deliver incoming and outgoing mail in the Sector Delaware Bay Mail room. Outgoing mail for co-located units at Sector Delaware Bay will be placed in the drop box located in the admin office.
 - (2) Document receipt for, and delivery of, all accountable mail using the Record for Accountable Mail Log (DD Form 434);

- (3) Apply postage to all outgoing official mail in accordance with postal regulations. Priority Mail shall be used whenever expeditious delivery is important, but does not require overnight delivery service such as DHS. The Sector Administration Office, will process all mail from co-located units and ships when in port;
 - (4) Sector office mail clerks shall open and distribute to appropriate offices or Divisions all official mail that does not contain an inner envelope marked with a classification of CONFIDENTIAL or SECRET. All mail containing inner envelopes marked registered, CONFIDENTIAL or SECRET will be delivered to the Classified Material Control Officer located in OPCEN. Station Philadelphia will determine local mail distribution policies and issue a policy statement with a copy forwarded to the OMM;
 - (5) Accurately maintain all logs, reports and files in accordance with references (a) and (d);
 - (6) Maintain a log of forwarding addresses and forward all first class mail for a period of one year to all personnel who are transferred or separated from the service or Sector Delaware Bay.
 - (7) Only personnel with keys to the mail boxes will be authorized to pick up mail for each department.
7. **ADMINISTRATION**: The administration of the unit postal program rests with the OMM. Schedules for pickup, delivery and program changes shall be promulgated by the OMM, approved by the chain of command and published with widest dissemination appropriate. Mail clerks shall promote the efficient and economical mailing of all Sector Delaware Bay mail. All mail clerks must have a favorable National Agency Check within the past ten years.
- (1) Mail clerks must be a U.S. citizen, have no conviction by court-martial or non-judicial punishment for past the 12 months, and have no civil convictions, no record of derogatory information, or any alcohol or drug abuse conditions. Unit mail clerks must be appointed by official letter or Appointment of Mail Orderlies (Form DD-285).
 - (2) Each YN will be designated mail orderlies and will rotate monthly in sorting incoming and out going mail. The assigned mail clerk for the month and/or designated alternate for the month will be the only persons to receive incoming mail for sorting and will rotate monthly in handling incoming mail.
 - (3) Weekend mail will be stored in the mailroom until sorted by the mail orderly on Mondays.
 - (4) Mail clerks will ensure postage is on each item for pick-up prior to 1100 each day.
 - (5) The mailbox key will be kept in the mailroom at all times.
 - (6) Date and distribute all incoming mail to the appropriate mail slots in the unit mailroom.

- (7) Log in all COMDTINST/NOTE, CGD5INST/NOTE, LANTAREAINST/NOTE, MLCLANTINST/NOTE and NCIV'S. Indicate how many were copies received and to which divisions they were distributed.
 - (8) Deliver all first class, registered and certified mail to the security control point in the Communications Center. Log all certified and registered mail in the incoming/outgoing mail log.
 - (9) Update personnel names on mailboxes.
 - (10) Maintain a database for all departing personnel.
8. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.**
Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.
9. **FORMS/REPORTS.** Record of accountable mail (DD form 434) and Appointment Card (DD form 285).



D. L. Scott

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <i>(See Instructions on Reverse)</i>		1. DATE EFFECTIVE	2. DATE REVOKED
3. NAME OF APPOINTEE (Last, First, Middle Initial)			
4. RANK OR GRADE	5. SSN	6. TITLE OF APPOINTEE	
7. ORGANIZATION/ACTIVITY		8. APO, MPO OR CONUS INSTALLATION	
9. MAIL AUTHORIZED TO RECEIVE <i>(Check and Initial)</i>		10. THIS FORM MUST BE VALIDATED BY THE SERVING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE UNIT'S OFFICIAL SEAL.	
<input type="checkbox"/> Personal (All)	<input type="checkbox"/> Official (Except accountable)		
<input type="checkbox"/> Personal (Except accountable)	<input type="checkbox"/> Official Pouches Only		
<input type="checkbox"/> Official (All)	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL		SIGNATURE OF APPOINTEE	

DD Form 285, JUN 67

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