



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 5218.1B
B 013
11 DEC 2000

MARINE CORPS BASE ORDER 5218.1B

From: Commanding General
To: Distribution List

Subj: GUARD MAIL AND COURIER SERVICE

Ref: (a) MCBO 5600.1B
(b) CG MCCDC ltr 5218 C 013 of 29 Sep 92
(c) MCBO 5210.1A
(d) OPNAVINST 5510.1H (NOTAL)

Encl: (1) Guard Mail Boxes Maintained in Room 108, Lejeune Hall
(2) Guard Mail Pickup and Delivery Schedule, Mainside
Activities
(3) Courier Pickup and Delivery Schedule for MCB, Quantico
and Washington, DC Area

1. Purpose. To establish procedures for operating the guard mail and courier service.

2. Cancellation. MCBO 5218.1A.

3. Summary of Revision. This revision updates the listing of guard mail boxes maintained in Lejeune Hall; guard mail pickup and delivery schedules for mainside activities; and the courier pickup and delivery schedule for MCB, Quantico and the Washington, DC area. The enclosures should be reviewed in their entirety.

4. Information

a. Guard Mail

(1) Guard mail service is specifically designed to transmit unclassified official material. Official mail may be sent via guard mail once received by the Mail and Routing Section, Adjutant Branch, G-1. Transmitting personal mail via guard mail is prohibited.

(2) Scheduled runs allow the guard mail driver a minimum amount of time for delivery and pickup of guard mail. The guard mail driver will not be delayed awaiting preparation of material, nor log or receipt for guard mail.

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(3) Guard mail will be addressed to or via the cognizant activity head by title and activity, and not to the CG, or Adjutant, unless the contents are intended for the CG, or Adjutant. Codes listed in enclosure (1) will be used when addressing guard mail to MCCDC or MCB. Codes are not required when addressing guard mail to tenant activities. References (a), (b), and (c) will be used as a guide when addressing guard mail. Improperly addressed guard mail will be returned to the sender.

(4) Enclosure (1) contains a list of activities for which separate guard mail boxes are maintained. Activity heads, not listed in enclosure (2), will arrange to have their mail picked up daily from these guard mail boxes. Guard mail must be addressed to the activity heads listed in enclosure (1), with designator codes. Activity heads will ensure that the guard mail reaches its final destination. For example, guard mail for the Explosive Ordnance Disposal (EOD) Officer will be sent to the AC/S G-3 and will be addressed as follows: EOD Officer, G-3 (B 03). The Adjutant's guard mail driver will deliver mail to the activities specified in enclosure (2).

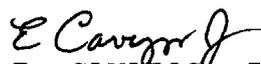
b. Courier Service. Courier service is provided for the pickup and delivery of unclassified and certain classified official matter to and from activities in the Washington, DC area per enclosure (3) hereto and chapter 12 of reference (d). Courier service should be utilized only when it is necessary to move urgent or sensitive material in a timely manner. The Courier should not be used to deliver routine guard mail. The Courier will move classified material from the Base Classified Material Control Center (CMCC) to the HQMC CMCC, not from and between organizations or sections.

5. Action

a. Assistant Chief of Staff, G-1. Direct the Adjutant to provide for, coordinate, and control the guard mail/courier service per the schedules set forth in the enclosures.

b. Assistant Chief of Staff, G-5. Provide a covered vehicle (van or the equivalent) for the mainside guard mail delivery, pickup, and for the courier schedule. This transportation will be required Monday through Friday, excluding holidays.

c. Activity Heads. Familiarize all personnel responsible for handling guard mail with the procedures set forth in this Order.


E. CAVAZOS, JR.
Chief of Staff

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GUARD MAIL BOXES MAINTAINED IN
ROOM 108, LEJEUNE HALL

1. The following activities have guard mail boxes maintained within Lejeune Hall:

<u>Activity</u>	<u>Code</u>
Commanding General/Chief of Staff, MCB	B 10
Assistant Chief of Staff, G-1	B 01
Assistant Chief of Staff, G-3	B 03
Assistant Chief of Staff, G-5	B 04
Inspector	B 051
Staff Judge Advocate	B 052
Chaplain	B 053
Public Affairs Office	B 058
Headquarters and Service Battalion	B 07
Reserve Support Unit	B 08
Health Care Advisor (NMCL)	B 103
Dental Care Advisor	B 104
Comptroller Division	B 18
Assistant Chief of Staff, G-4	B 21
Security Battalion/PM0	B 27
Marine Corps Community Services Division	B 37
Assistant Chief of Staff, G-6	B 50
Safety Division	B 51
Commanding General/Deputy CG, MCCDC	C 06
Chief of Staff/Counsel MCCDC/Scientific Advisor	c 05
Coalition and Special Warfare Division	C 38
Warfighting Development Integration Division	c 39
Marine Corps University	c 40
The Basic School	c 405
Warfighting Requirements Division	c 41
Doctrine Division	C 42
Requirements Division	c 44
Studies and Analysis Division	c 45
Training and Education Command	C 46
MAGTF Staff Training Program Center	C 466
Weapons Training Battalion	C 468
Marine Corps Warfighting Lab	C 52
Total Force Structure Division	c 53
Special Purpose MAGTF (Experimental)	c 55
Marine Security Guard Battalion	
Marine Corps Systems Command	
Marine Corps Information Technology and Network Operations Center	

ENCLOSURE (1)

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Marine Corps Operational Testing and Evaluation Activity
Federal Bureau of Investigation Academy
Marine Corps Museum
Marine Corps Association
American Red Cross
Navy Relief Society
Naval Criminal Investigative Service
I&I, Fourth Light Armored Infantry Battalion
Marine Corps Heritage Center
Commercial Activity
Veterinarian
Post Office
Personal and Family Readiness Division
Marine Corps Intelligence Activity
Personnel Management Support Branch
Defense Printing Service Detachment
Manpower and Reserve Affairs
Commissary
Marine Corps Nonappropriated Fund Audit Service
Marine Corps Air Facility
Marine Helicopter Squadron-1
Marine Corps Systems Command
Civilian Human Resources Office-Quantico
Quantico Dependent School System

ENCLOSURE (1)

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GUARD MAIL PICKUP AND DELIVERY SCHEDULE,
MAINSIDE ACTIVITIES

<u>SECTION</u>	<u>BUILDING</u>
Marine Corps Museum (everyday)	2014
Headquarters, U.S. Marine Corps	
Manpower Department Detachment	2008
Headquarters and Service Battalion	2006
Defense Printing Service Detachment Office	1001
Doctrine Division	3300
Warfighting Requirements Division	3300
Requirements Division	3300
Coalition and Special Warfare Division	3094
Studies and Analysis Division	3300
Dental Clinic	3259
Civilian Human Resources Office-Quantico	2004
Marine Corps Warfighting Lab	3255
Training and Education Command (drop off awards only)	1019
Military Post Office	716
Military Personnel Branch/Passports	2034
Marsh Center	3280
Marine Corps Association	710
Marine Corps University	2079
Classified Material Control Center and Total Force Structure Division	3300

Note: Pickups/Deliveries will be made daily.

ENCLOSURE (2)

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COURIER PICKUP AND DELIVERY SCHEDULE
FOR MCB, QUANTICO AND WASHINGTON, DC AREA

1. The schedule listed below will be followed Monday through Friday (except for holidays) each week during normal working hours.

<u>DEPARTURE TIME</u>	<u>SECTION</u>	<u>BUILDING</u>
0745	Adjutant's Office	3250
0755	CG, Marine Corps Warfighting Lab	3255
0800	Dental Clinic	3259
0810	Marine Corps Museum	2014
0815	H&SBn S-1 CO Office	2006
0820	Manpower Management Support Branch	2008
0825	Defense Printing Service (if needed)	1001
0830	Military Personnel Branch/Passports	2034
0840	Civilian Human Resources Office-Quantico	2009
0850	Training and Education Command (awards only)	1019
0855	Coalition and Special Warfare Division	3094
0900	Marine Corps University	2076
0910	Marine Corps Association	715
0920	Military Post Office	716
0925	Marsh Center (official mailroom, drop off HQMC Awards)	3280
0930	Doc Div, Req Div, S&A Div, TFS Div, CG MCCDC (Admin), CMCC, and WDID	3300
1015	Headquarters Marine Corps Annex CMCC, OLAC, Passport, CivPers, Guard Mailroom	
1025	Pentagon (if needed)	
1045	Office of Personnel Management (if needed)	

ENCLOSURE (3)

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2. The Adjutant may authorize other stops on an as-required basis for official business only. Activity heads desiring delivery of material to specified locations in the Washington, DC area should deliver material to the Adjutant (Lejeune Hall, Room 107) by 0830 daily, for further delivery.

3. Arrival time at the Navy Annex and stops for delivery are on an as-required basis; therefore, no time schedule is set forth, however, the schedule of definite stops is as follows:

a. Navy Annex, Headquarters Marine Corps (HQMC), Monday through Friday

b. Pentagon, only as required.

c. Office of Personnel Management, only as required.

d. Capitol Hill, only as required.

e. Washington Navy Yard, only as required. Pickup and delivery requirements must be coordinated with the Adjutant.

f. Crystal City Complex, only as required.

g. Commonwealth Building and Ballston Towers, only as required.

h. Marsh Center, Awards Branch (if needed).

ENCLOSURE (3)