



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF
UNIT 35801
FPO AP 96602-5801

DivO 5218.1D
ADJ
26 Oct 94

DIVISION ORDER 5218.1D

From: Commanding General
To: Distribution List

Subj: GUARD MAIL

Ref: (a) FMFM 3-1
(b) DivO P5000.3F

Encl: (1) Guard Mail Pickup and Delivery Schedule

1. Purpose. To publish policies, procedures, and standards for the inter-camp Guard Mail System, per the references.

2. Cancellation. DivO 5218.1C

3. Background

a. By prior agreement between Marine Corps Base, Camp Butler, and the 3d Marine Division on 15 March 1982, the Inter-Camp Guard Mail System commenced joint operations.

b. 3d Marine Division is responsible for the pickup and delivery of guard mail for Marine Corps camps north of Camp Butler.

c. Marine Corps Base, Camp Butler, is responsible for the pickup and delivery of guard mail for Marine Corps camps south of Camp Butler.

d. The Marine Corps Base, Camp Butler Central Files Section will be the central point of pickup and delivery for both activities. The 3d Marine Division Central Files Section will sort and deliver all guard mail received.

e. The guard mail system has been established to provide economical and responsive distribution of unclassified official documents between Marine Corps camps and organizations on Okinawa. Distribution of personal documents or classified material is forbidden.

DivO 5218.1D

26 Oct 94

4. Information. The following procedures will be strictly adhered to when processing guard mail through the Inter-Camp Guard Mail System.

a. All items entering the guard mail system, should, to the maximum extent possible, be placed in guard mail envelopes.

b. Envelopes will be legibly marked, to include unit, organization, section, camp, and date sent. Identification by individual name is prohibited, however, you may use the individual's billet title in the address. Below are examples of acceptable methods of addressing envelopes.

Div G-1	4th Marines (S-2)
Camp Courtney	Camp Schwab
21 Jul 94	1 Aug 94

PAO, MCB	CG, 3d FSSG
Camp Butler	Camp Kinser
4 Aug 94	10 Aug 94

c. The enclosure lists the guard mail pickup and delivery schedule.

d. Guard mail for the Northern Training Area (NTA) and Camp Henoko will be delivered to and picked up from Regimental Headquarters, 4th Marines. NTA and Camp Henoko units must make arrangements to deliver and pickup guard mail from Regimental Headquarters, 4th Marines.

e. No additional guard mail vehicles will be dispatched by Division Staff or subordinate units to make guard mail or special messenger runs except in extreme emergencies.

5. Action

a. Division Adjutant

(1) Assume overall responsibility for the operation of the Division Inter-Camp Guard Mail System.

(2) Assign two inter-Camp guard mail drivers to deliver and pickup guard mail on a duty day basis per the schedule contained in the enclosure.

(3) Return undelivered guard mail to the originator.

b. Organizational Commanders

(1) Ensure that personnel using the guard mail system comply with the contents of this Order.

(2) Ensure that internal procedures for the delivery of guard mail are established for your subordinate units.

c. All Staff Sections. Ensure that personnel using the guard mail system comply with the contents of this Order.


W. G. FORD
Chief of Staff

Distribution: A/D
Copy to: CG, MCB, CamBut (5)

GUARD MAIL PICKUP AND DELIVERY SCHEDULE

SOUTH RUN

DESTINATION

U: NH

Adj

h Mar

D Ad

North Run

Destination

h Ma

CE

D Ad

N Duty day: only ek d h iday