UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
BOX 63002
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IN REPLY REFER TO:
BaseO P5112.2 Ch1
G1
03 JUN 2003

Base Order P5112.2 Ch ~~1~~ 2

From: Commander, Marine Corps Base Hawaii
To: Distribution List

Subj: SOP FOR U.S. MAIL

Encl: Chapter 2 paragraph 2010.

1. Purpose. To transmit a new page insert in to the basic Order.

2. Action. Insert the following enclosure to Chapter Two as paragraph 2010.

3. Summary of Changes. The changes made in this change transmittal will clear any misconception that the basic Order has brought up.

4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

R. C. ROTEN

2010. UNIT DEPLOYMENT PROGRAM

1. Pre-deployment Liaison. Units scheduled to deploy to Okinawa under the Unit Deployment Program (UDP) will notify the MCBH Postal Officer at least 45 days prior to deployment for a pre-deployment brief on mail routing. Within two days of arrival on Okinawa, unit postal officers will make liaison with the Postal Officer, MCB, Camp Butler at 637-5011/2468 for instructions and guidance on mail routing and procedures concerning mail handling while deployed. Upon arrival at the pre-deployment brief with the MCBH Postal Officer, the unit postal officer should have the following information:

a. Title of units to be deployed, advance party, main body, detachments, etc.

b. Dates of deployment and approximate return of the above units or detachments.

c. Any special circumstances of locations concerning deployed units.

2. Change of Address. Prior to deployment, units will be assigned an address structure to be utilized during deployment. The use of the complete address to include unit number and 9-digit zip code is required on all personal and official mail. All deploying personnel shall be informed of their new address, and instructed to change their address with correspondents prior to deployment.

3. Mailing of Supplies and Equipment. The mailing of supplies and equipment using official mail postage to support the UDP is not authorized. Units wishing to mail office supplies and equipment to UDP units must contact their unit supply officer to have them embarked or stored during the deployment. The MCBH Post Office will allow **only three** boxes per unit, of necessary official Marine Corps publications to be mailed to Okinawa using official mail postage.