STATEMENT OF RESPONSIBILITIES
(UNIT MAIL ORDERLIES)

As a mail orderly, you are responsible for:

~ Pick up of mail, other than accountable, from the unit mailclerk.

~ Conducting a mail call for battery, company or section personnel.

~ Safeguard mail at all times.

d. Undeliverable mail shall either be placed in a specifically provided securely locked container and delivered later or returned daily to the unit mailclerk prior to closing of mailroom. Mail that is held overnight will be line dated. If returned to the mailclerk give reason for nondelivery; for example, temporary duty, leave, or absent without leave (AWOL). No indorsements will be made on returned mail by mail orderly. Disposition instructions will be placed on separate piece of paper and attached to each piece of mail.

~ Deliver personal mail to addressees only.

f. Assist the unit mailclerk in procuring forwarding addresses, special orders, completing DA Form 3955, and other duties as prescribed by unit mail SOP.

g. Report any known or suspected postal offenses and irregularities to the to the unit postal officer or commander.

I _____ acknowledge that I have read and fully
(TYPED OR PRINTED NAME)
understand the above responsibilities of a mail orderly

SIGNATURE

Signature witnessed by me this _____ day of _____ 19

SIGNATURE/GRADE OF WITNESS