



DoD DIRECTIVE 5101.11E

DoD EXECUTIVE AGENT FOR THE MILITARY POSTAL SERVICE AND OFFICIAL MAIL PROGRAM

Originating Component: Office of the Under Secretary of Defense for Acquisition and Sustainment

Effective: March 18, 2021

Releasability: Cleared for public release. Available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

Reissues and Cancels: DoD Directive 5101.11E, "DoD Executive Agent for the Military Postal System (MPS) and Official Mail Program (OMP)," June 2, 2011, as amended

Approved by: Kathleen H. Hicks, Deputy Secretary of Defense

Purpose: This issuance:

- Establishes policies and assigns responsibilities for the Military Postal Service (MPS) and Official Mail Program (OMP) pursuant to Sections 406, 3401, and 3406 of Title 39, United States Code (U.S.C.) and in accordance with DoD Instruction (DoDI) 4525.09 and Publication 38.
- Designates the Secretary of the Army as the DoD Executive Agent (DoD EA) for the MPS and OMP in accordance with DoD Directive 5101.01.
- Establishes Military Postal Service Agency (MPSA) missions and functions.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

1.2. POLICY.

The DoD supports authorized DoD patrons with an efficient and responsive postal service and mail program within and outside the United States, consistent with international agreements; laws; and United States Postal Service (USPS), General Services Administration (GSA), and DoD regulations.

1.3. INFORMATION COLLECTIONS.

The annual mail management report information described in Paragraph 2.3.g. does not require licensing with a report control symbol in accordance with Paragraph 1.b.(9) of Enclosure 3 of Volume 1 of DoD Manual 8910.01.

SECTION 2: RESPONSIBILITIES

2.1. UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND SUSTAINMENT (USD(A&S)).

The USD(A&S) serves as the Principal Staff Assistant overseeing the activities of the DoD EA for MPS and OMP, in accordance with DoD Directive 5101.01.

2.2. ASSISTANT SECRETARY OF DEFENSE FOR SUSTAINMENT.

Under the authority, direction, and control of the USD(A&S), the Assistant Secretary of Defense for Sustainment:

- a. Provides guidance for and oversight of the DoD EA for MPS and OMP, on behalf of the USD(A&S).
- b. Prescribes DoD policy and guidance governing the MPS and OMP and the use of the MPS by the DoD Components, other government agencies (OGAs), and nongovernmental organizations.
- c. Approves, implements, and coordinates agreements among the DoD, USPS, and OGAs relating to the MPS with the Office of the General Counsel of the Department of Defense.
- d. Approves all requests for the establishment or termination of MPS in any country, excluding MPS established to support contingency operations.
- e. Provides guidance for and oversight of the DoD EA for MPS and OMP.

2.3. DOD COMPONENT HEADS.

The DoD Component heads:

- a. Program, budget, and obligate funds for their respective mail costs.
- b. Ensure the OMP is considered in the budgeting process with resources needed to:
 - (1) Maintain trained and experienced personnel for OMP requirements.
 - (2) Provide an adequate number of trained personnel for worldwide MPS and OMP operations.
- c. Coordinate with the MPSA on contingency and exercise planning for mail support.
- d. Submit all policy exception and agreement requests through the MPSA for DoD review and approval if appropriate.

e. Include postal subject matter experts in the process during the requirements determination and technical review process for contracts containing postal matters and postal facility plans impacting the MPS and OMP.

f. Provide representatives to the MPS and OMP corporate boards that are full-time or permanent part-time Federal officers or employees representing each of the DoD Components, as applicable, and pursuant to DoDI 5105.18. Ensure attendance at the periodically held board meetings when assembled by the Director, MPSA.

g. Submit annual mail management report information to the DoD Official Mail Manager.

2.4. SECRETARIES OF THE MILITARY DEPARTMENTS.

In addition to the responsibilities in Paragraph 2.3., the Secretaries of the Military Departments:

a. Provide postal service in accordance with DoDI 4525.09, DoD 4525.6-M, DoD 4525.8-M, and this issuance.

b. Provide required military officers and enlisted personnel to staff the MPSA, in grades and specialties specified by the DoD EA for the MPS and OMP, with a normal tour length of 36 months. The position of the Commander of the Joint Military Postal Activities (JMPAs) is rotated among the Military Departments in programmed sequence every 12 years.

c. Do not duplicate MPSA responsibilities within their respective departments.

d. Provide transportation support to move DoD mail and obtain reimbursement for postal services in accordance with DoD policy.

e. Fund their portion of costs associated with the provisions of free mail when an appropriate process is in place to allocate these costs to the Military Services at the program level such that program level managers are accountable for obligating and tracking those expenditures.

2.5. SECRETARY OF THE ARMY.

In addition to the responsibilities in Paragraphs 2.3. and 2.4., and as the DoD EA for MPS and OMP, the Secretary of the Army:

a. Provides legal services on MPS-related issues to the USPS, Postal Regulatory Commission, and other Federal regulatory organizations.

b. Maintains and operates the Inter-Service Postal Training Activity for the training of the Military Departments' postal personnel.

c. Maintains and funds the MPSA in the National Capital Region, including subordinate JMPAs collocated at USPS activities.

d. Directs the MPSA to provide strategic direction, technical and procedural guidance, coordination, and assistance for the MPS and OMP to promote compliance with U.S. law and USPS, GSA, and DoD issuances.

e. Funds and maintains the Automated MPS, which functions as the enterprise system connecting military post offices and official mail centers worldwide.

f. Funds free mail when appropriate processes are not available or practical to support allocation of these costs to the Military Services.

g. Designates a general officer or flag officer (or equivalent civilian grade) to be the Executive Director, MPSA to:

(1) Operate under the authority, direction, and control of the DoD EA for MPS and OMP for postal and official mail as described in Section 3.

(2) Maintain direct working relationships with the USPS and OGAs on MPS and OMP matters and with the DoD Components heads to provide oversight, coordination, and technical assistance on postal matters.

2.6. CJCS.

In addition to the responsibilities in Paragraph 2.3., the CJCS provides direction to the Combatant Commanders (CCDRs) in:

a. The management of the MPS and OMP processing, transportation, and distribution operations throughout their areas of responsibility.

b. Integration of Service component command's control of military mail movement within the theater.

2.7. CCDRS.

In addition to the responsibilities in Paragraph 2.3., the CCDRs:

a. Manage the MPS and OMP processing, transportation, and distribution operations throughout their areas of responsibility.

b. Integrate their Service component command's control of military mail movement within the theater of operations.

c. Obtain OSD and host-nation approval for the establishment of the MPS.

d. Provide MPSA with information on postal restrictions or host-nation policies affecting the MPS, including excerpts of the appropriate status of host-nation agreements pertinent to the MPS.

- e. Coordinate MPS and OMP with their Service components, other theater commands, and MPSA.
- f. Provide postal inspection, advisory, and training programs for MPS and OMP activities.
- g. Establish contingency military post offices on a restricted and temporary basis to support contingency operations. Establish or designate international mail liaison and mail recovery operations to:
 - (1) Provide efficient overseas mail services and avoid additional second destination charges associated with transporting international-destined mail to the United States.
 - (2) Coordinate the exchange of letter class mail, missent mail, or official mail with the local foreign postal system.
- h. Develop operations plans, contingency plans, and annexes for postal operations in theater.

SECTION 3: MISSION AND FUNCTIONS OF THE MPSA

3.1. MPSA MISSION.

The MPSA mission is to achieve efficient and responsive processing, transportation, and distribution of personal and official mail within the DoD. The MPSA performs the functions listed in Paragraph 3.2. in support of the MPSA mission.

3.2. EXECUTIVE DIRECTOR, MPSA FUNCTIONS.

The Executive Director, MPSA:

- a. Monitors and oversees MPS and OMP functions.
- b. Provides guidance and maintains direct liaison with DoD Components to ensure efficient integration and implementation of uniform DoD mail policies and procedures worldwide.
- c. Maintains and manages JMPAs to provide:
 - (1) Liaison between MPS and OMP activities, USPS, OGAs, and transportation managers.
 - (2) Instructions for processing, routing, and distributing mail.
- d. Charters the organization and activities of the OMP and MPS corporate boards:
 - (1) Composed of representatives from each of the DoD Components, as applicable and pursuant to DoDI 5105.18.
 - (2) To provide a forum for DoD Component information exchange and discussion of MPS operations, procedures, initiatives, and issues.
- e. Establishes and maintains MPS and OMP operating instructions and procedures.
- f. Monitors and oversees transportation of inter- and intra-office correspondence to:
 - (1) Comply with the USPS Private Express Statutes pursuant to Part 310 of Title 39, Code of Federal Regulations (CFR).
 - (2) Maintain direct liaison with DoD Components.
 - (3) Ensure efficient integration and implementation of MPSA procedures.
- g. Serves as the single DoD point of contact with the GSA on OMP matters.
- h. Serves as the single DoD point of contact with the USPS on MPS, OMP, and inter-office correspondence mail matters.

i. Maintains liaison with the USPS to coordinate an efficient, synchronized, personal and official mail processing, transportation, and distribution network throughout the DoD.

j. Authorizes the MPSA, with the coordination of the Military Services, to implement USPS and GSA policy changes unless the DoD has a more restrictive policy.

k. Provides guidance and coordinates with DoD Components on:

(1) On-site assessments of the implementation of MPS and OMP plans, policies, and procedures and uniform MPS and OMP performance standards.

(2) On-site assessment findings and best business practices.

(3) Trends identified during the analysis of on-site assessment results.

(4) Development of DoD positions on agreements with the USPS on DoD postal matters.

(5) Revisions on postal agreements with the USPS.

(6) Guidance for compliance with Publication 38.

(7) Financial projections to the Military Departments for development of annual budgets.

(8) Reporting and reimbursement of postal expenditures.

(9) The development and coordination of MPS and OPM support during contingency operations and exercises.

(10) The development of postal annexes aligned with contingency plans.

l. Integrates solutions to mitigate deficiencies and improve efficiency within postal plans, policy, procedures, training, doctrine, and contracts.

m. Coordinates an efficient and synchronized personal and official mail processing, transportation, and distribution network throughout the DoD.

n. Develops goals and objectives for MPS and OMP to ensure compliance with this issuance and USPS Private Express Statutes pursuant to Part 310 of Title 39, CFR.

(1) Prepares draft policy revisions and conducts management studies to explore program improvements.

(2) Reviews and analyzes MPS and OMP operations to identify trends that support changes in policy and procedures.

o. Monitors legislative proposals, Postal Regulatory Commission proposals, and Federal regulations affecting the MPS and OMP.

p. Drafts language for DoD input on postal matters in agreements, legislative proposals, and Federal regulations, as appropriate, to ensure an effective and responsive MPS and OMP.

q. Develops DoD positions and arranges for DoD representation in proceedings with the Postal Regulatory Commission and other Federal regulatory entities involving postal matters.

r. Provides technical guidance during negotiations with OGAs and foreign governments on all postal matters.

s. Develops and coordinates MPSA policies, procedures, and program implementation for MPS and OMP operations.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
CCDR	Combatant Commander
CFR	Code of Federal Regulations
CJCS	Chairman of the Joint Chiefs of Staff
DoDI	DoD instruction
DoD EA	DoD Executive Agent
GSA	General Services Administration
JMPA	Joint Military Postal Activity
MPS	Military Postal Service
MPSA	Military Postal Service Agency
OGA	other government agency
OMP	Official Mail Program
U.S.C.	United States Code
USD(A&S)	Under Secretary of Defense for Acquisition and Sustainment
USPS	United States Postal Service

G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
contingency operation	Defined in Section 101(a)(13) of Title 10, U.S.C.
letter class mail	Defined in Part 145.1 of Title 19, CFR.
missent mail	Misdirected mail that has gone to the wrong address.

TERM	DEFINITION
MPS	The command, organization, personnel, and facilities used to provide military postal activities with a means and process for the transmission of mail to and from DoD, Service members, and other authorized agencies and individuals. MPS components include the Military Services, Joint Staff, and Combatant Commands.
OMP	The program governing the management, handling, and mailing of DoD official matter supporting the overall DoD mission. It is inclusive of the Official Mail Manager, Official Mail Centers, and associated resources used to manage and operate the program throughout all DoD Components. It is accountable to DoD and is bound by Parts 102 through 192 of Title 41, CFR, also known as the “Federal Property Management Regulation and Federal Management Regulation (FPMR and FMR),” governing Federal mail management. Official mail is transported through both the USPS and MPS systems. OMP components include the Military Services, Inspector General of the Department of Defense, Defense Agencies, DoD Field Activities, and Service schools.
personal mail	Defined in DoDI 4525.09.
private express statutes	Codified at Sections 1693 to 1699 of Title 18, U.S.C. and Sections 601 to 606 of Title 39, U.S.C. and implemented at Parts 310 and 320 of Title 39, CFR. Defined in USPS Publication 542.
Publication 38	An agreement between the USPS and the DoD that provides the terms for jointly providing postal services for all branches of the Military Services.
theater of operations	Defined in the DoD Dictionary of Military and Associated Terms.

REFERENCES

Code of Federal Regulations, Title 19, Part 145.1
Code of Federal Regulations, Title 39
Code of Federal Regulations, Title 41
DoD 4525.6-M, “Department of Defense Postal Manual,” August 15, 2002, as amended
DoD 4525.8-M, “DoD Official Mail Manual,” December 26, 2001, as amended
DoD Directive 5101.01, “DoD Executive Agent,” September 3, 2002, as amended
DoD Instruction 4525.09, “Military Postal Service (MPS),” July 10, 2018, as amended
DoD Instruction 5105.18, “DoD Intergovernmental and Intragovernmental Committee Management Program,” July 10, 2009, as amended
DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014, as amended
Office of the Chairman of the Joint Chiefs of Staff, “DoD Dictionary of Military and Associated Terms,” current edition
Publication 38, “Postal Agreement with the Department of Defense,” February 1980¹
United States Code, Title 10, Section 101(a)(13)
United States Code, Title 18
United States Code, Title 39
United States Postal Service Publication 542, “Understanding the Private Express Statutes,” June 2014

¹ Available at <https://docplayer.net/6014083-United-states-postal-service-postal-agreement-with-the-department-of-defense.html>