



# Department of Defense

## DIRECTIVE

NUMBER 5101.11E

June 2, 2011

Incorporating Change 3, October 7, 2020

---

---

USD(A&S)

SUBJECT: DoD Executive Agent for the Military Postal Service (MPS) and Official Mail Program (OMP)

References: See Enclosure 1

1. PURPOSE. This Directive:

a. Reissues DoD Directive (DoDD) 5101.11 (Reference (a)) to establish policies and assign responsibilities for the MPS and OMP pursuant to sections 406, 3401, and 3406 of title 39, United States Code (Reference (b)) and consistent with DoD Instruction (DoDI) 4525.09 (Reference (c)); DoD Manuals 4525.6-M and 4525.8-M (References (d) and (e)); and the United States Postal Service (USPS) - DoD Postal Agreement (Reference (f)).

b. Designates the Secretary of the Army as the DoD Executive Agent (EA) for the MPS and OMP in accordance with DoDD 5101.1 (Reference (g)).

c. Updates Military Postal Service Agency (MPSA) missions and functions.

2. APPLICABILITY. This Directive applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff 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 Department of Defense (hereinafter referred to collectively as the "DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that there will be an efficient and responsible postal service and mail program to support authorized DoD patrons within and outside the United States, consistent

with international agreements, laws, and USPS, General Services Administration (GSA), and DoD regulations.

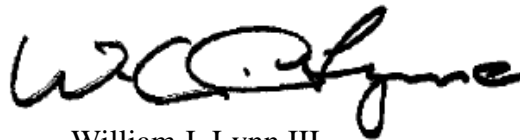
5. RESPONSIBILITIES. See Enclosure 2.

6. INFORMATION COLLECTIONS. The annual mail management report information described in paragraph 2.f of Enclosure 2 has been assigned Report Control Symbol AT&L (SA&A) 1833, in accordance with Volume 1 of DoD Manual 8910.01 (Reference (h)). The requirement to report on mail management is described in Reference (e).

7. RELEASABILITY. **Cleared for public release.** This Directive is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

8. SUMMARY OF CHANGE 3. This change is administrative and updates references and organizational symbols to reflect the reorganization of the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics, pursuant to the July 13, 2018 Deputy Secretary of Defense Memorandum (Reference (i)).

9. EFFECTIVE DATE. This Directive is effective June 2, 2011.



William J. Lynn III  
Deputy Secretary of Defense

Enclosures

1. References
2. Responsibilities
3. Mission and Functions of the MPSA

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5101.11, “DoD Executive Agent for the Military Postal Service (MPS),” January 31, 2005 (hereby cancelled)
- (b) Sections 406, 3401, and 3406 of title 39, United States Code
- (c) DoD Instruction 4525.09, “Military Postal Service,” July 10, 2018, as amended
- (d) DoD 4525.6-M, “Department of Defense Postal Manual,” August 15, 2002, as amended
- (e) DoD 4525.8-M, “DoD Official Mail Manual,” December 26, 2001, as amended
- (f) United States Postal Service – DoD Postal Agreement, August 20, 1982<sup>1</sup>
- (g) DoD Directive 5101.1, “DoD Executive Agent,” September 3, 2002, as amended
- (h) DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD internal Information Collections,” June 30, 2014, as amended
- (i) Deputy Secretary of Defense Memorandum, “Establishment of the Office of the Under Secretary of Defense for Research and Engineering and the Office of the Under Secretary of Defense for Acquisition and Sustainment,” July 13, 2018
- (j) DoD Instruction 5025.01, “DoD Issuances Program,” August 1, 2016, as amended
- (k) DoD Instruction 5105.18, “DoD Intergovernmental and Intragovernmental Committee Management Program,” July 10, 2009, as amended
- (l) General Services Administration Federal Management Regulation 102-192, “Mail Management,” March 15, 2007

---

<sup>1</sup> Available at <http://hqdainet.army.mil/mpsa/main.htm>.

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR SUSTAINMENT. Under the authority, direction, and control of the Under Secretary of Defense for Acquisition and Sustainment, the Assistant Secretary of Defense for Sustainment oversees the performance of the MPS and OMP and:

a. Establishes DoD policy and guidance governing the OMP and the use of the MPS by the DoD Components, other government agencies (OGAs), nongovernmental organizations, and their authorized personnel in accordance with DoDI 5025.01 (Reference (j)).

b. Approves and implements agreements among the Department of Defense, USPS, and OGAs relating to the MPS. All such agreements will be coordinated with the Office of the General Counsel of the Department of Defense.

c. Approves all requests for the establishment or termination of MPS and OMP in any country, excluding contingency MPS established on a temporary basis to support military operations or exercises.

d. Provides guidance for and oversight of the DoD EA for MPS and OMP.

2. HEADS OF THE DoD COMPONENTS. The Heads of the DoD Components:

a. Ensure the OMP is considered in the budgeting process to maintain a sufficient number of trained and experienced personnel to meet OMP requirements and to cover mail costs.

b. Coordinate with the MPSA on contingency and exercise planning for mail support.

c. Submit all policy exception and agreement requests through the MPSA for DoD approval.

d. 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.

e. Provide representatives to the MPS and OMP Corporate Boards, as applicable. Ensure attendance at the periodically held meetings.

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

3. SECRETARIES OF MILITARY DEPARTMENTS. The Secretaries of the Military Departments, in addition to the responsibilities in section 2 of this enclosure:

- a. Provide postal service in accordance with References (c), (d), and (e), and this Directive.
- b. Program, budget, and obligate funds for their respective Military Departments' mail costs.
- c. Provide required military officer 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 positions of the Commanders of the Atlantic and Pacific Joint Military Postal Activities (JMPAs) are rotated among the Military Departments in programmed sequence every 12 years.
- d. Ensure that military postal policy and management functions within their respective Departments do not duplicate MPSA responsibilities.
- e. Determine and provide an adequate number of trained personnel for worldwide MPS and OMP operations.
- f. Provide transportation support to move DoD mail and ensure reimbursement for postal services for non-DoD entities unless excepted by other DoD policy.

4. SECRETARY OF THE ARMY. The Secretary of the Army, in addition to the responsibilities in sections 2 and 3 of this enclosure, serves as the DoD EA for MPS and OMP, and in that capacity:

- a. Provides legal services on MPS-related issues before the USPS, the 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. The MPSA provides 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.
- d. Funds DoD Component free mail costs. Funds and maintains the Automated Military Postal System, which serves the MPS and OMP, functioning as the enterprise system connecting military post offices-and official mail centers worldwide.
- e. Designates a general or flag officer (or equivalent civilian grade) to be the Executive Director, MPSA, who:

(1) Operates under the authority, direction, and control of the DoD EA for MPS and OMP for postal and official mail matters to achieve efficient and responsive oversight throughout the Department of Defense; the integration of postal processing, transportation, and

distribution procedures worldwide; the implementation of uniform worldwide postal practices and procedures; and the management and operation of MPSA in order to accomplish the mission and major functions described in Enclosure 3 of this Directive.

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

5. COMBATANT COMMANDERS. Through the Chairman of the Joint Chiefs of Staff as appropriate, and in addition to the responsibilities in section 2 of this enclosure, the Combatant Commanders:

a. Manage the MPS and OMP processing, transportation, and distribution operations throughout their areas of responsibility and integrate their Service component command's control of military mail movement within the theater.

b. Obtain OSD and host-nation approval for the establishment of the MPS. Provide MPSA with information on postal restrictions or host-nation policies affecting the MPS, including excerpts of the appropriate status of Military Service agreements pertinent to the MPS.

c. Coordinate MPS and OMP with their Service components, other theater commands, and MPSA.

d. Provide postal inspection, advisory, and training programs for MPS and OMP activities.

e. Establish contingency military post offices on a restricted and temporary basis to support military operations or exercises.

f. Establish or designate international mail liaison and mail recovery operations to provide efficient overseas mail services and avoid additional second destination charges associated with transporting international destined mail to the United States. Mail liaison offices will coordinate with the local foreign postal system to exchange mail.

g. Develop operations plans, contingency plans, and annexes for postal operations in theater.

ENCLOSURE 3

MISSION AND FUNCTIONS OF THE MPSA

1. MISSION. The MPSA mission is to achieve efficient and responsive processing, transportation, and distribution of personal and official mail within the Department of Defense. The MPSA performs the functions in this enclosure in support of the mission.

2. FUNCTIONS

a. MPS and OMP Direction

(1) Monitor and oversee MPS and OMP functions by providing guidance and maintaining direct liaison with DoD Components to ensure efficient integration and implementation of uniform DoD mail policies and procedures worldwide.

(2) Maintain and manage JMPAs to provide liaison between MPS and OMP activities, USPS, OGAs, and transportation managers, and to provide instructions for processing, routing, and distributing mail.

(3) Charter and establish OMP and MPS Corporate Boards composed of full-time or permanent part-time Federal officers or employees representing each of the DoD Components, as applicable, and pursuant to DoDI 5105.18 (Reference (k)).

(4) Host periodic meetings to provide a forum for DoD Component information exchange and discussion of policy and procedure initiatives and issues.

(5) Establish and maintain an operations and procedures manual for MPS and OMP.

b. USPS Private Express Statutes (PES) Compliance. Monitor and oversee transportation of inter- and intra-office correspondence to prevent violations of the PES by maintaining direct liaison with DoD Components to ensure efficient integration and implementation of policies and procedures. This does not include processing or distribution of correspondence.

c. GSA and USPS Liaison

(1) Serve as the single DoD point of contact with the GSA on OMP matters and the USPS on MPS, OMP, and intra-office correspondence matters.

(2) Maintain liaison with the USPS to coordinate an efficient and synchronized personal and official mail processing, transportation, and distribution network throughout the Department of Defense.

(3) Authorize the MPSA, with the concurrence of the Services, to implement USPS and GSA policy changes unless the Department of Defense has a more restrictive policy.

d. Uniform Mail Service Standards. Coordinate with DoD Components on MPS and OMP performance standards to ensure uniform standards.

e. MPS and OMP Assessment and Integration

(1) Conduct on-site assessments of MPS and OMP plans, policy, and procedures, in coordination with DoD Components.

(2) Share best business practices and provide formal assessment findings to DoD Components.

(3) Analyze assessment results to identify trends.

(4) Integrate solutions to mitigate deficiencies and improve efficiency within postal plans, policy, procedures, training, doctrine, and contracts.

f. Mail Transportation Management. Coordinate an efficient and synchronized personal and official mail processing, transportation, and distribution network throughout the Department of Defense.

g. Management and Policy Analysis for MPS, OMP, and PES Compliance

(1) Develop goals and objectives.

(2) Prepare policy and management studies.

(3) Review and analyze operations to identify trends to be used as a basis for policy and procedural recommendations.

h. MPS and OMP Plans and Operations

(1) Assist Defense Agencies, Combatant Commands, and Military Departments to develop, coordinate, and provide for technical support during contingency operations and exercises.

(2) Assist DoD Components in developing synchronized postal annexes to contingency plans.

i. Legislative and Regulatory Matters

(1) Monitor legislative proposals, Postal Regulatory Commission proposals, and Federal regulations affecting the MPS and OMP.



(2) Draft DoD legislative proposals and Federal regulations as appropriate to ensure an effective and responsive MPS and OMP.

(3) Develop DoD positions and arrange for DoD representation in proceedings with the Postal Regulatory Commission and other Federal regulatory entities involving postal matters.

j. Postal Agreements (Domestic and Foreign)

(1) In coordination with DoD Components, develop DoD positions on Reference (f), negotiate revisions with the USPS, and furnish guidance to DoD Components for compliance with Reference (f).

(2) Provide technical guidance during negotiations with other OGAs and foreign governments on all postal matters.

k. Voting Support and Postal Finance, Logistics, Offenses, Claims, Inquiries, Training, Product Tracking, and Address Management

(1) Develop and coordinate policies and procedures.

(2) Oversee the implementation of all programs.

l. Mail Management Information and Information Systems. Develop and maintain an integrated management information and data system to monitor the efficiency and responsiveness of the MPS and OMP.

m. Mail Expenditures and Cost Control

(1) Provide guidance to DoD Components and financial projections to the Military Departments for development of their budgets.

(2) Review and coordinate reimbursement of postal expenditures.

(3) Ensure OMP postage expenditures are reported as required.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DoDD	DoD directive
DoDI	DoD instruction
EA	Executive Agent
GSA	General Services Administration
JMPA	Joint Military Postal Activities
MPS	Military Postal Service
MPSA	Military Postal Service Agency
OGA	other government agency
OMP	Official Mail Program
PES	Private Express Statutes
USPS	United States Postal Service

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this Directive.

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 the Department of Defense, members of the Military Services, 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 the Department of Defense and is bound by GSA Federal Management Regulation 102-192 (Reference (1)) 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.