



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

and

COMMANDANT OF THE MARINE CORPS
WASHINGTON DC 20380-1775

IN REPLY REFER TO

OPNAVINST 5112.6C
SUP 54
CMC (CODE MRP-3)
8 June 1998

OPNAV INSTRUCTION 5112.6C

From: Chief of Naval Operations
Commandant of the Marine Corps

To: All Ships and Stations

Subj: DEPARTMENT OF THE NAVY (DON) POSTAL INSTRUCTIONS

Ref: (a) DOD Postal Manual DOD 4525.6-M, Vol I of Dec 89 and
Vol II of Feb 87 (Vol I enclosed in OPNAVINST 5112.4B;
Vol II enclosed in OPNAVINST 5112.5A) (NOTAL)
(b) DOD Directives 4525.6 of 5 May 80; Subj: Single
Manager for Military Postal Service (NOTAL)

Encl: (1) DON Postal Instructions

1. Purpose. To issue to all DON activities the regulations to supplement references (a) and (b) and provide guidance for the administration and operation of the military postal service within the DON. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 5112.6B.

3. Action. Addressees will ensure the thorough knowledge of and compliance with this instruction by all personnel associated with the administration and operation of the military postal service within the DON. This instruction will not be further supplemented without the approval of Commander Naval Supply Systems Command (COMNAVSUPSYSCOM SUP 54).

4. Change Recommendations. Send recommended changes to this instruction via the chain of command to:

COMMANDER
NAVAL SUPPLY SYSTEMS COMMAND
ATTN: SUP 54
5450 CARLISLE PIKE
P O BOX 2050
MECHANICSBURG PA 17055-0791

OPNAVINST 5112.6C

8 JUN 1990

COMMANDANT OF THE MARINE CORPS
HEADQUARTERS, UNITED STATES MARINE CORPS
ATTN: CODE MRP3
2 NAVY ANNEX
WASHINGTON DC 20380-1775

5. **Reports and Forms.** The reports required by this instruction are exempt from reports control by SECNAVINST 5214.2B. Appendix B contains forms stocking information.



D. S. HOWELL
Assistant to the
Deputy Chief of Staff for
Manpower and Reserve Affairs



W. J. HANCOCK
Deputy Chief of Naval
Operations (Logistics)

Distribution:
SNDL Parts 1 and 2
MARCORPS PCN 7100000000 and 7100000100

8 JUN 1998

TABLE OF CONTENTS

	Page
CHAPTER 1 - RESPONSIBILITIES AND DUTIES	1-1
101. Responsibilities	1-1
102. Commanders in Chief, U.S. Atlantic and Pacific Fleets; U.S. Naval Forces, Europe; U.S. Naval Forces Central Command, and Commanding Generals, Marine Forces Atlantic and Pacific	1-1
103. Marine Corps Base Commanding Generals Overseas	1-2
104. Command Responsibilities	1-2
105. Shore Facilities and Services	1-5
106. Navy-Marine Corps Post Offices	1-6
107. Fleet Mail Center	1-6
108. Unit Post Office	1-7
109. Establishment of Military Post Offices at Shore Activities (Navy)	1-7
110. Establishment of Military Post Offices on Ships and Mobile Units	1-7
111. Replenishment of Stamp Stock by Mobile Units that have established Post Offices	1-8
112. Disestablishment of Navy-Marine Corps Post Offices at Shore Activities	1-9
113. Disestablishment of Post Offices on Ships (Navy)	1-9
114. Change of Coast By Ships (Navy)	1-10
115. Suspension of Postal Finance Service Other Than Money Order Business	1-11

8 JUN 1998

	Page
CHAPTER 2 - ADMINISTRATION	2-1
201. Correspondence	2-1
202. Use of Commercial Postage for Official Mail	2-1
203. Mail Privileges for Prisoners	2-1
204. Post Office Records Disposal	2-1
205. Emergency Disposition of Mail and Postal Effects	2-2
206. Mail Bombs	2-3
CHAPTER 3 - SOURCES OF INFORMATION AND INSTRUCTION	3-1
301. General	3-1
302. Department of the Navy (DON) Publications	3-1
303. North Atlantic Treaty Organization (NATO) Publications	3-2
CHAPTER 4 - ASSIGNMENT AND DESIGNATION OF NAVY/MARINE CORPS POSTAL PERSONNEL	4-1
401. General	4-1
402. Postal Officers	4-1
403. Postal Finance Officers (PFOs) (Navy only)	4-2
404. Custodian of Postal Effects	4-2
405. Assignment and Responsibilities of Military Postal Clerks (MPCs)	4-4
CHAPTER 5 - DIRECTORY SERVICES	5-1
501. General	5-1
502. Organizations Required to Maintain Mail Directory Files	5-1
503. Mail Directory	5-1

9 JUN 1988

	Page
504. Sources of Information for Preparation of Directory Files	5-2
505. Detachment and Receipt Procedures	5-2
506. Handling of Mail for Casualties	5-3
507. Endorsements on Directory Mail	5-3
CHAPTER 6 - POSTAL OFFENSES	6-1
601. Postal Offenses	6-1
602. Recovery of Postal Funds	6-1
CHAPTER 7 - POSTAL ADVISOR RESPONSIBILITIES AND DUTIES (Navy only)	7-1
701. Purpose	7-1
702. General	7-1
703. Responsibilities	7-1
704. Mission	7-1
705. Tasking	7-2
CHAPTER 8 - MAIL ADDRESS INFORMATION	8-1
801. General	8-1
802. Sources of Mail Address Information	8-1
803. Detailed Requirements for Addresses	8-1
804. Exceptions to Prescribed Mail Addresses	8-2
805. Fleet Post Office (FPO) Addresses	8-3
806. Addresses for Foreign Naval Ships	8-4
807. Categories of Addresses	8-4

8 JUN 1998

	Page
808. Assigned Addresses	8-4
809. Composite Addresses	8-10
CHAPTER 9 - FPO NUMBERS	9-1
901. General	9-1
902. Assignment of FPO Numbers	9-1
903. Deletion of FPO Numbers	9-2
CHAPTER 10 - MAIL ROUTING	10-1
1001. General	10-1
1002. Mail Routing Responsibilities	10-1
1003. Mail Routing	10-2
1004. Cover Routing	10-2
1005. Special Routing	10-2
1006. Misrouted and Mishandled Mail	10-3
CHAPTER 11 - AUDITS, AUDIT REPORTS, AND ASSESSMENTS	11-1
1101. Audits	11-1
1102. Audit of Stamp Vending Machines (SVM)	11-1
1103. Audit Reports	11-3
1104. Assessments	11-4

APPENDICES

APPENDIX A - LOCATION AND FPO NUMBERS FOR DON POST OFFICES

A. Purpose

B. Background

• 8 JUN 1998

APPENDIX B - POSTAL FORMS

A. Requisitioning Forms

B. Control of Postal Forms

**APPENDIX C - POSTAL ASSESSMENT GUIDE AND PRE-DEPLOYMENT
ASSESSMENT GUIDE**

A. Postal Assessment Guide for Military Post Offices

B. Pre-deployment Assessment Guide for Military Post Offices

APPENDIX D - GLOSSARY

APPENDIX E - INDEX

8 JUN 1998

CHAPTER 1 - RESPONSIBILITIES AND DUTIES**101. RESPONSIBILITIES**

1. The Chief of Naval Operations (CNO) directs the Military Postal Service (MPS) within the Department of the Navy (DON), except for the Marine Corps, and provides liaison between the DON and the Military Postal Service Agency (MPSA) in accordance with references (a) and (b). Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) coordinates the MPS within the DON. All responses/comments to or from MPSA or higher authority on military postal matters that impact on more than one Fleet Commander in Chief's (FLTCINCs) area of responsibility will be forwarded to COMNAVSUPSYSCOM for formulation of a single Navy response.
2. The Commandant of the Marine Corps (CMC) directs the MPS within the Marine Corps and provides liaison between the Marine Corps and MPSA in accordance with references (a) and (b). The Head, Postal Affairs Section (MRP-3), Headquarters Marine Corps (HQMC) coordinates MPS within the Marine Corps.

102. COMMANDERS IN CHIEF, U.S. ATLANTIC AND PACIFIC FLEETS, U. S. NAVAL FORCES, EUROPE, AND U.S. NAVAL FORCES, CENTRAL COMMAND (CINCLANTFLT/CINCPACFLT, CINCUSNAVEUR, COMUSNAVCENT), AND COMMANDING GENERALS, FLEET MARINE FORCE ATLANTIC AND PACIFIC (CG FMFLANT/PAC)

1. FLTCINCs/CGs responsibilities are defined in reference (a), chapter 1. In addition they shall:
 - a. Be the mail routing authority in their areas of responsibility.
 - b. Monitor unit mail routing instructions, Joint Military Postal Activity (JMPA) mail changes and provide to the serving JMPA and other commands, as appropriate, changes in procedures for the routing and dispatch of Navy/Marine Corps mail.
 - c. Be responsible for the Postal Advisor Program (PAP) in their respective areas and provide funds for support and advisors' temporary additional duty (TAD) travel (Navy only).
 - d. Designate area postal coordinators.
 - e. Institute collection procedures for returned personal checks (shore Military Post Office (MPO)/Navy only).
 - f. Monitor postal offense; Postal Net Alert (PNA); Time Transportation Information Survey (TTISSMM); Military Origin Destination Origin System (MODIS); Accounting Period (AP), and Financial Adjustment Memorandum (FAM) reports.

8 JUN 1998

103. MARINE CORPS BASE CGs OVERSEAS

1. Marine Corps Base CGs overseas are responsible for the planning, organization, operation, inspection, security, supervision and coordination of the postal service within their commands.

They shall:

- a. Designate an individual to be responsible for postal matters within their area of responsibility.
- b. Issue intra-area routing instructions for mail.
- c. Coordinate intra-area transportation of mail and issue appropriate instructions to ensure its speedy delivery.
- d. Search out deficiencies within their command's postal responsibilities, including routing, handling, transportation, schedules, stowage and security of mail and take or recommend appropriate corrective action. Field inspections shall also be conducted, as necessary, to ensure the effectiveness of the postal service.
- e. Ensure that proper liaison is maintained with appropriate local field officials of the MPS and other agencies concerned with the handling and transportation of mail.
- f. Assist military postal personnel and MPSA authorities, as necessary, in the investigation of postal offenses, irregularities, and other postal matters.
- g. Conduct investigations of postal complaints, as necessary.
- h. Coordinate mail service to the United Nations, North Atlantic Treaty Organization (NATO), or other allied military units which may be served through the intra-area facilities of the military postal service.

104. COMMAND RESPONSIBILITIES

1. Each command, afloat or ashore, is responsible for the planning, organization, operation, inspection, security, supervision, and coordination of the MPS within its jurisdiction per reference (a), and this instruction. Navy/Marine Corps commanders and commanding officers shall:

- a. Designate by letter a commissioned or warrant officer or, when practicable, a postal clerk chief petty officer/staff noncommissioned officer in the grade of E-7 or above as the postal officer for the command. The postal officer is responsible to the commander or commanding officer for the overall supervision of postal functions of the command. Shore (field) activities within the United States served by a civilian post office may designate a U.S. Department of Defense civilian employee (GS-7 or above) as postal officer.

8 JUN 1998

- b. Provide mail service within the command either by establishment of a post office, a mailcenter, or the use of mail clerks. A combination of the three methods may be used. Adequate training of personnel assigned to a mailcenter or postal duties is required. Ships such as aircraft carriers, ammunition ships, and oilers, frequently act as afloat mail coordinators, i.e., processing mail to and from ships and units that are in company. On a ship acting as an afloat mail coordinator, additional mail handling personnel should be assigned and additional secure stowage space should be provided based upon the volume of mail expected to be handled.
- c. Embarked squadrons and detachment units shall detail personnel to augment ship's post office manning to assist in the processing of additional volumes of mail due to their embarked status.
- d. Institute and maintain operating and control procedures to ensure the proper and expeditious delivery, processing and dispatching of mails, and to preserve the inviolability of official and personal mail.
- e. Maintain proper safeguards and security control to prevent deprecations of the mail as well as the embezzlement of postal funds and effects.
- f. Provide current mail routing instructions to mail routing authorities which will result in mail to be forwarded to the proper destination.
- g. Ensure that mail service to the command is continually evaluated and that unexplained incidents of missing, misdirected or delayed mail are reported to the applicable fleet commander, JMPA, Fleet Mail Center (FMC) and any other concerned command(s).
- h. Ensure the maintenance of a complete and effective mail directory service for the command.
- i. Furnish all personnel with their correct mailing address while attached to the command and their correct change of address upon transfer. The primary cause of delay in the mail is improper addresses. All personnel should be encouraged to keep their correspondents informed of their complete and accurate mail address.
- j. Make provisions in contingency plans and instructions for the handling of mail.
- k. Keep personnel informed as to the character of mail service which can be expected in the area concerned. Insofar as security requirements permit, personnel should be advised to pass to correspondents the effects of military operations on mail service, the availability and frequency of air and surface transportation and similar information.
- l. Establish procedures which will ensure that complaints, inquiries and suggestions relative to mail service can be voiced and that such matters are given proper attention. Personnel should be encouraged to advise correspondents to consult their local postal authorities in connection with any inquiries, complaints or claims concerning mail service to military personnel.

8 JUN 1990

Complaints which cannot be satisfactorily corrected locally or within local U.S. Postal Service (USPS) channels should be made the subject of official correspondence to the applicable FLTCINC/CG FMFLANT/PAC with an information copy to COMNAVSUPSYSCOM (SUP54) or CMC (MRP-3), as applicable.

m. Ensure that correspondence and parcels prepared for mailing conform to postal regulations in regard to size, shape, and adequate packaging, as outlined in USPS Domestic Mail Manual (DMM) (NOTAL) and USPS International Mail Manual (IMM) (NOTAL).

n. Issue Standard Operating Procedures (SOP) in the form of a postal directive/instruction citing pertinent information relative to mail services and facilities of the command. Minimum information required for commands operating military post offices (MPOs) is contained in reference (a), chapter 10. Information is contained in reference (a), chapter 15, for commands operating mail centers.

o. Ensure that all personnel who handle official registered mail have on record a favorably adjudicated Entrance National Agency Check, National Agency Check, or National Agency Check Inquiry, as applicable.

p. Enforce the recycling of mail pouch plastic liners. Plastic liners shall be reused if possible. This reduces both stocking expenditures and the amount of bulk solid waste aboard Navy ships. Damaged or unserviceable plastic liners shall be disposed of in accordance with shipboard instructions.

2. In addition to the responsibilities described above that are common to all commands, the following responsibilities apply to commands that operate MPOs:

a. Designate a Custodian of Postal Effects (COPE) using Form DD 2257.

b. Designate by letter a commissioned or warrant officer as reserve custodian of postage stamp funds (stock and cash), blank money order forms, and auditor of daily money order reports. Aboard ship, this should be the disbursing officer unless personnel of the postal clerk (PC) rating, pay grade E-7 or above, are attached. This individual should then be designated to perform these duties if conditions exist that allow for the proper protection of postal effects. Cash derived from the sale of Money Orders will be exchanged for a U.S. Treasury check or direct deposit on a daily basis per instructions contained in reference (a), and in the DOD Financial Management Regulations (FMR) Manual 7000.14-R Vol 5 of May 96 (NOTAL).

c. The reserve custodian will sign and retain a suspense copy of the Stamp Requisition (PS Form 17), as the witness when money orders or stamps are requisitioned. When money orders or stamps are received from the source of supply, the reserve custodian shall verify and sign the returned PS Form 17. The COPE will sign as the witness on the PS Form 17, when stamps or money orders are received. Amplifying instructions pertaining to requisitioning, verifying and maintaining of money order forms may be found in reference (a).

8 JUN 1998

d. Institute and maintain control procedures to ensure that money orders and money order funds, stamp funds, and accountable postal equipment are administered and accounted for per reference (a), and USPS regulations to prevent the following unauthorized practices:

- (1) Intermingling of accountable funds between individuals;
- (2) Intermingling of postal funds with personal or any other funds;
- (3) Misappropriation of stamp and money order funds;
- (4) Operation of stamp windows by persons other than those charged with fixed credits;
- (5) Acceptance of personal checks and travelers checks aboard ship unless authorized by the applicable FLTCINC.

e. Ensure that monthly and quarterly assessments or audits of post offices are conducted as required by existing regulations or when otherwise needed, and that required reports are submitted promptly via the commanding officer.

f. Request a postal assessment visit from the area postal advisor at least annually (Navy only).

g. Maintain a separate accountability file for the stamp vending machine (SVM) fixed credit. When requisitioning replenishment stamp stock, submit a separate PS Form 17 for each SVM. List the applicable serial number of the SVM in the register block of the PS Form 17. This allows Navy postal managers to track the revenue generated by each SVM.

h. Ensure scales used at MPO's are tested for accuracy at least annually.

105. SHORE FACILITIES AND SERVICES

1. Responsible bureaus, system commands, and offices shall provide support as necessary to establish and maintain an efficient postal service. This shall include installation planning, operation and provision of personnel, facilities and local transportation.

2. The COMNAVSUPSYSCOM shall pay the transportation charges of authorized carriers of Navy/Marine mails transported beyond the Continental United States (CONUS) to areas where USPS does not operate, and between foreign destinations unless other specific provisions have been made.

3. Postal facilities ashore required for support of the fleet or deployed forces shall, to the extent practicable, be established and operated as a function of the activity providing principal logistics support to an area, port, or military situation.

8 JUN 1998

4. Postal services and facilities operated by DON shall be equally available to all authorized users of the MPS, and in accordance with applicable Status Of Forces Agreements (SOFA). Commands shall coordinate their postal services with those of other local U.S. Armed Forces to avoid duplication and to attain maximum effectiveness and economy.

5. Postal facilities must have up to date equipment to process mail.

106. NAVY/MARINE CORPS POST OFFICES

A Navy/Marine Corps post office is one established in a Navy/Marine Corps command by USPS at the request of MPSA. Operation is under the direction of the commanding officer through a designated postal clerk under the supervision of the command postal officer.

107. FLEET MAIL CENTERS (FMCs)

1. FMCs are Navy postal activities designated as centers for consolidation and dispatch of mail. FMCs and MPOs tasked to perform FMC functions will be assigned by the respective FLTCINCs and operated under the cognizance of designated subordinate commands.

2. FMCs and Navy post offices designated as Mail Control Activities shall also assume those responsibilities outlined in reference (a).

3. The officer in charge of a FMC shall maintain liaison with foreign officials concerned with movement of mail; representatives of commercial transportation carriers; local U.S. military postal representatives, and they shall assist the FLTCINCs in the administration and operation of the MPS.

4. Commanders, commanding officers, and officers in charge of activities where post offices are designated as FMCs, or are required to act as FMCs having the responsibility for the concentration, consolidation, and dispatch of mail, shall perform the following functions:

a. Process intransit mail to and from the area and redispach mail to its destination or effect delivery to local activities for which intended.

b. Maintain the fleet locator.

c. Provide such postal support for fleet units as may be required by FLTCINCs.

d. Maintain continuing liaison with serving air and surface mail terminals to process or ensure proper handling and security of mail.

e. Maintain liaison with local area postal officials and other transportation officials, both civil and military, for the purpose of obtaining or providing information regarding the separation, routing, dispatching and transportation of mail.

8 JUN 1998

f. Provide postal assessment and training for fleet units and other activities as requested or directed.

g. Submit mail transportation requirements for all transportation channels per existing directives and advise all concerned when it appears that adequate transportation will not be allocated.

h. Determine the type of equipment needed to adequately and efficiently process mail per the Department of Defense Postal Supply Catalog, DOD 4525.6-C of April 1990 (enclosure (4) of OPNAVINST 5112.3B (NOTAL)).

108. UNIT POST OFFICES

A unit post office is established to provide postal support to a specified area within the command apart from that served by the main post office of the parent command. The unit operates under the supervision of a military postal clerk in charge who shall be responsible to the COPE of the parent post office for the operation of the unit. A unit post office may perform all postal services including postal finance and mail handling functions. The stamp stock for the unit will be issued by the COPE of the parent post office using the fixed credit system as outlined in reference (a). Money order business will be carried out as defined in reference (a).

109. ESTABLISHMENT OF MILITARY POST OFFICES AT SHORE ACTIVITIES (NAVY)

1. A request to establish a shore-based post office will be submitted to MPSA via the applicable FLTCINCs or CGs. Requests shall include information listed in reference (a).
2. A copy of the request will be provided to COMNAVSUPSYSCOM (SUP 54) or CMC (MRP-3), as applicable.

110. ESTABLISHMENT OF MPO's IN SHIPS AND MOBILE UNITS

1. Requests for establishing MPOs in Navy ships and mobile units will be submitted to MPSA via the applicable FLTCINCs per reference (a). Additional required information is addressed in paragraph 110.4.
2. Ships with a personnel allowance of 150 or more should operate a post office. Ships with an allowance of less than 150 may request the establishment of a post office and authority to commence postal operations when operating conditions or other considerations make such service desirable.
3. Ordinarily, ships operating a post office and having a disbursing officer attached should conduct money order service. While the volume of business often may not appear to justify operation of money order service, it should be provided as a convenience to personnel and as a Quality of Life contribution to welfare and morale.

8 JUN 1998

4. A prospective commanding officer's or commanding officer's request for the establishment of a shipboard post office must be made to the appropriate FLTCINC. In turn, the concerned FLTCINC will submit the request to MPSA with information copies to COMNAVSUPSYSCOM (SUP 54) and the type commander (TYCOM). This request should be at least 3 months in advance of the date of establishment. If approved by the applicable FLTCINC, MPSA will request that USPS establish the post office and will grant authority to begin postal operations. In addition to the items listed in reference (a), requests shall contain the following information:

- a. Amount of fixed stamp credit desired. As a general guide, a fixed stamp credit of \$20 per person served is adequate, however, each post office shall have a minimum of \$5000.
- b. Whether a disbursing officer is attached.
- c. If money order service is not desired, indicate reason.
- d. PC allowance by grade and number (a request for establishment of a post office will not be approved if there is no authorized PC billet).
- e. Date by which postal effects should arrive. USPS requires a 1 month notice to assemble and ship the postal effects.
- f. Approximate number of personnel to be served.
- g. Anticipated homeport.
- h. Current mailing address of the Precommissioning Unit (PRECOMUNIT).
- i. Unit Identification Code (UIC) assigned.
- j. PRECOMUNIT point of contact, preferably the prospective supply officer or postal officer.

111. REPLENISHMENT OF STAMP STOCK BY MOBILE UNITS THAT HAVE ESTABLISHED POST OFFICES

While in CONUS, mobile units with a Fleet Post Office (FPO), Armed Forces Europe (AE) or Armed Forces Americas (AA) address shall requisition needed stamp stock as directed by reference (a). Mobile units with a FPO Armed Forces Pacific (AP) address shall requisition from the Postal Finance Officer (PFO) San Diego. While in a deployed status, mobile units may requisition from the PFO serving their area of operations. Navy PFOs are located in London (Northern Atlantic), Naples, and Rota (Mediterranean), Muharraq, Bahrain (South West Asia, (SWA)), and Yokohama (Western Pacific). Check will be made payable to Postmaster, New York when requisitioning from PFOs in the Mediterranean and Northern Atlantic and to Postmaster, San Francisco when ordering from PFOs located in SWA, the Western Pacific or San Diego.

8 JUN 1998

112. DISESTABLISHMENT OF NAVY/MARINE CORPS POST OFFICES AT SHORE ACTIVITIES

Request for disestablishment of shore-based Navy/Marine Corps post offices shall be submitted via the applicable FLTCINC or CG FMFLANT/PAC per reference (a), Volume I. A copy of the request is to be provided to COMNAVSUPSYSCOM (SUP 54) and CMC (MRP-3). A copy of all subsequent reports and correspondence pertaining to disestablishment will be provided to the FLTCINC, COMNAVSUPSYSCOM (SUP 54), CMC (MRP-3), CG FMF, and Chief of Naval Operations (CNO) (N09B/N09B22) as applicable.

113. DISESTABLISHMENT OF POST OFFICE IN SHIPS (NAVY)

1. Request to disestablish afloat MPOs will be submitted via message to the applicable FLTCINC who will forward the request to MPSA-OP (message address: EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA//MPSA-OP) with CNO (N09B/N09B22); COMNAVSUPSYSCOM (SUP 54); TYCOM, the serving JMPA and applicable PFO, as information addressees. The request will include the ship's decommissioning date or date requested to disestablish the MPO. Request must be at least 30 days prior to the disestablishment date.
2. When approval for disestablishment is granted by the applicable FLTCINC, MPSA will notify the ship, USPS and those commands listed in paragraph 112.
3. The commanding officer shall then provide the commands listed in paragraph 112, by message and as far in advance as possible, the following information:
 - a. Name of the command designated to perform directory service per reference (a), effective with decommissioning. TYCOM shall designate the command that is to perform directory service.
 - b. Instructions to the serving Joint Military Postal Activity (JMPA), if the ship is being decommissioned, to route mail to the designated command for 60 days then return mail to sender per reference (a). This information shall also be provided to the activity which delivers mail to the ship. The delivery activity shall in turn notify the local USPS mail handling facility.
4. The commanding officer of the ship in which the post office is being disestablished shall appoint two auditors to conduct the final audit in accordance with reference (a).
5. After completion of the final audit, dispose of postal effects as directed by reference (a), and as follows:
 - a. Send a copy of the PS 17 under which the stamp stock was returned, accompanied by a copy of the final audit endorsed "FINAL SUBMISSION MPO DISESTABLISHED" to the appropriate postmaster and PFO by First-Class Mail using tables 1-1 and 1-2.

8 JUN 1998

b. Send money order records by registered mail, accompanied by an itemized list of contents and a copy of the final audit to: CITIBANK (NEVADA), Lockbox Operations-Zone 1127, P.O. Box 504339, The Lakes, NV 88905-4339

c. Send USPS publications and manuals by ordinary mail to the appropriate distribution center using tables 1-1 and 1-2.

d. All accountable records will be sent by registered mail to the appropriate Domestic Claims and Inquiries Center per tables 1-1 and 1-2.

e. All other publications and records will be retained with the administrative records of the command.

f. If a ship is being decommissioned, directory cards and rubber stamps required to perform directory service will be retained until the decommissioning date. After the decommissioning date provide the command designated to perform directory services with a complete directory of officers and enlisted personnel. The designated command shall destroy this information upon completion of the 60-day directory service required by reference (a).

6. After final audit and disposition of equipment, supplies, and records have been carried out per reference (a), the canceling of all mail will discontinue, and the equipment used for this purpose (e.g. killer bars, all purpose date stamps) will be destroyed. All subsequent mail will be dispatched to the serving post office for cancellation and onward transportation. The postal officer of the MPO being disestablished shall submit a message to the applicable FLTCINC and MPSA including as information addressees those commands listed in paragraph 113.1, indicating disposition of all items returned by registered mail and list registry number(s) under which they were shipped.

114. CHANGE OF COAST BY SHIPS (NAVY)

1. When change of coast has been directed by CNO, MPSA will notify the ship, USPS and those commands listed in paragraph 112, above of the new ZIP code.

2. The below listed actions shall be accomplished within 90 days of notification of change of coast:

a. The postal officer or COPE will notify both USPS Materiel Distribution Centers (MDCs) by letter of explanation to cancel current account numbers and establish a new fedstrip number.

b. The COPE will submit PS Form 3369 (Consigned Credit Receipt) to the new accountable postmaster establishing a new fixed credit and a letter of explanation to the current accountable postmaster requesting cancellation of the old fixed credit per tables 1-1 and 1-2.

c. The COPE will notify the appropriate capital and sensitive equipment office per tables 1-1 and 1-2 with PS Form 1590 (Supplies and Equipment Receipt) of change of coast.

8 JUN 1998

115. SUSPENSION OF POSTAL FINANCE SERVICE OTHER THAN MONEY ORDER BUSINESS

1. The procedures detailed in reference (a), provide the basic guidelines for suspension of business. Amplification of the procedures for Navy/Marine Corps commands operating post offices is provided in this section.
2. An audit will be conducted on the date of suspension using Report of Audit of Postal Accounts (DD 2259). Commanding officers will then designate the command postal officer as COPE during periods of suspension. Consigned Credit Receipt (PS 3369) will be completed and submitted to the accountable postmaster/PFO with the DD 2259 to accomplish custody changes. When suspension procedures are required at a finance unit, that portion of the stamp credit, other postal effects and accountable equipment assigned to the unit shall revert to the custody of the parent COPE. DD 2259 will be annotated in the remarks section, "postal finance business suspended this date." A copy will be forwarded to the applicable FLTCINC.
3. Upon resumption of business, the designation of an accountable individual shall be accomplished in the same manner, utilizing PS Form 3369, DD 2259 and other reporting requirements.

8 JUN 1990

POSTMASTER NEW YORK ADDRESSES	
Unused Stamp Stock (PS Form 17) Unused Money Orders	POSTMASTER ACCOUNTABLE PAPER DEPOSITORY J A FARLEY BLDG ROOM 3129 NEW YORK NY 10199-9615
Accountable Records (Certified, Insured, Express and Registered)	POSTMASTER DOMESTIC CLAIMS AND INQUIRIES J A FARLEY BLDG ROOM 2029A NEW YORK NY 10199-9543
Capital and Sensitive Equipment (PS Form 1590)	GPO ENVELOPE STOCKROOM JAF BLDG (BASEMENT) 33RD ST & 8TH AVE NEW YORK NY 10199-9551
USPS publications and manuals	POSTAL ASSISTANCE ADVISOR FLEET MAIL UNIT (FMU) NORFOLK VA 23511
Return Unused Penalty Mail Stamps	APPROPRIATE ISIC
Return Cash Portion of Fixed Credit to: (In the form of a U.S. Treasury Check Payable to Postmaster New York)	CONTROL DESK GENERAL ACCOUNTING OFFICE ROOM 3110 NEW YORK NY 10199-9511
Copy of PS Form 17 and Final Audit	MILITARY AUDITING UNIT GENERAL ACCOUNTING OFFICE ROOM 3110 NEW YORK NY 10199-9511

Table 1-1. Disestablishment of FPO AE (Armed Forces Europe) and FPO AA (Armed Forces Americas) Units

8 JUN 1998

POSTMASTER SAN FRANCISCO ADDRESSES	
Unused Stamp Stock (PS Form 17) Unused Money Orders	POSTAL FINANCE OFFICER (PFO) 4070 SURFACE BLVD STE 3 SAN DIEGO CA 92136-5287
Accountable Records (Certified, Insured, Express and Registered)	POSTMASTER DOMESTIC CLAIMS AND INQUIRIES PO BOX 7837 SAN FRANCISCO CA 94120-7837
Capital and Sensitive Equipment (PS Form 1590)	SAN FRANCISCO DIVISION WAREHOUSE USPS 1570 BURKE ST SAN FRANCISCO CA 94124-1427
USPS publications and manuals	POSTAL FINANCE OFFICER (PFO) 4070 SURFACE BLVD STE 3 SAN DIEGO CA 92136-5287
Return Unused Penalty Mail Stamps	APPROPRIATE ISIC
Return Cash Portion of Fixed Credit to: (In the form of a U.S. Treasury Check Payable to Postmaster San Francisco)	POSTAL FINANCE OFFICER (PFO) 4070 SURFACE BLVD STE 3 SAN DIEGO CA 92136-5287
Copy of PS Form 17 and Final Audit	POSTAL FINANCE OFFICER (PFO) 4070 SURFACE BLVD STE 3 SAN DIEGO CA 92136-5287

Table 1-2. Disestablishment of FPO AP (Armed Forces Pacific) Units

8 JUN 1998

CHAPTER 2 - ADMINISTRATION**201. CORRESPONDENCE**

Correspondence concerning postal matters will be handled in accordance with the Department of the Navy (DON) Correspondence Manual (SECNAVINST 5216.5D). Postal Clerks (PCs) shall process all correspondence concerning postal matters via the postal officer.

202. USE OF COMMERCIAL POSTAGE FOR OFFICIAL MAIL

Commercial postage stamps, commercial metered postage, or permit imprints and Business Reply Mail (BRM) accounts will be used for actual payment of postage and fees and for special mail services when mailing material which relates exclusively to the business of the U.S. Government. All official mail is subject to the weight and size limits of its class. Navy Official Mail Management Instruction (OPNAVINST 5218.7A (NOTAL)) provides information for the Official Mail Manager (OMM).

203. MAIL PRIVILEGES FOR PRISONERS

1. Mail privileges extended to prisoners confined for disciplinary reasons shall be in conformity with the instructions contained in the DON Corrections Manual (SECNAVINST 1640.9B). Outgoing mail from persons confined shall bear no obvious external indications that the individual is confined in a correctional facility. Postal clerks, mail orderlies or other personnel performing directory service will indicate a box number, building number or other identification that does not indicate a confinement facility when forwarding mail to prisoners. Additional guidelines are contained in reference (a).
2. Military postal clerks performing postal functions will not be designated as the brig mail supervisor/clerk for the purpose of opening and inspecting the contents of prisoners mail.

204. POST OFFICE RECORDS DISPOSAL

1. Post offices or unit mail centers should destroy records maintained on PS forms for 2 years after date of acceptance, delivery, receipt or dispatch of mail, filing date of applications, claims, requisitions, reports or tracers, completion date of audits or cancellation date of receipts and registry records.
2. Records maintained on DD and OPNAV forms, registered mail manifests, and files of official correspondence, will be held for 2 years. In the case of a form, hold for 2 years after the date of the last entry. Records having historical value shall be retained as determined by DON Records Disposal Manual (SECNAVINST 5212.5C).
3. Mail manifest records (OPNAV 5110/9) that are used solely for the dispatch of ordinary mail may be disposed of after 6 months.

8 JUN 1998

4. Notice of Change of Address Cards (OPNAV 5110/5) will be disposed of 12 months after date of detachment or transfer of personnel.

205. EMERGENCY DISPOSITION OF MAIL AND POSTAL EFFECTS

1. Destruction plans of activities operating post offices, unit post offices and mail centers shall provide for the disposition of mail and postal effects in emergencies involving danger of capture as follows:

a. Sufficient advance warning received:

- (1) Deliver or dispatch mail on hand; and
- (2) Suspend operations and transport postal effects and supplies to a safe area.

b. When insufficient advance warning is received to permit completely carrying out the above provisions and, upon order of the commanding officer or senior officer present, remove or destroy mail and postal effects in post offices, unit post offices and mailcenters per the prioritized list in reference (a).

(1) For commands operating mailcenters, priority of emergency disposition is as follows:

- (a) Official registered mail;
- (b) Directory service file records;
- (c) Other accountable mail;
- (d) All remaining mail; and
- (e) All other records, equipment, mail sacks, furniture, etc.

(2) For commands operating post offices and mailcenters, the destruction of postal effects will be carried out as follows:

(a) Currency, postage stamps, stamped paper, money orders, checks, mail and other burnable articles will be classified as Priority Three Material and destroyed in accordance with chapter 17 subsection 17-10 of OPNAVINST 5510.1H.

(b) Classified equipment and other nonburnable items shall be mutilated beyond recognition and scattered, jettisoned or buried, as practicable.

2. The destruction of postal effects per this instruction will be witnessed by two officers when possible, otherwise by one officer and one senior enlisted person. Two senior enlisted personnel or two other available personnel should be used as witnesses if the foregoing personnel are not available.

8 JUN 1998

3. When possible and prior to destruction, an audit of PCs accounts shall be performed and DD 2259 completed. A listing of at least the items in paragraphs 205.1b (1) (a) through (e) and 205.1b (2) (a) and (b) of this instruction or the items contained in reference (a), as applicable, shall be attached. If the list is short, it may be included in the remarks section of DD 2259. Distribution of DD 2259 shall be to the cognizant fleet commanders in chief (FLTCINC)/ Commanding Generals , Fleet Marine Forces Atlantic/Pacific (CG FMFLANT/PAC) with a copy provided to the Military Postal Service Agency (MPSA-OP) and the Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) (SUP 54) or Commandant of the Marine Corps (CMC) (MRP-3), as applicable. In the event an audit of the postal clerk accounts cannot be conducted and DD 2259 cannot be completed, the destruction report should still be completed and sent to the applicable FLTCINC who will advise the senders of accountable mail of its destruction. A copy of the report of destruction shall be forwarded to the Treasurer of the U.S. and the Assistant Secretary of the Navy (Financial Management & Comptroller (ASN(FM&C)) when items listed in subparagraph d, below, are destroyed. The following information shall be reflected on the destruction report:

- a. Other than personal letter mail; registered, express, insured and certified mail should be recorded by number, office of origin, originator, addressee and description of contents.
- b. Destroyed blank money order forms should be recorded by inclusive serial numbers.
- c. Serial number(s) of money order imprinter(s).
- d. Stamps, checks, paid money orders, currency and coins shall be listed in destruction schedules similar to those illustrated in the DOD Financial Management Regulations (FMR) Manual 7000.14-R Volume 5 of May 1996 (NOTAL).
- e. Other postal equipment shall be identified by description and quantity destroyed.

206. MAIL BOMBS

The information detailed in reference (a), provides the basic information regarding mail bombs. Local procedures and training should be established in the event a threat occurs. This procedure should be incorporated in the command's SOP.

8 JUN 1990

CHAPTER 3 - SOURCES OF INFORMATION AND INSTRUCTION**301. GENERAL**

A list of the Department of Defense (DOD) and the United States Postal Service (USPS) publications required in the everyday conduct of postal business at all Navy and Marine Corps post offices is found in reference (a) and this publication. Supplements to reference (a) are binding upon all personnel of the Navy/Marine Corps. All Navy-Marine Corps postal personnel should keep themselves informed of the Department of the Navy (DON) regulations, and instructions and notices of the 5110 through 5119 and 5218 series.

302. DON PUBLICATIONS

1. U.S. Navy Regulations (1990). The responsibility of commanding officers in postal matters is contained in Article 0812. If a post office is established within the command, Article 0807 requires that a current audit of postal effects be delivered to the relieving commanding officer.
2. DON Correspondence Manual (SECNAVINST 5216.5D). Contains policies, procedures and guidance for the preparation of correspondence.
3. DOD Military Post Office Location List (MPOLL) 4525.6-1-1 of February 1990, (enclosure (1) of OPNAVINST 5112.3B (NOTAL)). Provides information on locations of MPOs, aerial mail terminals, FMCs and international exchange offices.
4. DOD Postal Manual (DOD 4525.6-M Vol I of December 1989, Vol II of February 1987 (NOTAL)). Contains MPO operating procedures and mail handling and delivery procedures for unit post offices and mailcenters.
5. DOD Official Mail Manual (OPNAVINST 5218.7A of September 1992/MCO 5110.4 (NOTAL)). Provides uniform procedures and responsibilities for administering DOD official mail.
6. Financial Management Regulation (FMR) Manual 7000.14-R Volume 5 of May 1996 (NOTAL). Contain instructions concerning the custody of postal funds.
7. DOD Postal Supply Catalog 4525.6-C of April 1990 (enclosure (4) of OPNAVINST 5112.3B (NOTAL)). Provides uniform procedures for postal supply administration
8. Standard Navy Distribution List. This publication lists mobile units and shore activities of the Navy with their mailing addresses which contain proper Fleet/Army or Air Force Post Office (FPO/APO) numbers for mailing use in lieu of geographical locations overseas. The publication is the source for official Navy mailing addresses.
9. Manual of the Judge Advocate General (JAG Manual). This manual provides direction and guidance relative to the investigation of postal losses and offenses (chapters VI and IX).

8 JUN 1998

10. DON Criminal and Security Investigation (SECNAVINST 5520.3B). This instruction establishes and restates jurisdiction and responsibilities in the conduct of criminal and security investigations and related activities within DON.
11. DON Information and Personnel Security Program Regulation (OPNAVINST 5510.1H). Provides instructions and policy guidance on security matters applicable to DON.
12. Navy Customer Service Manual (NAVPERS 10119-B (NOTAL)). Contains information on service at customer contact points.
13. Navy Pay and Personnel Procedures Manual (PAYPERSMAN) (NOTAL). Contains procedural directions for implementing the DOD Military Pay and Allowances Entitlement Manual.
14. Joint Uniform Military Pay System (JUMPS/MMS) Manual (MCO P1080.20) (NOTAL). Contains procedural directions for implementing the Military Pay and Allowances Entitlement Manual for Marine Corps personnel.
15. Disposal of Navy and Marine Corps Records (SECNAVINST 5212.5C). Prescribes policies and procedures for the DON records disposal program and issues Navy-wide authorized retention standards for naval records.
16. Naval Warfare Publication (NWP 4-01.4) - Replenishment at Sea (NOTAL). Prescribes procedures for transferring and handling mail at sea.
17. Naval Warfare Publication (NWP 4-09) - Other Logistics Services, Part III, Postal Services (NOTAL). Provides an overview of the postal function as it relates to naval logistics and the doctrinal foundations for the role of Postal Services in naval operations.
18. Instructions/Orders and Notices/Bulletins. The 5110 through 5119, and 5218 series address postal matters.
19. Marine Corps Order P5110.5C. Official Mail Address Listing for Marine Corps Command.

303. NORTH ATLANTIC TREATY ORGANIZATION (NATO) PUBLICATIONS

Standardization Agreement (STANAG) Number 2109, Postal Organization for the NATO Armed Forces in Wartime (NOTAL). Details the policy for the NATO Armed Forces postal service to be put in effect in wartime and, as practicable, during major NATO exercises.

8 JUN 1998

CHAPTER 4 - ASSIGNMENT AND DESIGNATION OF NAVY/MARINE CORPS POSTAL PERSONNEL

401. GENERAL

This chapter sets forth the minimum responsibilities of the command postal officer and the minimum qualifications for a person to be designated as a postal clerk (PC) in the Navy/Marine Corps.

402. POSTAL OFFICERS

1. The postal officer is responsible for the overall supervision of the postal functions of the command and shall have the following responsibilities:
 - a. Keep the commanding officer informed of the condition of the post office and advised of postal matters.
 - b. Be familiar with USPS manuals (Domestic Mail Manual (DMM), International Mail Manual (IMM), Postal Operations Manual (POM), Administrative Support Manual (ASM)), applicable Department of Defense (DOD) postal manuals and regulations, and this instruction.
 - c. Understand how and when audits are to be held and ensure that proper reports are completed and distributed.
 - d. Conduct audits of military postal clerks (MPCs), custodian of postal effects (COPE), and reserve stock custodian.
 - e. Ensure money orders are properly receipted for, issued, cashed, traced if necessary, and all associated reports completed and distributed.
 - f. Be familiar with the requisitioning of stamp stock, when to accomplish it, and where the requisitions are sent.
 - g. Prepare command mail routing instruction (MRI) messages and ensure that they are submitted with sufficient lead time to maintain continuity of the command's mail.
 - h. Have a basic understanding of the following areas to ensure they are being complied with:
 - (1) Directory service;
 - (2) Postal Activity Reporting System (PARS) message; (if/when required)
 - (3) Customs forms, collections, interdiction program;

8 JUN 1998

- (4) Mail orderly system;
- (5) Mail claims, inquiries, tracers, complaints;
- (6) Security of post office and postal effects;
- (7) Standard Operating Procedures (SOPs)
- (8) Procedures for reporting postal incidents and offenses; and
- (9) Financial Adjustment Memorandums (FAMs).

2. In addition to the responsibilities delineated in paragraphs 402.1a through 401.1h(9), the postal officer should maintain close liaison with the area postal advisors, requesting advice and assistance as needed.

403. POSTAL FINANCE OFFICERS (PFOs) (NAVY ONLY)

Fleet commanders in chief (FLTCINCs) may designate a PFO at certain shore postal facilities. PFOs will be designated and will administer flexible credits and issue fixed credits to COPEs in their respective area. PFOs will be military personnel in the grade of E-7 or above. PFOs will be designated on DD 2257. An E-6 may be designated as PFO if an exception has been granted by the appropriate FLTCINC. A copy of the designation/revocation will be forwarded to the applicable FLTCINC. The COPE for a post office will not be designated as PFO. The command postal officer may, however, be designated as PFO.

404. CUSTODIAN OF POSTAL EFFECTS (COPE)

1. The COPE will be the custodian of the fixed/flexible stamp account and equipment assigned to the post office. The COPE billet shall be filled at all times by a person qualified following paragraph 405.1 of this instruction and reference (a). In no case may more than one COPE be designated for each command operating a post office. The COPE shall be charged with the financial responsibility of the post office and shall hold a proper receipt, PS Form 3369 (Consigned Credit Receipt), from the reserve custodian and financial postal clerks for that portion of the fixed stamp credit held in sub-custody. In addition, the COPE shall prepare a separate PS Form 3369 for sub-custody accounts held for each Stamp Vending Machine (SVM) maintained in operation. Annotate the FPO number of the servicing activity, along with the SVM serial number and its specific location in the "Location of Credit" block of the PS Form 3369. The accountable postmaster or the serving PFO, as appropriate will be furnished with a PS Form 3369 (Consigned Credit Receipt) for a fixed/flexible credit account for the entire amount of the stamp credit advanced to the post office. A receipt will be tendered upon assumption of duties as COPE and as changes in the amount of the fixed/flexible credit occurs in accordance with instructions of U.S. Postal Service (USPS) and reference (a). Additionally PS Form 1590 (Supplies and Equipment Receipt) will be submitted anytime there is a change of custody of postal equipment as specified in subsection D3 of the DOD Postal Supply Catalog 4525.6-C.

8 JUN 1998

In the event of conflict between the requirements of USPS and instructions issued by responsible seniors, the COPE's shall bring such conflicts to the attention of their superiors and request written instructions.

2. The following is the procedures for change of COPE:

a. Ensure the prospective COPE is designated as a PC on DD 2257 and a separate page 13 entry (Administrative Remarks) is made in his/her service record. (Navy only)

b. Designate the senior postal clerk (if practical) as the COPE on a separate DD 2257. Ensure that the outgoing COPE's designation is revoked.

c. A change from one designation to another, such as from PC to COPE, shall require redesignation. DD 2257 shall be completed in enough copies for distribution. Original copy to post office files and a copy to member's service record. In addition, both copies of DD 2257 designating the new COPE and DD 2257 terminating the COPE being relieved (signed by the designating official) shall be submitted to Military Auditing Unit and appropriate FLTCINC. Along with the copies of DD 2257, also send a copy of audit report (DD 2259) and 2 copies of "Consigned Credit Receipt" (PS Form 3369) to Military Auditing Unit. Submit a copy of DD 2257 to the appropriate FLTCINC along with a copy of audit report.

d. Conduct a complete audit of postal effects, to include:

(1) All stamp credits assigned (including the reserve custodian and any clerks). The COPE must verify the results of the audit.

(2) Money order accounts to ensure all money orders assigned to the command are accounted for.

(3) Postage meter accounts (if postage meter equipment assigned); indicate current meter reading on reports, date and number of last meter report submitted.

(4) All accountable equipment listed on the command's PS Form 1590 (Equipment Receipt) and physically verify the location of post office keys.

(5) Have audit reports (DD 2259) prepared and signed by the auditing officers; both the incoming and outgoing COPE's must sign the report. The incoming COPE should sign in the remarks section that he/she concurs with the results of audit.

(6) The COPE's account must be exact (NO TOLERANCE FOR CHANGE OF CUSTODY). Any shortage must be replaced by the outgoing COPE; any overage must be submitted (by U.S. Treasury Check) to accountable postmaster or PFO as appropriate. Indicate in the remarks section of the audit report that overage has been submitted, in addition, provide check number and amount.

8 JUN 1998

3. The COPE must accomplish the following:

- a. Prepare consigned fixed credit receipt (PS Form 3369) in triplicate.
- b. Change safe combination(s). Place new combination(s) in sealed envelope(s) and provide to the postal officer or designated official, and obtain a receipt on a modified PS Form 1096.
- c. Obtain receipt for post office keys not in the COPE's custody. The commanding officer or designated official should maintain duplicate keys in sealed envelope.
- d. PS Form 1590 will be prepared in quadruplicate, original and one copy will be submitted to the accountable postmaster or PFO as appropriate via JMPA supply clerk for verification. Retain copy in post office file until original signed copy is received from JMPA, send copy to appropriate FLTCINC. The following is a list of USPS capital and sensitive equipment that must be accounted for on PS Form 1590.

CAPITAL EQUIPMENT
Stamp Vending Machines
Scales-currently PS Items 0853, 0854, and 0857
Canceling Machines (electrical)

SENSITIVE EQUIPMENT
Money Order Imprinters
Postage Meter Machines (Head and Base)
Postage Meter Keys (Base and Setting Keys)

405. ASSIGNMENT AND RESPONSIBILITIES OF MILITARY POSTAL CLERKS (MPC's)

1. Before being permitted to perform postal financial duties or assume custody of postal effects, enlisted personnel must be designated as MPC on page 13 of their service record. Navy/Marine Corps personnel will be designated on DD 2257 per reference (a), and this instruction, at command to which assigned. In addition to those qualifying factors listed in reference (a), personnel who are recommended to strike for the Rating/Military Occupational Specialty of Postal Clerk must also:

- a. Be a U. S. citizen; and
- b. Have completed at least a high school education or its equivalent;
- c. Have a minimum combined test score as follows (Navy only):

ASVAB 5
WK + AR = 103

ASVAB 8, 9, 10
VE + AR = 103

8 JUN 1998

d. Have a minimum clerical score of 100 for high school graduates and 100 for non high school graduates (Marine Corps only); and

e. Possess a valid U.S. drivers license.

2. Commanding officers may request a waiver (except for drivers license requirement and U.S. citizenship requirement) of the requirements listed in paragraph 405.1 from the Bureau of Naval Personnel (BUPERS) (Pers-29) or Commandant of the Marine Corps (CMC) (MRP-3), as applicable, in the case of exceptionally deserving personnel when all other requirements are met.

3. All personnel designated as MPCs and mail clerks will be issued a DD 285 by the command to which assigned.

4. Designation as an MPC shall remain in effect as long as the PC remains on active duty, maintains a PC rating or assignment, or until revoked for cause.

5. MPCs and financial PC's are responsible to the COPE for any stamps or funds entrusted to their care.

6. PC's assigned to duty as a clerk in charge of a unit post office shall be responsible for ensuring that the unit operates at all times in conformance with existing DOD and USPS regulations. The COPE of the parent post office shall be kept advised on all matters concerning the operation of the unit.

7. Ships and overseas activities operating a post office and having only a COPE shall designate an additional individual as an MPC for training as a prospective relief to perform the following functions:

a. Receipt and dispatch of incoming/outgoing mail;

b. Mail distribution (mail call);

c. Directory mail services;

d. Financial transactions to include selling money orders and stamps;

e. Process postal claims and inquiries;

f. Process official mail for compliancy, and

g. Safeguard postal equipment and U.S. mail.

8. Financial operations of Navy/Marine Corps post offices shall not be performed by officers, even if they are designated as the postal officer. Postal clerks or other personnel will not be assigned duty in a post office unless designated on DD 2257. Foreign nationals and

8 JUN 1998

undesigned U. S. citizens may be used as bulk mail handlers, laborers, drivers and mail sorters for other than accountable mail. When employed in the post office, these personnel will be under direct supervision of a designated MPC.

9. MPCs assigned to Navy/Marine Corps post offices will not be required to act as merchandise control officers or custom agents while performing postal duties. They will not issue, sign or endorse any type of receipt for verification of articles mailed except as authorized in the Domestic Mail Manual (DMM) and reference (a).

10. MPCs assigned to Navy/Marine Corps post offices will not give any information contained on the outside of an article to anyone other than the addressee, mailer, or other postal personnel unless a mail cover has been authorized per reference (a).

8 JUN 1988

CHAPTER 5 - DIRECTORY SERVICES

501. GENERAL

Regulations governing the establishment and maintenance of directory files and procedures for processing undeliverable mail are contained in reference (a). Additional Navy/Marine Corps directory service procedures are covered by this section.

502. ORGANIZATIONS REQUIRED TO MAINTAIN MAIL DIRECTORY FILES

Except where a centralized mail directory service has been established, each command is required to maintain a mail directory file of all personnel receiving mail through the activity, including personnel ordered to and transferred from the activity. Commands having a military post office (MPO) will maintain the mail directory files as a part of the post office. MPOs normally shall not maintain postal directory cards for personnel who are served through a mail address only (MAO) or subordinate unit mailcenter. In commands not having a MPO, the mail directory file will normally be maintained as a part of the mail orderly system.

503. MAIL DIRECTORY

1. Mail directory service is maintained in order to provide proper disposition of U.S. Mail which is received by the command. Directory service is performed by postal clerks (PCs) of commands operating MPOs and normally by designated mail clerks or mail orderlies in commands not operating a MPO. Computer listings or electronic storage may be used in place of file cards if all other requirements are met. Electronically-stored directories with search-by-name capacity, do not need to be filed alphabetically. Additionally, changes must be posted and back-up files created daily. Directory service will be performed for a minimum period of 12 months after detachment or transfer of personnel.

2. The mail directory will consist of OPNAV 5110/5 cards (notice of change of address), NAVMC 10572 (mail directory file card) or a similar record system containing the necessary information. Files will be arranged alphabetically, regardless of rank/grade/rate, status, etc. They will be updated as necessary to reflect all changes in a person's status. Upon the detachment or transfer of individuals, directory cards will be coded for destruction in 12 months. If the individual was in a temporary additional duty (TAD) or student status 6 months or less, code the card for destruction in 3 months.

3. Mail directory files of personnel receiving mail through the organization will show the last name, first name, middle initial, rank/grade/rating, mail address, and whenever practical, the previous mailing address. Shipboard divisions or components of the command should also be recorded in the files. Temporary changes in status, (hospital, temporary duty, unauthorized absence, etc.), (except leave) together with the date of change, will be entered on the files. Upon return of individuals to the activity, such notations will be made, initialed, and dated.

8 JUN 1990

4. Files for personnel ordered to report to the activity shall indicate the date due to report, if known. Files for personnel permanently detached from the activity will show a complete forwarding address. Date of departure or discard date will be clearly shown to permit easy disposal of the files at the expiration of the required retention period.
5. Personnel receiving mail for accompanying family members at their military address will list those family members on the sponsor's directory file (if last names are the same) or on separate directory files, as appropriate.
6. Mail directory service shall not be used as a base locator service.
7. All Navy MPOs and commands providing mail directory service that are not supported by a MPO shall obtain and monitor, on a monthly basis, a copy of each embarked units personnel (alpha) roster. Prior to returning any mail to sender or forwarding undeliverable mail to the serving USPS mail recovery center, or placing mail in a hold status, personnel providing directory service will check undeliverable as addressed mail against the alpha roster(s) to determine if delivery can be made to the addressee.
8. All MPOs shall be proactive in updating mailing lists of commercial publishers (i.e. catalogs, advertisements, newsletters, etc.). Request a copy of each commercial publisher's mailing lists and provide them with an update, when large volumes of mailings are evident. This reduces wasted man-hours and second destination transportation (SDT) costs to the Navy. In addition, this initiative reduces the amount of undeliverable bulk mail that must be properly disposed of at sea in accordance with shipboard instructions.

504. SOURCES OF INFORMATION FOR PREPARATION OF DIRECTORY FILES

Commanding officers will ensure that the necessary data required to maintain a current mail directory file is provided to the office maintaining that file. This information may be supplied by providing advance copies of orders or any other method that will ensure the timely and complete receipt of information for maintenance of mail directory file.

505. DETACHMENT AND RECEIPT PROCEDURES

When personnel are transferred, the personnel office or other designated office of the transferring command shall prepare an OPNAV 5110/5 card, ensuring that the address of the activity to which personnel are to be transferred is that which is shown in the Standard Navy Distribution List (SNDL) for Navy units and MCO P5110.5C for Marine Corps units, including the estimate date of arrival (EDA) at the new duty station if that information is available. The completed card shall be given to the transferee, who shall prepare two additional cards and deliver them to the post office. In commands operating military post offices it is recommended that change of address cards be completed at the post office during the check-out process and one mailed to the directory service of the command to which the member is to report. When personnel are transferred for further assignment and the permanent duty station is not known at the time of

8 JUN 1990

transfer, or the person is separated from active duty, a non-military address furnished by the transferee should be used in the change of address file. In the event the person being transferred does not have a non-military address to utilize, the change of address file should be endorsed "Transferred to (Activity) For Further Assignment (FFA) EDA (MO/YR)."

2. Transferring commands will ensure that personnel departing the activity advise all correspondents of their new address. They should advise publishers of their new address or notify them to discontinue mailings until further advised of a permanent address. OPNAV 5110/5 cards will be furnished to personnel for this purpose.
3. Transferring commands will advise a transferee that the delivery of mail while enroute is generally impractical and will advise against the use of an intermediate activity as an interim address. Personnel Support Activity Detachments should not be used as forwarding or intermediate addresses by personnel being further assigned or separated from the service due to the relatively short stay at this activity, and because the number of persons being processed generally makes it impractical.
4. Commands receiving personnel will require reporting personnel to prepare duplicate change of address cards. The date of reporting will be indicated on the card. One card will be placed in the command directory file and the remaining card, showing the new permanent address, will be sent to the last permanent duty station.

506. HANDLING OF MAIL FOR CASUALTIES

1. Commanding officers shall hold mail addressed to Navy/Marine Corps members who are deceased until it can be determined that all of the next of kin have been notified. Casualties' mail will then be returned to sender per reference (a), or forwarded to the next of kin with an accompanying letter attached as illustrated in tables 5-1 or 5-2 as appropriate.
2. Commanding officers shall forward mail addressed to Navy and Marine Corps members missing, captured or interned to the Bureau of Naval Personnel (BUPERS) (Pers-52).

507. ENDORSEMENTS ON DIRECTORY MAIL

All mail that requires directory service will be back stamped with the directory service stamp with the date of receipt, and dated again when it is forwarded or returned to sender. This directory service stamp will be procured through normal Navy/ Marine Corps supply channels. The stamp shall be 1 ½ by 1 ½ inches and shall indicate "Directory Service," name of command, date received, date forwarded, and space for initial of directory clerk.

8 JUN 1998

SSIC
Ser or Orig Code
Date

Name
address
City, State Zip code

Salutation:

The enclosed correspondence addressed to (rank/rate, first name, middle initial, last name) is returned. I regret the need to inform you that the service member died on (date).

Sincerely,

Signature Block of C.O.

Table 5-1. Form letter for returning personal and business correspondence including mail from a member of the deceased's family when the relationship is unknown.

8 JUN 1998

SSIC

Ser or Orig Code

Date

Name
Address
City, State Zip Code

Salutation:

The enclosed correspondence addressed to your (relationship), the late (name, rank, and branch of service), is returned.

Sincerely,

Signature Block of C.O.

Table 5-2. Form letter for returning personal mail to a member of the deceased's family when relationship is known.

8 JUN 1998

CHAPTER 6 - POSTAL OFFENSES**601. POSTAL OFFENSES**

1. Postal offenses listed in reference (a), which occur at Navy/Marine Corps post offices will be reported by message to the Director, Military Postal Service Agency (MPSA) (message address: EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA //MPSA-OP//) and applicable Fleet Commander in Chief (FLTCINC). Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) (SUP 54), Commandant of the Marine Corps (CMC) (MRP-3), Director Naval Criminal Investigative Service Command (COMNAVCRIMINSERV), and Type Commanders (TYCOMs), Force Commanders (FORCECOMs), or Commanding Generals, Fleet Marine Force Atlantic/Pacific (CGs FMFLANT/PAC) will be listed as information addressees.
2. The commanding officer is responsible for the investigation of any postal offense within the command. Normally, this requires the immediate referral of the case to the nearest Naval Criminal Investigative Service Regional Office (NAVINSERVREGO) for investigation and the convening of an investigation per the Manual of the Judge Advocate General (JAG).
3. The services of a U.S. Postal Service (USPS) inspector should be requested via NAVINSERVREGO when a ship, mobile unit, or a Marine Corps unit is in a U.S. port or location where such services are available.
4. The services of the local Navy postal advisor may be requested to provide technical assistance to the commanding officer and investigative agent. If a ship or mobile unit is in an area where a postal advisor is not located, the applicable FLTCINC will designate an individual to provide the assistance if required (Navy only).

602. RECOVERY OF POSTAL FUNDS

1. If a shortage or loss of postal funds occurs, accountable personnel are responsible to the U.S. Government for the loss. If an accountable person is not relieved of liability and does not make timely and satisfactory restitution to the postal service, the Navy may reimburse the postal service for losses of postal funds in the custody of postal personnel. Should Navy reimbursement occur before restitution is made by the accountable person to the postal service, the accountable individual is liable to the Navy for amounts it has reimbursed the postal service unless the Navy's claim against the accountable person is without merit.
2. If an accountable person has not requested relief of liability, the individual should be afforded an opportunity to make voluntary restitution satisfactory to the postal service or Navy as appropriate. If satisfactory voluntary restitution is not made, the commanding officer shall ensure that a sufficient amount of the individual's pay is withheld and credited to the proper agency. Administrative procedures for involuntary collection are contained in the Navy Pay and Personnel Procedures Manual, sections 70731, 70732, 70733, 70771, 70773 or Chapter 7 of the

8 JUN 1998

Joint Uniform Military Pay System/Manpower Management System (JUMPS/MMS) Manual, as applicable. Advise MPSA and COMNAVSUPSYSCOM (SUP 54) or CMC (MRP-3), as appropriate, as well as the administrative chain of command (applicable FLTCINC, TYCOM and force commander or CGs FMFLANT/PAC) of the details of such collection action. A copy of each report (DD 2259) showing the amount of shortage replaced will be forwarded to the applicable FLTCINC each month until the total shortage amount has been replaced and account is in balance. Collection action is separate and independent of any disciplinary action that may be warranted.

3. An accountable individual may request to be relieved of liability by the U.S. Postal Service. Such requests for relief are considered to be a "claim for accountable financial loss" from an accountable postmaster under USPS Post Office Accounting Procedures Manual Handbook F-1, section 841. A "claim for loss" should contain all information relating to the loss and be accompanied by a completed investigation into the loss. The claim for loss should be submitted via the administrative chain of command to COMNAVSUPSYSCOM (SUP 54) or CMC (MRP-3) for forwarding to the postal service via MPSA. Each endorser of the claim for loss shall make a specific recommendation to approve or disapprove the basic request and shall express an opinion as to the presence or absence of negligence, error, or culpability on the part of the individual requesting relief. Claims for loss denied by the postal service should be identified by MPSA in any subsequent endorsement of a postal service claim for reimbursement in the same matter.

8 JUN 1990

CHAPTER 7 - POSTAL ADVISOR RESPONSIBILITIES AND DUTIES (NAVY only)

701. PURPOSE

The Postal Advisor Program (PAP) has been established at selected areas with large concentrations of fleet and shore activities to assist commanding officers in the evaluation of their daily mail and postal operations and to provide technical training to personnel assigned postal duties.

702. GENERAL

The PAP, in conjunction with the Navy Command Inspection Program (SECNAVINST 5040.3) (NOTAL) and reference (a), assists in complying with the U.S. Postal Service (USPS) and the Department of Defense (DOD) Postal Agreement. This agreement requires the military services to furnish personnel to conduct surveys, inspections, investigations, and audits of DOD postal facilities operations, as needed, to verify that accountable postal effects are on hand and properly protected, that all revenue due the postal service is being collected and properly accounted for, and that service rendered is efficient and per USPS and DOD regulations. This program also provides additional training to Navy graduates of the Interservice Postal Training Activity who are proficient enough to conduct entry level postal finance business under supervision, but who still require additional guidance to become well-rounded members of the postal community.

703. RESPONSIBILITIES

Postal Advisor billets are under the operational control of Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT), Commander in Chief, U.S. Pacific Fleet (CINCPACFLT), Commander in Chief, U.S. Naval Forces, Europe (CINCUSNAVEUR) and Commander, U.S. Naval Forces, Central Command (COMUSNAVCENT) as applicable, and administered through the respective fleet commander in chief (FLTCINC) postal officer. Postal advisors will be issued a letter of designation and suitable identification by the applicable FLTCINC. Personnel assigned to these billets will be attached to the command to which ordered for administrative support purposes only. FLTCINCs will be responsible for the assignment of duties and for the funding of any temporary additional duty (TAD) or travel required in the performance of official postal advisor duties. Commands to which the postal advisor is assigned will be responsible for providing adequate office space and telephone services. Postal advisors will not be assigned any projects or additional duties (including military) without specific approval of the cognizant FLTCINC.

704. MISSION

The postal advisor's mission is to provide assistance, guidance and training to military postal clerks (MPCs) and other personnel assigned postal duties at MPOs and mail centers operated by the Navy. They also provide postal assessment visits, when requested or needed to satisfy the requirements of paragraph 1103, to all Navy activities that operate post offices or mail centers; conduct follow-up visits ensuring correction of discrepancies; provide the necessary guidance on

8 JUN 1998

an individual basis or in a classroom environment; and ensure that all personnel assigned postal duties are fully trained and knowledgeable in the full scope of their postal responsibilities.

705. TASKING

1. PAPs will be administered by the respective FLTCINC through postal advisor billets currently established at the following locations: Norfolk, VA; Mayport, FL; San Diego, CA; Pearl Harbor, HI; Muharraq, Bahrain; Yokohama, Japan; and Naples Italy. Personnel assigned to the postal advisor billets shall be responsible to and report directly to the respective FLTCINC postal officer. Postal advisors duties shall include, but are not limited to the following tasks:

a. Conduct postal assessment and training visits at MPOs aboard ships and MPOs and mail centers at shore stations/activities in their area of responsibility. Postal assessments will be conducted utilizing the Postal Assessment Guide in appendix C.

b. Actively solicit the involvement of commanding officers to ensure all ships and shore station/activities receive postal assessment visits on a regular basis.

c. Schedule and conduct pre-deployment postal assessment aboard ships 45-60 days prior to extended deployments. These visits should cover, but not be limited to, adequacy of fixed credit, actual stamp stock on board, blank money order forms on hand, proper dispatch labels, forms, equipment and supplies, required publications, and mail routing responsibilities. Pre-deployment postal assessments will be conducted utilizing the Pre-deployment Assessment guide in appendix C.

d. Upon request, assist USPS inspectors, Naval Criminal Investigative Service Regional Office (NAVCRISREGO) special agents, and individuals designated to conduct the Manual of Judge Advocate General (JAG) investigations concerning postal matters aboard ships and at shore stations/activities including audit of postal monies and a review of postal administrative procedures. SECNAVINST 5520.3B provides specific guidance relative to the conduct of criminal investigations within the DON.

e. When designated postal advisors make postal assessment visits, they will report to the commander, commanding officer, chief of staff or executive officer, present their credentials and state the purpose of the visit. Upon conclusion of the postal assessment visit an informal oral or written debrief will be given to the commanding or executive officer and the supply officer of the command visited. Assistance will be offered at this time to correct any discrepancies that may have been noted. Any evidence of depredations, shortages, or misappropriated postal monies discovered during postal assessment visits shall be reported by the command per reference (a).

f. When requested, augment command inspection teams of immediate unit commanders for the purpose of conducting the postal functional areas inspection.

g. A summary report will be submitted on a monthly basis, in the format specified by the cognizant fleet postal officer. Distribution of the summary report will be as specified by the applicable FLTCINC.

8 JUN 1998

- h. When requested, audit the official mail stamp stock assigned to the command.

8 JUN 1990

CHAPTER 8 - MAIL ADDRESS INFORMATION

801. GENERAL

1. Incorrect and incomplete addresses are the greatest cause of delay or non-delivery of mail. They are usually attributable to non-availability of readily accessible lists of correct addresses or non-familiarity with the existence and use of various sources of mail address information.
2. Mail addressed for delivery to Navy/Marine Corps activities use the addresses in the publications listed in paragraph 802.
3. Correct and complete return addresses on mail are essential so that correspondents will have the correct address when making replies and to return undeliverable mail to the sender.
4. Letterhead stationery shall show the correct mailing address including the ZIP + 4 code of the activity in the letterhead. When an activity's address is changed, use letterhead stationery on hand bearing the old address until the supply is exhausted; however, correct the address when each letter is prepared or overprint the entire supply with the correct address.
5. Commanding officers shall ensure that all personnel of the command are informed of their correct address; that they are instructed to use it as a return address on outgoing mail; and that persons who address official mail familiarize themselves with this instruction and use of the Standard Navy Distribution List (SNDL) and other sources of official mail address information.

802. SOURCES OF MAIL ADDRESS INFORMATION

1. Authorized mail addresses for activities of the Department of the Navy (DON) may be obtained or determined from current editions of the following publications:
 - a. Standard Navy Distribution List (SNDL), Part 1 Operating Forces of the Navy, Unified and Specified Commands, and U.S. Elements of international Commands including Annex A, Part 2, and Catalog of Naval Shore Activities;
 - b. Monthly Progress Report for Shipbuilding and Conversion (NAVSHIPS 250-574) (NOTAL);
 - c. Department of Defense Automatic Addressing System (DODAAS) (DODD 4000.25-10-M) (NOTAL); and
 - d. MCO P5110.5C Official Mail and Address Listing for Marine Corps Commands.

803. DETAILED REQUIREMENTS FOR ADDRESSES

1. Mail addresses obtained from the SNDL or as determined from other sources will be placed on mail in the proper format. The proper format for addresses and return addresses is prescribed

8 JUN 1998

in the DON Correspondence Manual (SECNAVINST 5216.5D) and is shown in the examples in paragraph 808.

2. The only abbreviations that can be used are those utilized in the Plain Language Address Directory (PLAD) for a correct mailing address, except for such obvious abbreviations as states, ranks, grades, rates, US, USS, hull types (SS, CVN, etc.), Fleet Post Office (FPO), etc.
3. Address of ships shall include the full official name as well as the class and hull number, such as USS YORKTOWN (CG 48).
4. Addresses of Navy aircraft squadrons and detachments must include their unit numbers, and only need the short designation, such as (VF 12). If the full name is used, it must also include the short designation (e.g., Fighter Squadron One Four (VF 14).
5. Geographical locations shall not be used with a Fleet Post Office (FPO) or Army/Air Force Post Office (APO) number in a mail address unless assigned as a part of the official title.
6. Mail for mobile commands, staffs, units, or detachments shall not be addressed to shore activities, flagships, or ships on which they are based unless so assigned in the SNDL.
7. Mail for service craft within the Continental United States (CONUS) or ships in an inactive status within CONUS will not be addressed to an FPO address.
8. Official classified matter for transmission in postal channels shall not be addressed to a geographical location outside the CONUS unless specifically provided for in OPNAVINST 5510.1H (DON Information and Personnel Security Program Regulations).
9. The use of barracks, or division numbers that are used as a part of a mail address for purposes of expediting local distribution of mail shall be included in the second or optional line of the address. For the purpose of standardization the last two lines of the mail address will contain ship's name, postal service code (PSC), P.O. Box or unit number.
10. Mail shall not be addressed to task forces, groups, elements or units by task organization number unless they are so listed in the SNDL.
11. Return addresses are required on all official mail and parcels.
12. All activities should review their address periodically, to ensure that the address used is correct in all respects.

804. EXCEPTIONS TO PRESCRIBED MAIL ADDRESSES

1. Subject to security requirements, and at the discretion of commanding officers, the following exceptions are permitted concerning prescribed mail addresses (official addresses in the SNDL will not be changed to cover these exceptions):

8 JUN 1998

- a. Personal mail for personnel living on and off base in private or government quarters where U.S. Postal Service (USPS) delivers shall be addressed to their home address to ensure compliance with reference (a). Mail for personnel living in barracks, Bachelors Officers Quarters (BOQs), etc., where USPS does not provide service should be addressed to their unit address or box number address in order that it may be handled separately from the activity's official mail.
 - b. The commanding officer of a ship which is officially assigned an FPO address, may, when located at a port within CONUS for 1 year or longer authorize the use of a local geographical address. However, care must be taken to instruct all personnel to advise their correspondents to revert to the FPO address well in advance of movement of the ship. In addition, arrangements must be made with the local postmaster for delivery of mail to the ship's postal clerk or mail orderly, and the postmaster must be advised of the disposition to be made of the ship's mail after departure.
2. The Catalog of Naval Shore Activities contains information on alternate methods of addressing mail which may be used for both personal and official mail for certain overseas activities.
 3. When a local geographical address in a foreign country is used, personal mail must bear postage at the international rate for the country of address. Official mail may be sent to any destination through USPS.
 4. The commanding officer of a unit, who is officially assigned an FPO address, may request authorization from MPSA via the applicable Fleet Commander in Chief (FLTCINC) upon prospective deployment, for use of a different FPO number for personal mail. Care must be taken to instruct all personnel to advise their correspondents to use the ship's original FPO address in advance of the unit's return.

805. FPO ADDRESSES

1. Mail which is to be routed and delivered through military postal channels to mobile units and overseas activities must bear the FPO address as provided in the SNDL. The appropriate Joint Military Postal Activity (JMPA) is able to route and dispatch fleet mail only when the command address is listed in the SNDL as being assigned an FPO address; when an FPO address is authorized but not yet entered in the SNDL, or when the FLTCINC/CG FMFLANT/PAC has been requested to route mail for the command temporarily.
2. Telegrams should not be addressed to an FPO mailing address. Telegrams which have been addressed to an FPO mailing address will be delivered to the serving JMPA responsible for the FPO number to which addressed (AA, AE, AP) and treated the same as mail. Telegrams for fleet personnel should be addressed to the unit, c/o Naval Computer and Telecommunications Station, Washington, D.C. 20390-5310, or Naval Communications Station Stockton, California 95203-5000 depending on the ocean area of operations.

8 JUN 1998

3. The FPO mailing address shall not be used for freight or express cargo shipments. Such shipments arriving at the serving JMPA will be refused since no means are available for forwarding.

806. ADDRESSES FOR FOREIGN NAVY SHIPS

Mail may be addressed to foreign navy ships in care of FPO AA, AE, AP when the ships are operating with U.S. Navy forces or in coastal waters of the U.S. The appropriate JMPA will route mail for such ships until their departure from U.S. naval operations in U.S. coastal waters. U.S. mail received at post offices subsequent to the ship's deletion from the mail routing guide will be returned to the sender, indicating that delivery can no longer be effected in U.S. postal channels.

807. CATEGORIES OF ADDRESSES

1. Assigned addresses for commissioned ships, USNS ships, ships in an advanced stage of construction, mobile commands, shore activities and for certain service craft are prescribed by the Chief of Naval Operations (CNO) in the SNDL.
2. Composite addresses for service craft and ships which are not listed in the SNDL must be determined by the sender by consulting references listed in paragraph 802 of this instruction to find the command to which the unit is assigned, or the command at which it is based. Mail may then be addressed in care of that command, whose address may be found in the SNDL.

808. ASSIGNED ADDRESSES

1. Commissioned naval ships. Use FPO addresses as assigned in the SNDL, Part 1.

Examples:

COMMANDING OFFICER
USS YORKTOWN (CG 48)
FPO AA 34093-1159

QMC JOHN M. DOE USN
OC DIVISION
USS GEORGE WASHINGTON (CVN 73)
FPO AE 09550-2873

2. Mobile Commands and Units. Fleet commands and other mobile commands and units, including squadrons and detachments, normally use an FPO address in order that mail may be routed to them regardless of their movements. Detachments of mobile commands and units will be numbered. Designation of detachments such as Alpha, Juliet, Sierra, etc., are not authorized. These addresses are listed in the SNDL Part 1.

8 JUN 1998

Example addresses for official mail:

COMMANDER THIRD FLEET
FPO AP 96601-6001

COMMANDING OFFICER
VF 14
UNIT 60119
FPO AE 09504-6103

COMMANDING OFFICER
U S NAVAL MOBILE CONSTRUCTION BATTALION THREE
UNIT 25269
FPO AP 96601-4921

COMMANDING GENERAL
III MARINE EXPEDITIONARY FORCE
UNIT 35601
FPO AP 96606- 5601

Example addresses for personal mail:

SN JOHN M. DOE USN
FLAG ALLOWANCE
COMMANDER THIRD FLEET
FPO AP 96601-6001

CAPT JOHN M DOE USMC
A CO 1/7
UNIT 39764 BOX 1316
FPO AP 96602-1316

AMH1 JOHN M. DOE USN
VP 40
UNIT 25452
FPO AP 96601-5916

LCDR JOHN M. DOE USN
SEAL TEAM 2
UNIT 60003
FPO AE 09501-4633

8 JUN 1998

3. COMMANDER MILITARY SEALIFT COMMAND (COMSC)

a. COMSC has civil service manned ships, contractor operated ships, and commercial contract ships operated by merchant crews. Ships of this category utilize the facilities of the Military Postal Service (MPS) and use the same type of address as commissioned Navy ships. All official mail is addressed to the master. These ships are listed in Annex A, of the SNDL, Part 1:

Examples:

MASTER
USNS MIZAR (T AGOR 11)
FPO AP 96672-4032

JOHN M DOE 1ST MATE
USNS MIZAR (T AGOR 11)
FPO AP 96672-4032

(1) COMSC is authorized to prescribe a local address in the case of those ships based in or operating from a CONUS port when such an address will facilitate the delivery of mail. No routing instructions for mail so addressed will be issued by mail routing authorities. Arrangements for the handling of this mail should be made with local military or postal officials providing the mail service.

(2) Military departments aboard civil service manned USNS ships use the same type of address as commissioned Navy ships, except that official mail intended for these departments is addressed to the Master and will indicate the military department or unit. These ships are listed in the SNDL, Part 1:

Examples:

MASTER
MILITARY SUPPLY DEPARTMENT
USNS ALTAIR (TAKR 291)
FPO AE 09564-4024

YN3 JOHN M DOE
MILITARY ADMIN DEPARTMENT
USNS SAN JOSE (TAFS 7)
FPO AP 96678-4045

b. Merchant ships on time charter (TC); general agency agreements, and consecutive voyage charters, under contract to COMSC, are authorized use of the MPS to effect the delivery of unregistered Priority, unregistered First-Class, and Certified Mail for the civilian crews of these ships.

8 JUN 1998

(1) The address for official and personal mail for military personnel comprising a military department in ships of these categories, is the address of the military activity to which the unit or individual is permanently assigned. The latter activity will process Priority and First-Class mail, and if indicated, readdress and forward it to the ship in care of the appropriate FPO. Periodicals, Standard Mail (A) and Standard Mail (B) class mail may be similarly forwarded when delivery cannot otherwise be effected within a reasonable time.

(2) The single exception is for those chartered ships assigned to the Afloat Prepositioning Force. Ships in this category will be assigned individual zip codes by the Military Postal Service Agency (MPSA). These ships are authorized all MPS services.

(3) Military postal authorities will not normally deliver mail to COCMSC ships. Upon arrival in port, it is the master's responsibility or a designated representative's to contact the following, predicated on their existence, to ascertain whether mail is on hand for the ship:

- (a) Company agent;
- (b) MPO;
- (c) Local civilian post office;
- (d) U.S. consulate; or
- (e) COMSC representative.

(4) Company agents are responsible for obtaining mail from military postal authorities and ensuring delivery to ships. COMSC representatives will maintain liaison with company agents, advise them of ship arrivals, and render all possible assistance in obtaining mail for ships. In the absence of company agents, COMSC representatives will render all possible assistance to masters in obtaining mail that may be on hand for their ships. Overseas company agents usually are not U.S. citizens, they should be designated to pick up mail of companies operating ships under a time charter (TC) or general agency agreement for the account of COMSC. COMSC representatives in overseas areas will endorse these letters of authorization. Accordingly, upon presentation of the above letter of authorization, military postal clerks (MPCs) should deliver mail to the master or the designated representative.

(5) When a ship's movement is classified, mail will not be addressed to overseas agents or other overseas geographical addresses. Likewise, unless special arrangements are made in each case, mail will not be forwarded via international channels to ships whose movements are classified. Instead, mail which cannot be delivered to a particular port of call through USPS facilities will be held at the next port of call served by the USPS. When ship movements are not classified, mail which has been addressed or delivered through the international mails to an overseas commercial agent may be delivered by the agent to a local military activity for further delivery to the ship upon arrival. While the acceptance of this mail by local military activities is

8 JUN 1998

allowed under these conditions, such mail shall not be injected into the MPS. Mail of this type which is undeliverable, shall be returned for further disposition to the agent from which it was received.

(6) COMSC shipping agreement ships are not authorized to use MPS.

4. Service craft are permitted to use an FPO address only under special circumstances. When there is a need for active service craft to use an FPO address, the serving JMPA must be informed in order that mail routing instructions may be issued. Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) (SUP 54) and the applicable FLTCINC will be included as "copy to" addressees on all correspondence.

5. Overseas shore activities are normally assigned an FPO or APO number. These addresses are listed in the appropriate section of the SNDL, Part 1, and Military Post Office Location List (MPOLL) DOD 4525.6-L of February 1990 (enclosure (1) of OPNAVINST 5112.3B (NOTAL)):

Examples:

COMMANDING OFFICER
U S NAVAL AIR STATION
PSC 812 PO BOX 1000
APO AE 09627-1000

COMMANDING OFFICER
U S NAVAL STATION
PSC 819 P O BOX 1
APO AE 09645-1000

COMMANDING GENERAL
MARINE CORPS BASE
UNIT 35001
FPO AP 96373-5001

CAPT JOHN M DOE USN
U S NAVAL FACILITY
PSC 1003 P O BOX 7
FPO AE 09728-0307

PCC SW THOMAS C WILSON USN
U S NAVAL ACTIVITIES UNITED KINGDOM
PSC 821 BOX 16
FPO AE 09421-0016

8 JUN 1998

6. SPECIAL ADDRESS INSTRUCTIONS

a. U.S. Naval Attaches, Military Assistance Advisory Group, missions, liaison officers, and similar activities, which are not served through military postal facilities, use a special address for service through facilities of the Department of State (DOS) for both official and personal mail. Instructions and limitations applicable to this mail are contained with the addresses in the appropriate part of the SNDL. The following is an example of an address used for unclassified official mail utilizing (DOS) mail channels:

CHIEF U S MILITARY LIAISON
JAMAICA
DEPARTMENT OF STATE
POUCH ROOM
WASHINGTON DC 20521-3210

b. Personal mail, bearing postage at international rates, may be addressed directly to destination, using an international address provided by the activity or individual concerned. When MPS is available, personal mail may be addressed to the military address.

c. Personal mail sent via Department of State:

(1) The facilities of the (DOS) are available for sending personal mail to persons who would normally be authorized use of the MPS if such service was available. MPS will be used where such facilities exist in lieu of State Department facilities.

(2) The following approved format of address should be used:

YNCS JOHN M DOE USN
USDAO VIENNA
DEPARTMENT OF STATE
POUCH ROOM
WASHINGTON DC 20521-9900

(3) Mail sent through the State Department mail channels is subject to limitations and restrictions prescribed in the USPS Domestic Mail Manual (DMM), Section E020 and instructions contained in the SNDL. Personal mail must bear postage at the domestic rate. Special services (i.e. Registered, Insured, Certified, etc.) are not available. International postal forms such as customs declarations and stickers are not required.

7. Shore activities in CONUS use a local geographical address, as listed in the SNDL, Parts 1 and 2. Mail so addressed is transmitted in the U.S. civil postal system:

8 JUN 1998

Examples:

COMMANDING OFFICER
ATTN CODE 213
NAVAL STATION
1653 MORRIS ST
NORFOLK VA 23511-2895

COMMANDING GENERAL
MARINE CORPS BASE
BOX 555010
CAMP PENDLETON CA 92055-5010

COMMANDING OFFICER
NAS PENSACOLA
190 RADFORD BLVD
PENSACOLA FL 32508-5217

809. COMPOSITE ADDRESSES

Mail should not be addressed to service craft, reserve fleet vessels, vessels under construction, vessels inactive while undergoing conversion, and other inactive vessels, however, should be addressed to the command which is responsible for the vessels or craft. When it is necessary to address mail to vessels or craft that are not listed in the SNDL, composite addresses may be formulated as stated in paragraph 807. Vessels under construction use the same type of address as inactive vessels under conversion. After assignment of a prospective commanding officer, requests to enter addresses in the SNDL, Part 1 may be forwarded to CNO (N09B/N09B22) via the appropriate chain of command.

8 JUN 1990

CHAPTER 9 - FLEET POST OFFICE NUMBERS**901. GENERAL**

1. Individual Fleet Post Office (FPO) numbers are assigned to geographical locations and some specific tenant commands OUTCONUS.
2. Ships and mobile units will not be authorized use of a geographically assigned FPO number.
3. Ships and mobile units have been assigned individual FPO numbers based on a formula comprised of their geographical location (homeport), crew size, and name:
 - a. Atlantic Fleet ships homeported at Charleston and south utilize FPO AA (Armed Forces Americas), all others utilize FPO AE (Armed Forces Europe). Pacific Fleet ships will utilize FPO AP (Armed Forces Pacific).
 - b. Zip codes for ships assigned new homeports for the purpose of overhaul will remain unchanged except when the overhaul will be in excess of 6 months. A request to change the Zip code will be submitted in accordance with paragraph 902.
 - c. Ships or mobile units requiring a permanent change from one FPO address to another will follow the guidelines contained in the Assignment of Ships and Units in the Administrative Organization of the Operating Forces, U.S. Navy (OPNAVINST 3110.3Q) (NOTAL) and the Homeports and Permanent Duty Station, Establishment/Disestablishment and Modification of Activities of Operating Forces of the Navy (OPNAVINST 3111.14U) (NOTAL).
4. Commander Military Sealift Command (COMSC) will coordinate with the Military Postal Service Agency (MPSA) for the assignment of ZIP codes to contract operated ships.
5. A complete listing of FPO and APO numbers, including all ships and mobile units, are contained in the Standard Navy Distribution List, Part 1, (OPNAV PO9B2-107) including Annex A to Part 1, and DOD 4525.6-L-1, MPO Location List (enclosure (1) of OPNAVINST 5112.3B of February 1990 (NOTAL)). Appendix A of this instruction contains a complete list of FPO numbers by geographical locations of the Department of the Navy post offices, and the addresses of the Military Postal Service Agency (MPSA) and the two Joint Military Postal Activities and their elements.

902. ASSIGNMENT OF FPO NUMBERS

A request for the assignment of an FPO number may be made by the command concerned to MPSA via the appropriate Fleet Commander in Chief (FLTCINC) Commanding General, Fleet Marine Forces Atlantic/Pacific (CG FMFLANT/PAC), as applicable. A copy of the request will be sent to COMNAVSUPSYSCOM (SUP 54) and Commandant of the Marine Corps (CMC) (MRP-3) for U.S. Marine Corps commands. Alternately, the request for assignment of FPO numbers will be made by CNO (N09B22) when establishing commands.

OPNAVINST 5112.6C

8 JUN 1990

903. DELETION OF FPO NUMBERS

When ships, mobile units, or overseas geographical locations have been disestablished and the FPO number will no longer be used, the command concerned will advise MPSA via the appropriate FLTCINC/CG FMFLANT/PAC, as applicable, so that the FPO number may be deleted. A copy of the correspondence will be sent to COMNAVSUPSYSCOM (SUP 54) and CMC (MRP-3) for USMC commands.

8 JUN 1998

CHAPTER 10 - MAIL ROUTING

1001. GENERAL

The Fleet Post Office (FPO) address assigned to a ship or mobile unit provides the U.S. Postal Service (USPS) with a mail accumulation point identifier at a gateway city. The appropriate Joint Military Postal Activity (JMPA) further directs the routing of mail to the actual location or area of the ship or mobile unit.

1002. MAIL ROUTING RESPONSIBILITIES

1. Commanding officers of ships and mobile units will submit mail routing messages in the format specified in table 10-2, to the applicable JMPA, FLTCINC/CG FMFLANT/PAC), and other commands as required. JMPAs provide information to USPS to effect the timely routing of mail to ships and mobile units.

a. Providing Mail Routing Instructions (MRI).

(1) Published operation schedules, operation orders, and movement reports do not provide adequate information for the effective positioning of mail. It is, therefore, imperative that all mobile commands (e.g., ships, squadrons, detachments) provide mail routing authorities with a MRI message notification as far in advance as possible (preferably 10 days prior to deployment). Additionally, timely, updated MRIs must be submitted when changes in schedules require repositioning of mail. When mail is to be routed to a port for an extended period of time, (such as to a shipyard, homeport, etc.) and the estimated time of departure (ETD) is not definite, indicate "until further notice (UFN)" rather than an ETD. Update the MRI when definite departures become known. All MRIs should be sent with a precedence of PRIORITY to action addressees and ROUTINE to information addressees. Table 10-2 is an example of the required information and provides a standard message format for MRIs.

(2) MRIs should provide the cognizant mail routing authority with an actual inport date and actual date mail is desired to be routed to a servicing carrier or other surface unit for further transfer as applicable. Commands with embarked units must include these units in their MRI. Each command and squadron must also provide MRIs when embarking/debarking a ship.

(3) Per reference (a), the JMPAs are the overall mail routing authorities for the Atlantic and Pacific areas and should be an action addressee on all MRIs. While operating in these areas, the appropriate area mail coordinator shall also be included as an action addressee on MRIs. Table 10-3 provides a listing of message PLADs required on MRIs, respective of operating areas. Other activities with a need-to-know should also be included (i.e., FMCs, Navy commands serving MPOs and carriers/auxiliary ships who are providing mail service to a unit).

(4) MRIs normally provide ship schedules and should be classified Confidential, when deemed necessary. If Secret or Top Secret MRIs are submitted, a date for downgrading to Confidential must be indicated so that mail can be repositioned as soon as possible under normal mail routing procedures.

8 JUN 1998

2. FLTCINCs/CGs FMFLANT/PAC will monitor the movement and routing of mail in their respective area of responsibility. FLTCINCs/CGs FMFLANT/PAC shall issue, or have issued, specific mail routing procedural information in their postal instruction. Additionally, area mail routing coordinators will be assigned by the FLTCINCs/CGs FMFLANT/PAC in their postal instruction.
3. Area mail coordinators' responsibilities are outlined in reference (a).
4. Task force or operational commanders are encouraged to submit consolidated mail routing instructions for units embarked or in company. Upon detachment, individual units will submit their own mail routing instructions at the ending point of the consolidated instructions or as directed by the operational commanders. (See table 10-1).
5. Individual commands will submit mail routing instructions for all detachments from the parent command. These detachments will be identified numerically. (See table 10-1).
6. Battle Group mail coordinators such as aircraft carriers should monitor and review ships in company and their embarked squadrons MRI's to ensure their mail is routed properly.

1003. MAIL ROUTING

Responsible commands must establish close liaison between the staff postal officer and the operations, logistics planning, and administrative sections of the staff to ensure timely and accurate planning of mail routing instructions.

1004. COVER ROUTING

Cover routing will be initiated per reference (a). Normally JMPAs will forward mail to applicable Fleet Mail Centers (FMCs) who will initiate cover routing. Mail dispatched under cover routing will be double bagged with the inside bag being strip labeled to the unit. No outside mail may be dispatched under cover routing.

1005. SPECIAL ROUTING

1. Naval area mail coordinators, FMCs, or post offices performing FMC functions are authorized to route and arrange for the dispatch and transmission of mail to units visiting foreign ports and to authorize such units to dispatch outgoing closed mail to CONUS. The following considerations will govern application of this authorization:

a. No requirement is known to exist for formal clearance of mails through diplomatic channels or foreign postal administrations when facilities located in foreign countries are considered adequate. This will be assumed in the absence of advice to the contrary.

b. Air service must be provided by a U.S. flag certified carrier or by an equivalent foreign air carrier when U.S. air carrier service is not available.

8 JUN 1990

c. Mail via foreign air carriers is limited to Priority, and First-Class mail, less Registered mail (except at Canadian ports). In cases where the units concerned would be without other-than-priority deliveries for a considerable period, other categories of mail may be upgraded and dispatched by air. This can be accomplished through coordination with the appropriate FLTCINC, COMNAVSUPSYSCOM (SUP 54), and MPSA.

d. The dispatching post office will give advance notification to the local postmaster and/or United States Defense Attaché Office in the port to be visited to hold mail for the unit(s) concerned; to accept outgoing closed mail from the unit for transmission to CONUS, and to return any undeliverable mail to the dispatching post office at U.S. Government expense. The unit(s) concerned must be notified what mail dispatches should be expected. The dispatching post office will notify the postmaster and units concerned when making arrangements for the dispatch and transmission of mail.

e. Additional guidelines for routing mail to foreign ships are contained in reference (a).

2. Closed mail, less Registered mail (except in Canada), dispatched by post offices through a local civil post office will be manifested as directed by the appropriate Navy and Marine Corps area mail coordinator, Fleet Mail Center (FMC), or Military Post Office (MPO) functioning as a FMC.

1006. MISROUTED AND MISHANDLED MAIL

1. Misrouted mail. When it is apparent that mail has been misrouted resulting in delay or nonreceipt, prompt action shall be taken per reference (a), to notify the appropriate FLTCINC, JMPA, Naval Area Mail Coordinator, FMC, or post office. If applicable, the appropriate CG FMFLANT/PAC shall be included as an information addressee. In all such notifications, reference shall be made to current mail routing instructions.

2. Mishandled mail. When it appears that an error has been made in the dispatch of mail (missorts, misthrows, incorrect labeling, etc.), causing unnecessary delays in mail arriving at its proper destination, the responsible dispatching activity shall be promptly notified. Such notification shall include substantiating documents (slide labels, facing slips, manifests, etc.) and information relative to date, time, and method of receipt to facilitate investigation and corrective action. Use DD 2273 "Irregularities in Makeup and Dispatch of Mail" to accomplish notification. Provide copy of each DD 2273 to the applicable FLTCINC. Such mishandled mail is to be dispatched to its proper destination.

OPNAVINST 5112.6C

8 JUN 1998

SAMPLE UNIT MRI EMBARKED/DISEMBARKED

FM COMDESRON ONE THREE
 TO CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//JMPA-MR//
 INFO CINCPACFLT PEARL HARBOR HI//N4142//
 FMC PEARL HARBOR HI//315//
 FMC YOKOHAMA JA//1400//
 CH JMPA PAC FIELD OFC SEATTLE WA//MPSA-SEA//
 CH JMPA PAC HAWAII DET PEARL HARBOR HI//JJJ//
 COMLOG WESTPAC//N4111//
 COMNAVSURFPAC SAN DIEGO CA//N416//
 NAVSUPPFAC DIEGO GARCIA//603//
 (ABOVE ADDRESSEES WILL BE INCLUDED ON ALL MRIs. ADD OTHERS AS APPROPRIATE, SUCH AS
 TYCOM, SHIP EMBARKING/DEBARKING, SHORE LOCATION OF UNIT)

BT

CONFIDENTIAL//N05110//
 MSGID/GENADMIN/COMDESRON ONE THREE//
 SUBJ/MAIL ROUTING INSTRUCTION 2-97//
 REF/A/RMG/COMDESRON ONE THREE/151600ZJUL97// (PREVIOUS MRI)
 AMPN/REF A IS MAIL ROUTING INSTRUCTION 1-97//
 RMKS/1. CANCEL REF A.
 2. THE FOLLOWING SCHEDULE IS PROVIDED FOR MAIL ROUTING PURPOSES ONLY:
 (ALL TIMES LOCAL)

PORT/LOCATION	ETA	ETD
NAVSTA _____	PRESENT	0800 21 AUG 97
USS ELLIOT	0801 21 AUG 97	1000 28 AUG 97
NAVSTA _____	1001 28 AUG 97	UFN

BT

DECL/DDMMYY//

- Note:** (1) MRIs should always be numbered consecutively beginning with the calendar year.
 (2) Update MRIs by canceling previous MRI rather than sending modifications.

Table 10-1. Sample Unit Operating in the Pacific Area.

8 JUN 1988

SAMPLE SHIP MRI OPERATING WITH CV/CVN

FM USS ELLIOT
 TO CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//JMPA-MR//
 INFO CINCPACFLT PEARL HARBOR HI//N4142//
 FMC PEARL HARBOR HI//315//
 FMC YOKOHAMA JA//1400//
 CH JMPA PAC FIELD OFC SEATTLE WA//MPSA-SEA//
 CH JMPA PAC HAWAII DET PEARL HARBOR HI//JJJ//
 COMLOG WESTPAC//N4111//
 COMNAVSURFPAC SAN DIEGO CA//N416//
 NAVSUPPFAC DIEGO GARCIA//603//

(ABOVE ADDRESSEES WILL BE INCLUDED ON ALL MRIs. ADD OTHERS AS APPROPRIATE, SUCH AS TYCOM, HOMEPORT, OTHER PORTS THAT YOU MAY BE GOING TO)

BT

CONFIDENTIAL//N05110//

MSGID/GENADMIN/USS ELLIOT//

SUBJ/MAIL ROUTING INSTRUCTION 2-97//

REF/A/RMG/USS ELLIOT/151600ZJUL97// (PREVIOUS MRI)

AMPN/REF A IS MAIL ROUTING INSTRUCTION 1-97//

RMKS/1. CANCEL REF A.

2. THE FOLLOWING SCHEDULE IS PROVIDED FOR MAIL ROUTING PURPOSES ONLY:

(ALL TIMES LOCAL)

PORT/LOCATION	ETA	ETD
SAN DIEGO CA	PRESENT	0800 21 AUG 97
USS CARRIER (FFT)	21 AUG 97	04 SEP 97
PEARL HARBOR HI	0800 05 SEP 97	0800 09 SEP 97
USS CARRIER (FFT)	09 SEP 97	16 SEP 97
YOKOHAMA JA	0800 17 SEP 97	UFN

3. EMBARKED UNITS: COMDESRON ONE THREE

4. SHIPS IN COMPANY DURING UNDERWAY PERIOD: USS CARRIER, USS FORD, USNS SHASTA.

BT

DECL/DDMMYY//

Note: (1) Aircraft Carriers may Carrier Onboard Delivery (COD) mail a few days before and after leaving port. Mail may be routed to CV/CVN during entire at sea period providing ship will remain in company. Do not route mail to CV/CVN during inport periods or during separate operations.

(2) Always specify a geographic positioning site at which to position the mail during any enroute operation area or underway time period.

(3) Add any additional remarks as necessary to help facilitate the routing of your mail.

(4) MRIs should be sent as far in advance as possible and can include as much schedule as known. Update MRIs by canceling previous MRI rather than sending modifications.

(5) MRIs should always be numbered consecutively beginning with the calendar year.

Table 10-2. Sample Unit Operating in the Pacific Area.

OPNAVINST 5112.6C

8 JUN 1998

SAMPLE UNIT MRI EMBARKED/DISEMBARKED

FM COMDESRON TWO SIX

TO CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR//

INFO CINCLANTFLT NORFOLK VA//N412P//

MEDMAILCOORD NAPLES IT//N433B//

(ABOVE ADDRESSEES WILL BE INCLUDED ON ALL MRIs. ADD OTHERS AS APPROPRIATE, SUCH AS TYCOM, SHIP EMBARKING/DEBARKING, SHORE LOCATION OF UNIT)

BT

CONFIDENTIAL//N05110//

SUBJ/MAIL ROUTING INSTRUCTION 2-97//

MSGID/GENADMIN/COMDESRON TWO SIX//

REF/A/COMDESRON TWO SIX/061538ZJUN97// (PREVIOUS MRI)

AMPN/REF A IS MAIL ROUTING INSTRUCTION 1-97//

RMKS/1. CANCEL REF A.

2. THE FOLLOWING SCHEDULE IS PROVIDED FOR MAIL ROUTING PURPOSES ONLY:

(ALL TIMES LOCAL)

PORT/LOCATION	ETA	ETD
NAVSTA _____	PRESENT	0800 14 JUN 97
USS CHARLES RAMSEY	0801 14 JUN 97	1000 16 JUN 97
NAVSTA _____	1001 16 JUN 97	UFN

BT

DECL/DDMMYY//

Note: (1) MRIs should always be numbered consecutively beginning with the calendar year.

(2) Update MRIs by canceling previous MRI rather than sending modifications.

Table 10-3. Sample Unit Operating in Mediterranean Area

8 JUN 1998

SAMPLE SHIPS MRI OPERATING WITH CV/CVN

FM USS CHARLES RAMSEY
 TO CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR//
 INFO CINCLANTFLT NORFOLK VA//N412P//
 MEDMAILCOORD NAPLES IT//N433B//
 (ABOVE ADDRESSEES WILL BE INCLUDED ON ALL MRIs. ADD OTHERS AS APPROPRIATE, SUCH AS
 TYCOM, HOMEPORT, OTHER PORTS THAT YOU MAY BE GOING TO)

BT

CONFIDENTIAL//N05110//

MSGID/GENADMIN/USS CHARLES RAMSEY//

SUBJ/MAIL ROUTING INSTRUCTION 2-97//

REF/A/RMG/USS CHARLES RAMSEY/151600ZJUL97// (PREVIOUS MRI)

AMPN/REF A IS MAIL ROUTING INSTRUCTION 1-97//

RMKS/1. CANCEL REF A.

2. THE FOLLOWING SCHEDULE IS PROVIDED FOR MAIL ROUTING PURPOSES ONLY:

(ALL TIMES LOCAL)

PORT/LOCATION	ETA	ETD
MAYPORT FL	PRESENT	0800 21 AUG 97
USS CARRIER (FFT)	21 AUG 97	04 SEP 97
NAPLES IT	0800 05 SEP 97	0800 09 SEP 97
USS CARRIER (FFT)	09 SEP 97	16 SEP 97
GAETA IT	0800 17 SEP 97	UFN

3. EMBARKED UNITS: COMDESRON TWO SIX

4. SHIPS IN COMPANY DURING UNDERWAY PERIOD: USS CARRIER, USS YORKTOWN, USS BARRY.

BT

DECL/DDMMYY//

- Note:** (1) Aircraft Carriers may COD mail a few days before and after leaving port. Mail may be routed to CV/CVN during entire at sea period providing ship will remain in company. Do not route mail to CV/CVN during inport periods or during separate operations.
- (2) Always specify a geographic positioning site at which to position the mail during any enroute operation area or underway time period.
- (3) Add any additional remarks as necessary to help facilitate the routing of your mail.
- (4) MRIs should be sent as far in advance as possible and can include as much schedule as known. Update MRIs by canceling previous MRI rather than sending modifications.
- (5) MRIs should always be numbered consecutively beginning with the calendar year.

Table 10-4. Sample Unit Operating in the Mediterranean Area.

8 JUN 1998

MAIL ROUTING MESSAGE PLAIN LANGUAGE ADDRESSES (PLADS)

<u>OPERATING AREA</u>	<u>ACTION ADDRESSEES</u>	<u>INFO ADDRESSEES</u>
East Coast Western Atlantic Caribbean (Puerto Rico and Virgin Islands)	CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR// CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR//	PORT OF CALL (CONUS ONLY) CINCLANTFLT NORFOLK VA//N412P// CINCLANTFLT NORFOLK VA//N412P// NAVSTA ROOSEVELT ROADS PR//116// PORT OF CALL (CONUS ONLY)
BARBADOS, JAMAICA, THE WEST INDIES, ANTILLES, PANAMA CANAL AND GUANTANAMO BAY	CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR// CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//JMPA-MR// (ADDITIONAL ACTION ADDRESSEE FOR PANAMA CANAL ONLY)	CINCLANTFLT NORFOLK VA//N412P// NAVSTA ROOSEVELT ROADS PR//116// NAVSTA GUANTANAMO BAY CU//12// NAVSTA PANAMA CANAL RODMAN PN//JJJ// as appropriate NORFOLK VA// VA (GTMO OPS only), HOMEPORT
EASTERN ATLANTIC AND NORTHERN EUROPE	CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR// COMNAVACT LONDON UK//A44//	CINCUSNAVEUR LONDON UK//N41P// CINCLANTFLT NORFOLK VA//N412P//
MEDITERRANEAN/ MIDDLE EAST	CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR// MEDMAILCOORD NAPLES IT//N433B//	CINCLANTFLT NORFOLK VA//N412P// FMC MUHARRAQ BA//MR// COMSERVFORNAVCENT//00// COMUSNAVCENT//N4// FISC NORFOLK VA//308//
<u>OPERATING AREA</u>	<u>ACTION ADDRESSEES</u>	<u>INFO ADDRESSEES</u>
WESTERN PACIFIC/ INDIAN OCEAN PERSIAN GULF/ NORTH ARABIAN SEA	CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//JMPA-MR//	CINCPACFLT PEARL HARBOR HI//N4142// FMC PEARL HARBOR HI//315// FMC YOKOHAMA JA//1400// CH JMPA PAC FIELD OFC SEATTLE WA//MPSA-SEA// NAVSUPPFAC DIEGO GARCIA//603// COMLOG WESTPAC//4111// COMUSNAVCENT//N4//

Area mail coordinators have also issued instructions that should be utilized in preparing MRIs. Additionally, when transiting from one Area of Responsibility to another, addressees for both areas should be informed.

Table 10-5. Mail Routing Message Plain Language Addresses (PLADS)

8 JUN 1998

CHAPTER 11 - AUDITS, AUDIT REPORTS, AND ASSESSMENTS**1101. AUDITS**

1. The USPS-DOD Postal Agreement requires the Military Services to conduct periodic audits of postal accounts advanced by the USPS to DOD personnel and to ensure that these accounts are protected at all times. Additionally, audits can be used as a management tool to ensure the administration of the Military Post Office is in accordance with established DOD policies and procedures.

2. Postal audit procedures of shipboard and shore activities shall be conducted following reference (a), and this instruction:

a. An audit of all accountable postal effects in custody of a military postal clerk (MPC), custodian of postal effects (COPE), or reserve custodian will be completed on a monthly basis (using DD 2259). Accountable postal effects in the custody of a postal finance officer (PFO), will be audited at least once during each quarter, per reference (a). Audits will be variably spaced on succeeding months and completed by two or more members of the Command Monies Audit Board. The command postal officer may be a member of the Command Monies Audit Board if not designated as a custodian of any of the postal funds or accountable effects assigned to the command. Whether the command postal officer is a member of the Command Monies Audit Board or not, he/she will be present during all monthly audits. Postal advisors, upon request and subject to availability, may conduct audits and training. In the case of the Marine Corps units, audits will be conducted per reference (a), the command postal officer will conduct audits.

b. Audits of all accounts (window clerks, COPE, and reserve custodian) will be completed on the same day.

c. Whenever an audit is conducted by a higher echelon command or an agency identified in reference (a), the requirement for the monthly audit is satisfied.

3. When there is a change of COPE or PFO, an audit of all postal accounts must be conducted by the Command Monies Audit Board. This audit must occur before the prospective COPE or PFO takes custody of the command postal effects. Incoming COPE/PFO shall sign for acceptance in the "Comments" sections of DD 2259.

4. A copy of the most recent audit will be furnished to the new commanding officer upon assumption of command.

1102. AUDIT OF STAMP VENDING MACHINES (SVM)

1. Audits of all SVMs will be conducted during the monthly audit. Record the audit on PS Form 3368, Stamp Credit Examination Record, and on DD 2259, Report of Audit of Postal

8 JUN 1998

Accounts or PS Form 3293, Retail Vending Credit Examination, for each SVM account. Enter the serial number of the SVM audited in the remarks section of DD 2259. Any overages discovered at the time of the audit shall be held for a period of 3 days prior to remitting to the appropriate PFO or appropriate accountable postmaster. This procedure allows the customers, who may be due a refund, the time necessary to request for reimbursement. If a refund is made to a customer, annotate the DD 2259 in the remarks section and make a correction to the overage amount.

a. Overages. The COPE will submit all overages to the PFO, who in turn, will submit it with the PS Form 1412-B, Daily Financial Report. If the MPO is not serviced by a PFO, the COPE will submit directly to the appropriate Accountable Postmaster. Submit overages with a letter listing location and person attending SVM, and auditor if overage was discovered during a monthly/quarterly audit.

b. Shortages. The COPE will submit a letter of explanation for shortages to include the amount; name of individual who fills the SVM; serial number, and location of the SVM. The letter will be signed by the COPE and Auditor of the SVM.

(1) Send the letter to the PFO or appropriate Accountable Postmaster with a completed PS Form 17, listing replacement stock equal to the shortage. The return stamp portion of the PS Form 17 will note the shortage letter as a reference and the amount of the shortage. The PFO or appropriate Accountable Postmaster will use the PS Form 17 to forward stock to replace the SVM shortage.

(2) The COPE may use this method for the loss of funds due to foreign coins. Send all foreign coins along with a list indicating location of the SVM and value of coin(s) by registered mail (take credit of only up to the amount required to balance the fixed credit of the SVM).

c. The PFO will process overages/shortages to the appropriate accountable postmaster as follows:

(1) Report shortages of up to \$49.99 in the disbursement section of PS Form 1412-B using AIC 621, Vending Machine Shortage. This will be added into the cash remitted and reduce the accountability.

(2) Submit a letter of explanation for the shortage submitted by the COPE as required in paragraph 1b(1).

(3) Submit any foreign coins for refund to the appropriate accountable postmaster as described in paragraph 1b(2).

(4) Submit overages on PS Form 1412-B using AIC 175, Vending Machine Overages, as a separate entry in the receipt section. Attach a letter of explanation for the overage as required in paragraph 1a.

8 JUN 1988

(5) Request refund for shortages of \$50 or more in the disbursement section of PS Form 1412-B using AIC 761, Vending Machine Shortages. Attach the letter of explanation as described in paragraph 1b.

d. Any SVM that has an overage in two consecutive audits must be taken out of service and a replacement module requested. Using the counter system on the modules, record the current number each time you fill the SVM. This will enable you to determine how many books were issued; how many are remaining, and the amount of cash received during the audit. Caution should be taken when filling the SVM to ensure that stamp booklets are criss-crossed to avoid having an extra stamp booklet dispensed in error.

1103. AUDIT REPORTS

1. Quarterly audits are normally the monthly audits held in March, June, September and December. The COPE, and all additional account holders including the reserve custodian's quarterly audit must be submitted to the fleet postal officer within 5 days after completion of audits.

2. Copies of the audit report of the PFO, COPE, and reserve custodian, if applicable, for the months of March, June, September, and December shall be forwarded to Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT) (N412P1), Commander in Chief, U.S. Naval Forces, Europe (CINCUSNAVEUR) (N4/N41P), or Commander in Chief, U.S. Pacific Fleet (CINCPACFLT), postal finance office, as appropriate, via the commanding officer. Mailing addresses for these activities are located in appendix A, part C. In the remarks section provide the following information:

- a. Date of last postal assessment visit (Navy).
- b. Date of last command inspection (Navy).
- c. Names/rates/grades of PCs assigned and date of designation.
- d. Name/rank/grade/rate of the postal officer and date of designation.
- e. Date COPE's safe combination(s) was last changed.

f. If an audit is the result of a change of PFO or COPE, include the name, rate and social security number (SSN) of the person assuming the PFO or COPE position.

g. PARS data.

(1) Number of registered mail pieces accepted

(2) Number of numbered insured parcels accepted

(3) Number of unnumbered insured parcels accepted

8 JUN 1990

3. If sufficient space is not available in the remarks section, enter the information on a separate sheet of paper and attach it to the DD 2259.
4. If applicable, meter serial number(s) and descending and ascending readings will be listed in the "postage meter" block of DD 2259.
5. The outgoing PFO's or COPE's name will be in the "Account Holder" block and the outgoing PFO or COPE will sign in the "Individual Being Audited" block of DD 2259.
6. All audit reports will be routed through the command postal officer and commanding officer.

1104. ASSESSMENTS

1. Assessment procedures of shore-based Navy/Marine Corps post offices will be in accordance with reference (a).
2. Assessments of Navy shipboard post offices will be accomplished under the auspices of the Navy Command Inspection Program (SECNAVINST 5040.3) and reference (a). Type commander (TYCOM) shall request the appropriate FLTCINC to designate members of the Postal Advisor Program (PAP) to augment the immediate unit commander's inspection team.
3. While Navy command assessments of ships are held at 18-24 month intervals, commanding officers will request postal assessment visits by PAP members between formal command inspections. A formal inspection or postal assessment visit will be conducted on each shipboard post office at no less than 12-month intervals in accordance with reference (a). The postal advisor will utilize the Postal Assessment Guide (appendix C) when conducting assessments.
4. The command postal officer will be present during all assessments of the post office.

8 JUN 1998

**APPENDIX A - LOCATION AND FLEET POST OFFICE (FPO) NUMBERS FOR
DEPARTMENT OF THE NAVY (DON) POST OFFICES**

A. PURPOSE

This appendix contains a list of DON post offices assigned as branches of a U.S. civil post office, together with the title of the parent activity and their FPO number to assist in identifying and tracing mail.

B. BACKGROUND

1. The cancellation stamp for ships will contain the legend "U.S. Navy," the name of the ship, hull number, and the FPO number. In the case of a shore activity, the cancellation stamp will contain the legend "U.S. Navy, and the FPO number. Navy mobile units, other than ships, will contain the legend "U.S. Navy," the name of the command, and the FPO number. Marine Corps units will show "U.S. Marine Corps," the name of the command, and the FPO number.

2. Office identification numbers consist of an activity's Unit Identification Code (UIC) plus the added sixth digit 9 for computer compatibility within USPS. Office identification numbers are not to be used in mail addresses. However, office identification numbers will be utilized as required on forms and correspondence pertaining to postal finance service and money order business. UIC numbers may be found in NAVCOMPT Manual, Volume 2, Chapter 5.

NAVY POST OFFICES UNDER OPERATIONAL CONTROL OF CINCLANTFLT

<u>LOCATION</u>	<u>FPO NUMBER</u>	<u>ACTIVITY</u>	<u>NOTES</u>
<u>Bahamas:</u>			
Andros Island	34058-9998	Naval Underwater Systems Center Detachment	
<u>Cuba:</u>			
Guantanamo Bay	09593	Naval Station	(1)
<u>Iceland:</u>			
Keflavik	09728-0315	Naval Air Station	
Hofn	09729-9998	667th Airlift Control and Warning Squadron	(3)
<u>Puerto Rico:</u>			
Roosevelt Roads	34051	Naval Station	(1) (3)
Sabana Seca	34053	Naval Security Group Activity	

8 JUN 1998

NAVY POST OFFICES UNDER OPERATIONAL CONTROL OF CINCUSNAVEUR

<u>LOCATION</u>	<u>FPO NUMBER</u>	<u>ACTIVITY</u>	<u>NOTES</u>
<u>Cyprus:</u>			
Nicosia	09836-9998	U.S. Defense Attache Office	
<u>England:</u>			
London	09421-9998	NAVACTS UK	(1) (4)
	09498	US Embassy	(3)
	09499	Naval Hqtrs United Kingdom	(4)
St. Mawgan	09409-9998	Joint Maritime Facility	
<u>Greece:</u>			
Souda Bay, Crete	09865-9998	Naval Support Activity	
<u>Italy:</u>			
Naples (Capodichino)	09626	Naval Support Activity (Unit 2)	(1)
	09617	Naval Hospital	(3)
	09618	NSA Aversa	(4)
	09619-9998	Naval Support Activity	
	09620	Naval Support Activity (AF South) (Unit 1)	(4)
	09621	Naval Computer & Telecommunications Area Master Station Europe Central	(4)
Gaeta	09609-9998	Naval Support Activity	
Rome	09625	Fleet Mail Center	(4)
Sigonella (Sicily)	09623-9998	Naval Air Station (Unit 1)	(4)
	09627	Naval Air Station	(1)
	09631	Naval Air Station (Unit 2)	(4)
	09636	Naval Hospital	(3)
La Maddalena (Sardinia)	09612	Navy Support Office	
<u>Spain:</u>			
Rota	09644	Naval Communications Station	(3)
	09645-9998	Naval Station	(1) (4)
Madrid	09647	Air Mail Terminal	

8 JUN 1998

NAVY POST OFFICES UNDER OPERATIONAL CONTROL OF COMUSNAVCENT

<u>LOCATION</u>	<u>FPO NUMBER</u>	<u>ACTIVITY</u>	<u>NOTES</u>
<u>Egypt:</u> Cairo	09835	Naval Medical Research Unit 3	
<u>Bahrain:</u> Jufair	09834-9998	Administrative Support Unit	
Jufair Fujarrah (UAE)	09837	Forward Logistics Site	
Muharraq	09838-9998	FMC Bahrain	(1)

NAVY POST OFFICES UNDER OPERATIONAL CONTROL OF CINCPACFLT

<u>LOCATION</u>	<u>FPO NUMBER</u>	<u>ACTIVITY</u>	<u>NOTES</u>
<u>Indian Ocean:</u> Diego Garcia	96595-9998	Naval Support Facility	(1)
<u>Japan:</u> Yokohama	96347	Fleet Mail Center	(4)
Yokohama	96348-9998	Fleet Mail Center Unit 1	
Yokosuka	96349-9998	Commander Fleet Activities	
Yokosuka	96350-9998	Naval Hospital	
Ikego	96351-9998	U. S. Navy Office	
Sasebo	96322-9998	Commander Fleet Activities	
Hairo	96321-9998	U. S. Navy Office	
Atsugi	96306-9998	Naval Air Facility	
Kami-Seya	96313-9998	Naval Communications Station	
<u>Okinawa:</u> Kadena	96370-9998	Commander Fleet Activities/Naval Air Facility	(1)
Camp Kuwae	96362-9998	Naval Hospital	

8 JUN 1998

<u>LOCATION</u>	<u>FPO NUMBER</u>	<u>ACTIVITY</u>	<u>NOTES</u>
<u>Korea:</u> Chinhae	96269-9998	Commander Fleet Activities	
<u>Hong Kong:</u>	96521-9998	American Consulate	(3)
<u>Singapore:</u>	96534-9998	U. S. Navy Office	
<u>Philippines:</u> Manila	96515-9998	U. S. Navy Office	

**POST OFFICES UNDER OPERATIONAL CONTROL OF
U. S. MARINE CORPS AND U. S. COAST GUARD ACTIVITIES**

<u>LOCATION</u>	<u>FPO NUMBER</u>	<u>ACTIVITY</u>
<u>Cuba:</u> Guantanamo Bay	09596-9998	Marine Barracks
<u>Puerto Rico:</u> Borinquen	34050	U S Coast Guard Air Station
<u>HAWAIIAN ISLANDS:</u> Kure Island	96517	U S Coast Guard Loran Station
<u>Japan:</u> Iwakuni	96310-9998	Marine Corps Air Station
<u>Okinawa:</u> III MEF	96606-5601	Marine Expeditionary Forces
1ST MAW	96603-7101	Marine Air Wing
3D MAR DIV	96602-5840	Marine Division
3D FSSG	96603-8401	Force Service Support Group
MCB CAMP KINSER	96375-3001	Marine Corps Base
MCB CAMP COURTNEY	96376-5001	Marine Corps Base
MCB CAMP FOSTER	96379-0011	Marine Corps Base
MCAS FUTENMA	96372-5201	Marine Corps Air Station

8 JUN 1990

NOTES

(1) Normally performs Fleet Mail Center (FMC) functions for afloat units in the area. Lack of designation does not preclude from performing FMC functions when warranted.

(2) Branch of NAVSTA, GTMO.

(3) Mail address only.

(4) Postal Finance Office.

C. ADDRESSES

COMMANDER
SUP 54
COMNAVSUPSYSCOM
P O BOX 2050
MECHANICSBURG PA 17055-0791

EXECUTIVE DIRECTOR
MILITARY POSTAL SERVICE AGENCY
2461 EISENHOWER AVE
ALEXANDRIA VA 22331-0006

COMMANDER
JOINT MILITARY POSTAL ACTIVITY ATLANTIC
BUILDING 250 ROOM MF-35
USPS AIRPORT MAIL CENTER
JFK INTERNATIONAL AIRPORT
JAMAICA NY 11430-9201

COMMANDER
JOINT MILITARY POSTAL ACTIVITY ATLANTIC
MIAMI FIELD OFFICE
P O BOX 592740
MIAMI FL 33159-2740

COMMANDER
JOINT MILITARY POSTAL ACTIVITY PACIFIC
BLDG 210
900 COMMODORE DR
SAN BRUNO CA 94066-2402

OPNAVINST 5112.6C

8 JUN 1998

COMMANDANT OF THE MARINE CORPS
CODE MRP 3
HQTRS USMC
2 NAVY ANNEX
WASHINGTON DC 20380-1775

COMMANDER IN CHIEF
U S ATLANTIC FLEET
POSTAL OFFICER N412P1
1562 MITSCHER AVE STE 250
NORFOLK VA 23551-2487

COMMANDER IN CHIEF
U S PACIFIC FLEET
POSTAL OFFICER N4142
250 MAKALAPA DR
PEARL HARBOR HI 96860-7000

COMMANDER IN CHIEF
U S NAVAL FORCES EUROPE
POSTAL OFFICER N41P
PSC 802 BOX 8
FPO AE 09499-0008

COMMANDER
U S NAVAL FORCES CENTRAL COMMAND
POSTAL OFFICER FMC BAHRAIN
FPO AE 09838-9998

COMMANDER IN CHIEF
U S PACIFIC FLEET
POSTAL FINANCE OFFICER
4070 SURFACE NAVY BLVD STE 3
SAN DIEGO CA 92136-5287

8 JUN 1998

APPENDIX B - POSTAL FORMS**A. REQUISITIONING FORMS**

USPS equipment, supplies, and forms will be ordered using the procedures in the DOD Postal Supply Catalog, DOD 4525.6-C(enclosed in OPNAVINST 5112.3B of March 1991) (NOTAL). OPNAV, NAVMC and DD forms will be requisitioned through normal Navy/Marine Corps supply channels. OPNAV, NAVMC and DD forms cannot be requisitioned from USPS. OPNAV, NAVMC and DD forms currently used by Navy /Marine Corps post offices should be ordered and stocked depending on the requirements of each post office. The following is a list of required OPNAV, NAVMC and DD forms which should be maintained:

<u>Form Number</u>	<u>Title</u>	<u>Stock Number</u>
DD 285	Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly	0102-LF-002-9201
DD 885	Money Order Control Record	0102-LF-008-7500
DD 1118	Unit Mail Clerks Receipt for Funds and Purchase Record	0102-LF-010-8801
DD 1384	Transportation Control and Movement Document (TCMD)	0102-LF-013-5700
DD 1385	Cargo Manifest	0102-LF-001-3850
DD 2257	Designation/Termination MPC-PFO-COPE-FPC	0102-LF-002-2570
DD 2258	Temporary Mail Disposition Instructions	0102-LF-002-2580
DD 2259	Report of Audit of Postal Accounts	0102-LF-002-2590
DD 2260	Unit Mail Clerk/Orderly Designation Log	0102-LF-002-2600
DD 2261	Registered Mail and Inventory	0102-LF-002-2610
DD 2262	Receptacle Record	0102-LF-002-2620
DD 2263	Mail Address/Combination Notice	0102-LF-002-2630

8 JUN 1988

<u>Form Number</u>	<u>Title</u>	<u>Stock Number</u>
DD 2273	Irregularities in Makeup and Dispatch of Mail	0102-LF-002-2730
OPNAV 5110/5	Notice of Change of Address	0107-LF-009-2500
OPNAV 5110/9	Mail Manifest	0107-LF-051-1045
NAVMC 10352	Mail Label Without Return Address	0000-00-003-8803
NAVMC 10366	Indicia Postal Card	0000-00-004-2025
NAVMC 10487	Mailroom Inspection Checklist	0000-00-005-2902
NAVMC 10572	Mail Directory File Card	0109-LF-061-0100

B. CONTROL OF POSTAL FORMS

To ensure the proper operation of military postal facilities there is a requirement to stock numerous OPNAV, NAVMC, DD and USPS Forms. Inventory control of shipboard post offices and Marine Corps unit post offices can be difficult because of the fluctuation in the type and number of forms required. Listed below are recommended minimum/maximum stocking levels of all forms shipboard post offices should maintain.

<u>Form Number</u>	<u>Small Unit</u> Min/Max	<u>Medium Unit</u> Min/Max	<u>Large Unit</u> Min/Max
DD 885	1/2 PA	1/2 PA	1/2 PA
DD 1384	2/5	2/5	5/10
DD 1385	2/5	2/5	2/5
DD 2257	5/10	10/20	25/50
DD 2258	1/2	1/2	1/2
DD 2259	20/50	20/50	50/75
DD 2260	5/10	5/10	10/20
DD 2261	20/50	20/50	100/500

8 JUN 1998

<u>Form Number</u>	<u>Small Unit</u> Min/Max	<u>Medium Unit</u> Min/Max	<u>Large Unit</u> Min/Max
DD 2273	1/2	1/2	10/20
NAVMC 10352	1/2 PA	2/5 PA	10/20 PA
NAVMC 10366	100/200	300/400	400/500
NAVMC 10487	1/2PA	2/5 PA	10/20 PA
NAVMC 10572	100/150	200/300	500/1000
NAVMC 10594	1/2 PA	3/5 PA	15/50 PA
OPNAV 5110/5	100/150	200/300	500/10000
OPNAV 5110/9	1/2 PA	3/5 PA	15/50 PA
PS 17	10/20	15/25	20/50
PS 540	5/10	5/10	10/20
PS 542	5/10	5/10	10/20
PS 673	2/5	2/5	5/10
PS 1000	10/20	10/20	25/50
PS 1096	1/2 PA	1/2 PA	1/2 PA
PS 1509	2/5	2/5	2/5
PS 1510	15/25	15/25	20/30
PS 1567	2/5	2/5	5/10
PS 1572	2/5	2/5	2/5
PS 1578-B	2/5	5/10	10/20
PS 1586	80/100	80/100	80/100
PS 1590	5/10	8/25	15/30

OPNAVINST 5112.6C

8 JUN 1988

<u>Form Number</u>	<u>Small Unit</u> Min/Max	<u>Medium Unit</u> Min/Max	<u>Large Unit</u> Min/Max
PS 1625	1/2	1/2	5/10
PS 1957C	1/2	1/2	5/10
PS 1957D	1/2	1/2	5/10
PS 2201	1/2	1/2	1/2
PS 2759	2/5	2/5	10/20
PS 2855	2/5	2/5	10/20
PS 2865	10/25	10/25	25/100
PS 2942-A	30/50	30/50	50/100
PS 2976-A	150/200	200/300	3000/5000
PS 2976-E	150/200	200/300	3000/5000
PS 3220	1/5	5/5	5/10
PS 3293	---	5/5	5/10
PS 3295	20/30	25/50	25/50
PS 3368	2/5	2/5	10/20
PS 3369	1/1 PA	1/1 PA	1/3 PA
PS 3533	2/5	2/5	10/20
PS 3547	2/5	10/20	25/50
PS 3579	50/100	100/200	200/500
PS 3601-A	---	1/2	2/4
PS 3602-A	---	1/2	2/4
*PS 3602 PO	---	1 BK	1/2 BK

8 JUN 1998

<u>Form Number</u>	<u>Small Unit</u> Min/Max	<u>Medium Unit</u> Min/Max	<u>Large Unit</u> Min/Max
PS 3603	---	1 BK	1/2 BK
PS 3605	---	1/2	2/4
PS 3610	---	1/2	2/5
PS 3633-G	2/4	5/10	10/20
PS 3760	1/2	2/5	5/10
PS 3800	50/100	50/100	200/300
PS 3804	25/50	50/100	100/200
PS 3806	100/200	100/200	300/500
PS 3811	20/50	20/50	50/200
PS 3811-A	5/10	5/10	10/20
PS 3813	1/1 PA	1/2 PA	2/5 PA
PS 3813-P	50/100	100/300	300/1000
PS 3817	10/20	10/20	100/300
PS 3823	2/5	2/5	10/20
PS 3826	2/5	2/5	10/20
PS 3827	2/5	2/5	10/20
PS 3830-A	10/20	10/20	25/50
PS 3831	10/20	10/20	25/50
PS 3854	1/2 BKS	1/2 BKS	5/10 BKS
PS 3877	1/2 BKS	1/2 BKS	10/15 BKS
PS 3883	1/2 BKS	3/5 BKS	10/25 BKS

OPNAVINST 5112.6C

8 JUN 1998

<u>Form Number</u>	<u>Small Unit</u> Min/Max	<u>Medium Unit</u> Min/Max	<u>Large Unit</u> Min/Max
PS 3977	10/15	10/15	20/30
PS 4314-C	25/35	25/35	50/75
PS 4636	---	---	2/5
PS 4805	2/2	2/3	2/5
PS 6019	100/200	300/400	400/500
PS 6401	5/10	5/10	25/50
PS 7380	5/10	5/10	25/50
PS 7381	5/5	5/5	5/5
PS 8099	25/50	50/100	50/100
PS 8105A	5/5	5/5	5/5
PS 8105B	5/5	5/5	5/5

* UNITS WITH POSTAGE METERS ONLY

**APPENDIX C - POSTAL ASSESSMENT GUIDE
AND PRE-DEPLOYMENT ASSESSMENT GUIDE**

A. POSTAL ASSESSMENT GUIDE FOR MILITARY POST OFFICES

DATE: _____ ADVISOR: _____

COMMAND: _____

FPO ADDRESS: _____

UIC: _____ ALPHA ID: _____

POSTAL OFFICER: _____ DATE OF DESIGNATION: _____

COPE: _____ DATE OF DESIGNATION: _____

NAMES AND RATES OF ADDITIONAL MILITARY POSTAL CLERKS:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTES: 1. The grading system for this assessment is either SATISFACTORY or UNSATISFACTORY.

1. Postal Operations

a. Designation/Termination Procedures

YES NO

____ (1) Is the responsibility for postal operations placed under the supply department?

____ (2) Have all personnel involved in mail handling been designated on DD 2257? (DOD 4525.6-M)

____ (3) Before commanders designate PCs, FPCs, COPEs and PFOs, do they carefully review personnel records to ensure the individual meets the qualifications listed in DOD 4525.6-M? (DOD 4525.6-M and OPNAVINST 5112.6C, para 405)

8 JUN 1998

YES NO

___ ___ (4) Has an individual been designated as a military postal clerk (MPC) for training as a prospective relief for post offices having only a COPE?
(OPNAVINST 5112.6C, chap 4, para 405.7)

___ ___ (5) Are proper procedures followed before an individual assumes the duty as COPE?
(DOD 4525.6-M)

___ ___ (6) Are completed DD 2257s distributed as required? (DOD 4525.6-M)

___ ___ (7) Has a page 13 service record entry been made to reflect the effective date of designation of MPCs? (OPNAVINST 5112.6C, chap 4, para 405)

___ ___ (8) Are designations terminated on the same DD 2257 that the individual was designated on when an individual is relieved, reassigned or changes positions and are page 13 entries made reflecting this action? (DOD 4525.6-M)

___ ___ (9) Has an officer or chief petty officer been designated in writing to perform the following duties?

___ ___ (a) Postal Officer? (OPNAVINST 5112.6C, chap 1, para 104.1a)

___ ___ (b) Custodian of reserve stamp stock; Custodian of blank money order forms, and money order audit and verification?
(OPNAVINST 5112.6C, chap 1, para 104.2b)

___ ___ (c) Auditing officers/Monies Audit Board?
(OPNAVINST 5112.6C, chap 11, para 1101.1a)

___ ___ (d) Official Mail Manager? (OPNAVINST 5218.7A, encl (1), chap 2, para C1)

___ ___ (e) Is the Supply Department charged with the responsibility for internal control of official mail?

b. Standing Operating Procedures (SOP)

YES NO

___ ___ (1) Does the command have a Standing Operating Procedures (SOP) in the form of a postal instruction and does it contain the following information?
(DOD 4525.6-M and OPNAVINST 5112.6C, chap 1, para 104.1m)

___ ___ (a) Complete and correct mailing address to be used by personnel attached to the command?

8 JUN 1998

YES NO

- ___ ___ (b) Location and hours of operation of the post office?
- ___ ___ (c) Location and hours of collection of mail drop boxes?
- ___ ___ (d) List of unmailable articles?
- ___ ___ (e) Instructions pertaining to customs?
- ___ ___ (f) Instructions for the use of OPNAV 5110/5, Notice of Change of Address?
- ___ ___ (g) Procedures for incoming and outgoing mail (mail collection, closing time and accountable mail)?
- ___ ___ (h) Transportation: Type, mode and necessary security?
- ___ ___ (i) Protection of mail, postal effects and money orders?
- ___ ___ (j) Access to the MPO working spaces?
- ___ ___ (k) Emergency destruction of USPS funds, accountable paper and postal equipment?
- ___ ___ (2) Have assigned personnel read and are they thoroughly familiar with procedures in the SOP? (DOD 4525.6-M)
- ___ ___ (3) Is the SOP instruction posted in an area accessible to all postal personnel and all personnel requiring access? (DOD 4525.6-M)

c. Mail Orderly ProceduresYES NO

- ___ ___ (1) Have mail orderlies and postal clerk(s) been issued DD 285 "Appointment of Unit Mail Clerk or Mail Orderly" and has DD 285 been signed by the designating official from the department/division or post office (for PCs) and the appointee, and is it validated by the all purpose dating stamp (APDS)? (DOD 4525.6-M)
- ___ ___ (a) Have mail orderlies completed a mail service training course prior to being designated on DD 285?
- ___ ___ (b) When designated personnel are relieved, is proper disposition made of the DD 285? (DOD 4525.6-M)

8 JUN 1998

YES NO

_____ (c) Does the mail call log indicate that only duly appointed mail orderlies are signing for mail? (DOD 4525.6-M)

_____ (d) Are copies of all DD 285s issued or DD 2260 "Unit Mail Clerk/Mail Orderly Appointment Log" retained in the post office 5119 files? (DOD 4525.6-M)

d. Publications/Instructions

(1) Are current editions of the following publications and instructions on hand in the post office? (DOD 4525.6-M and OPNAVINST 5112.6C, chap 3, para 301 and 302)

	<u>ON HAND</u>	<u>LATEST ISSUE</u>	<u>LATEST CHG ENTERED</u>
(a) Domestic Mail Manual (DMM)	_____	_____	_____
(b) International Mail Manual (IMM)	_____	_____	_____
(c) Administrative Support Manual (ASM)	_____	_____	_____
(d) Postal Operations Manual (POM)	_____	_____	_____
(e) Zip Code Directory (PUB 65A)	_____	_____	_____
(f) Postal Bulletins	_____	_____	_____
(g) Acceptance of Hazardous, Restricted or perishable matter (PUB 52)	_____	_____	_____
(h) DOD Postal Manual (DOD 4525.6-M)	_____	_____	_____
(i) USPS PUB 223 Forms & Directives Catalog	_____	_____	_____
(j) USPS PUB 247 Material Management Equipment & Supply Catalog	_____	_____	_____

8 JUN 1998

- (k) USPS Transportation Handbook (series T-7) _____
- (l) DON Postal Inst. (OPNAVINST 5112.6C) _____
- (m) CINCUSNAVEURINST 5110.1D (Navy Postal Service in the European and Eastern Atlantic) _____
- (n) OPNAVINST 5218.7A Official Mail Management (DOD 4525.8-M) _____
- (o) CINCPACFLTINST 5112.1B Navy Postal Service in the Pacific Area _____
- (p) CINCLANTFLTINST 5110.1 Navy Postal Service in the Atlantic Area _____

e. Security

YES NO

_____ (1) Does the space provided for the post office provide adequate security for the mail and postal effects? (DOD 4525.6-M and OPNAVINST 5112.6C, chap 1, para 104.1d)

_____ (a) Padlock/door lock(s) (High security lock, key operated)

_____ (b) High Security Type Hasp(s)

_____ (c) Window(s) with Bars; Gates; Sliding Closure, or Wire Mesh

_____ (d) Opening(s) Mail Drop, Vents, etc.

_____ (2) Are the post office keys and safe combination(s) strictly controlled at all times? (DOD 4525.6-M)

_____ (a) Is the MPO supervisor/COPE custodian of the post office keys?

8 JUN 1988

YES NO

- ___ ___ (b) Is there a current list or log of those individuals who are issued a key?
- ___ ___ (c) At a one-person post office, is the duplicate post office key sealed in PS Form 3977 "Duplicate Key Envelope" and safe combination(s) sealed in SF 700 (Security Container Information), and are they properly endorsed and received for by using PS Form 1096 or other similar form, by the commanding officer (or his/her designated official)? (DOD 4525.6-M)
- ___ ___ (d) Is Part 2A of SF 700 (combination information) used to record the safe combination and is it enclosed in part 2 (envelope), sealed and properly endorsed with clerk's initials and APDS and received for by the COPE/MPO supervisor?
- ___ ___ (e) Was the combination to assigned safe(s) changed at the time of the last change of custody or if that occurred more than 12 months ago, at least once within the past 12 months? (DOD 4525.6-M)
- ___ ___ (f) Are duplicate post office key(s) sealed in PS Form 3977 "Duplicate Key Envelope" and safe combination(s) sealed in SF 700 (Security Container Information) for each individual postal clerk, and are they properly endorsed and received for by using PS Form 1096 or other similar form, by the COPE/MPO supervisor?
- ___ ___ (g) Are duplicate key(s)/combination(s) envelopes stored in the commanding officer's or a designated representative's safe?
- ___ ___ (3) Does the post office have a GSA approved safe(s) and is it secured to prevent ready removal? (DOD 4525.6-M)
- ___ ___ (a) Is SF 700, part 1 completed and attached to the inside of the safe(s), and is all identifying data completed?
- ___ ___ (b) Are individual separate lockable cash boxes, cash drawers or safes provided for each postal clerk holding funds, stamps stock or postal equipment for which locked stowage is required? (DOD 4525.6-M)
- ___ ___ (c) Are assigned postal personnel the only person with knowledge of the combination of his/her safe? (DOD 4525.6-M)
- ___ ___ (d) Is SF 702 (Security Container Check Sheet), used daily for all safes and security containers in the post office, by the responsible individual assigned custody, to record the opening and closing of the container.

8 JUN 1988

f. Fixed CreditYES NO

- ___ ___ (1) Has the original copy of PS Form 3369 "Fixed Credit Receipt" for the entire amount of the activities fixed credit been submitted to the accountable postmaster or PFO as appropriate? (DOD 4525.6-M)
- ___ ___ (2) Does the COPE retain the original copy of PS Form 3369 for all portions of the fixed credit held by the PCs and reserve custodian and are they properly stowed in a safe? (DOD 4525.6-M and OPNAVINST 5112.6C, chap 4, para 404)
- ___ ___ (3) If window clerks have fixed credit in excess of \$1,000 has authorization from the commanding officer been given in writing? (DOD 4525.6-M)
- ___ ___ (4) Is PS Form 17 "Stamp Requisition" completed in quadruplicate with the following information, when requisitions are submitted? (DOD 4525.6-M)
- ___ ___ (a) Requisition number beginning with number one each fiscal year (i.e. 1-98)?
- ___ ___ (b) Office ID number and FPO number at the top of the form? (A requisition from a ship will also show ship's name.)
- ___ ___ (c) Serial number and value of check?
- ___ ___ (5) Are stamp requisitions mailed by registered mail to the servicing PFO or Control Desk, GAO, Room 3110, New York, NY 10199-9511 with a copy to Military Auditing Unit? (DOD 4525.6-M)
- ___ ___ (6) Is the duplicate copy of the PS Form 17 retained on file in the post office annotated with the registered number under which the stock was received? (DOD 4525.6-M)
- ___ ___ (a) Did the COPE/Disbursing Officer sign and date the PS Form 17 as received?
- ___ ___ (b) Did a witness verify and sign the PS Form 17?
- ___ ___ (7) Is a properly completed PS Form 3295 being maintained by the COPE for each stamp denomination? (DOD 4525.6-M)

8 JUN 1988

g. Money Orders

YES NO

___ ___ (1) Is PS Form 17 "Stamp Requisition" used for ordering money orders on file in the post office and properly annotated with the following information? (DOD 4525.6-M)

___ ___ (a) Date received?

___ ___ (b) Registered number under which received?

___ ___ (c) Signature of custodian of money orders?

___ ___ (d) Signature of witness?

___ ___ (2) Does the land-based MPO keep a 3-month supply of money order forms on hand? Does the shipboard MPO keep a 5-month supply of money order forms on hand? (DOD 4525.6-M)

___ ___ (3) Are money order forms requisitioned on PS Form 17 at least 45 days before they will be needed? (DOD 4525.6-M)

___ ___ (4) Is DD 885 maintained on all money orders on hand or transferred? (DOD 4525.6-M)

___ ___ (5) Is proper disposition made of completed PS Form 6019 "Money Order Business Reports" as follows? (DOD 4525.6-M)

___ ___ (a) Original via Registered Mail or Express Mail (if applicable) with UIC# annotated on the outside of the money order envelope to:

CITIBANK NEVADA
LOCKBOX OPERATIONS ZONE 1127
P O BOX 504339
THE LAKES NV 88905-4339

___ ___ along with related material? (DOD 4525.6-M)

___ ___ (b) Is a copy retained by the post office with outgoing registered number annotated and duplicate adding machine tape and PS Form 3806 attached? (DOD 4525.6-M)

___ ___ (6) Is the current list of stolen U.S. and Canadian money orders posted in the post office? (Current Postal Bulletin)

8 JUN 1998

YES NO

___ ___ (7) Are money order reports properly completed to include signatures?

Noted discrepancies: _____

h. AuditsYES NO

- ___ ___ (1) Are audits of all postal accounts being conducted at unscheduled , unannounced and variable times each month?
 (DOD 4525.6-M and OPNAVINST 5112.6C, chap 11, para 1101.1)
- ___ ___ (2) Are DD 2259s "Report of Audit of Postal Accounts" completed properly?
 (DOD 4525.6-M)
- ___ ___ (3) Are DD 2259s for monthly/quarterly audits being retained in the post office files?
 (DOD 4525.6-M)
- ___ ___ (4) Is a copy of the COPEs and reserve custodian's monthly audit on DD 2259 for the months of December, March, June and September submitted to the appropriate FLTCINCs with required entries in the remarks section of the COPEs audit?
 (OPNAVINST 5112.6C, chap 11, para 1102)
- ___ ___ (5) Are audit board members conducting audits correctly, as outlined in DOD Postal Manual? (DOD 4525.6-M and OPNAVINST 5112.6C, para. 1101.1a.)
- ___ ___ (6) Are monthly audits conducted by two or more members of the Command Monies Audit Board ? (OPNAVINST 5112.6C, chap 11, para 1101.1a)
- ___ ___ (7) Is the postal officer present during monthly audits?
 (OPNAVINST 5112.6C, chap 11, para 1101.1a and 1103.4)

8 JUN 1988

YES NO

____ (8) Is the fixed credit replenished from the accountable postmaster or PFO as appropriate when the cash portion equals 25 percent of the command's fixed credit and at least once weekly between the PC and COPE or reserve custodian?
(DOD 4525.6-M).

Errors noted in the procedures/preparation of DD 2259: _____

YES NO

____ (9) Is PS Form 3368 "Fixed Credit Examination Record" maintained on all postal accounts? (DOD 4525.6-M)

____ (10) Has the MPO had a formal inspection or postal assessment visit in the past 12 months? (DOD 4525.6-M and OPNAVINST 5112.6C, chap 11, para 1103.3.)
DATE OF LAST INSPECTION: _____

i. Postal Activity Reporting System (PARS) Reporting Procedures (if/when required)

YES NO

____ (1) Are PARS being properly prepared and submitted within the correct time frame?

____ (a) Is the ships zip code + 4 used as the correct ALPHA ID?

____ (b) Is the correct date used?

____ (c) Is the correct format used?

____ (2) Is it submitted by message to the appropriate FLTCINCs between the 1st and 5th day of the month following the quarter being reported?

8 JUN 1998

j. Accountable Mail Handling ProceduresYES NO

- ___ ___ (1) Is registered mail under constant surveillance or properly secured at all times?
(DOD 4525.6-M Vol I, chap 8, para 801.1)
- ___ ___ (2) Is an unbroken chain of receipts maintained for all registered mail in MPS channels using only approved USPS, DD, and OPNAV Forms?
- ___ ___ (3) Are registered mail bills (PS 3977,3854,3883 etc.) closed at the end of each calendar year and are they numbered beginning with number one at the beginning of each calendar year?
- ___ ___ (4) Is registered mail accepted, processed and handled as outlined in DOD 4525.6-M? Specifically:
- ___ ___ (a) For personal registered mail accepted and recorded on PS Form 3806, are the originals provided to the mailers?
- ___ ___ (b) Are registered letters and parcels properly postmarked to prevent undetected tampering?
- ___ ___ (c) When the acceptance window is a separate operation from the registered section, is PS Form 3854 used to make transfers to the registered section?
- ___ ___ (d) Is a balance and inventory using DD 2261, conducted at the close of each business day or at each shift, as applicable, and are backup documents used to balance attached to the balance sheets?
- ___ ___ (e) Is a verifying official reviewing and signing DD 2261?
- ___ ___ (5) Are incoming registered pouches properly processed and the contents verified?
- ___ ___ (6) During processing, are discrepancies and irregularities discovered in registered mail pouches handled correctly?
- ___ ___ (7) Is registered mail for dispatch handled per instructions contained in DOD Postal Manual?
- ___ ___ (a) Is a USPS registry jacket used when five or more letter size pieces are dispatched to the same location and is a separate book of PS Form 3854s used for registry jackets? (DOD 4525.6-M)

8 JUN 1988

YES NO

- ___ ___ (b) Is PS Item 0-817C used to secure registered mail bags? (DOD 4525.6-M)
- ___ ___ (c) Are PS Forms prepared with a ball point pen, and are errors lined through and initialed by the clerk? (DOD 4525.6-M)
- ___ ___ (8) Has all incoming registered mail been handled per DOD Postal Manual?
- ___ ___ (a) Has all incoming accountable mail awaiting delivery been dated to show date of receipt?
- ___ ___ (b) Are PS Forms 3849 properly prepared on incoming personal accountable mail?
- ___ ___ (c) Are PS Forms 3849 filed properly?
- ___ ___ (d) Is PS Form 3883 properly prepared for the delivery of official registered mail to mail orderlies?

k. Directory Service

YES NO

- ___ ___ (1) Is a directory file maintained on OPNAV 5110/5 "Notice of Change of Address" or similar form? (OPNAVINST 5112.6C, chap 5, para 503.2)
- ___ ___ (2) Are file copies of OPNAV Form 5110/5 properly completed? (DOD 4525.6-M and OPNAVINST 5112.6C, chap 5, para 503.2)
- ___ ___ (3) Is OPNAV 5110/5 for transferred personnel maintained for a minimum of 12 months and appropriately coded for destruction? (OPNAVINST 5112.6C, chap 5, para 503.2)
- ___ ___ (4) Is undeliverable mail given prompt directory service and redispached? (DOD 4525.6-M)
- ___ ___ (5) Is the directory file purged monthly? (DOD 4525.6-M)
- ___ ___ (6) Is all mail which is given directory service stamped on the reverse side of the cover with the directory/service stamp and dated? (DOD 4525.6-M)
- ___ ___ (7) Is undeliverable mail (newspapers and magazines) properly processed per DOD 4525.6-M?
- ___ ___ (8) Are retention periods adhered to for undeliverable mail? (DOD 4525.6-M)

8 JUN 1998

1. SuppliesYES NO

- ____ (1) Are all accountable equipment items listed on PS Form 1590 and has it been verified and signed by the appropriate accountable postmaster or PFO?
(DOD 4525.6-C, chap 1, para 103.3)
- ____ (2) Does the MPO have a FEDSTRIP activity address code, Touch-tone Telephone Ordering System (TTOS) and PIN # assigned? (DOD 4525.6-C, chap 1, para 102)
FEDSTRIP# _____
- ____ (3) Has a postal supply clerk been designated, if post office has more than one person?
(DOD 4525.6-C, chap 1, para 105.1)
- ____ (4) Is at least a 3-month level of postal supplies maintained?
(DOD 4525.6-C, chap 1, para 109)
- ____ (5) Are PS Forms 1586 "Supply Record" maintained and properly completed?
(DOD 4525.6-C, chap 1, para 105.2)
- ____ (6) Are requisitions for general supply items submitted on an "as needed" basis?
(DOD 4525.6-C, chap 1, para 105)
- ____ (7) Are ordering procedures for USPS publications and directives understood?
(DOD 4525.6-C, chap 1, para 115)
- ____ (8) Are PS Forms 7380 being properly completed?
(DOD 4525.6-C appendix G and chap 1, para 111)
- ____ (9) Is PS Form 4805, "Work Record Sheet" prepared to accompany equipment returned to the accountable postmaster for repair? (DOD 4525.6-C, chap 1, para 123)
- ____ (10) Is JMPA notified by message when equipment is returned for repair?
(DOD 4525.6-C, chap 1, para 123)
- ____ (11) Are slide labels and flight tags properly ordered?
(DOD 4525.6-C, appendix K and chap 1, para 119)

m. General OperationsYES NO

- ____ (1) Are completed PS, DD, OPNAV and NAVMC forms retained for the required amount of time? (OPNAVINST 5112.6-C, chap 2, para 204)

8 JUN 1998

YES NO

___ ___ (2) Are sufficient levels of empty equipment on hand for normal postal operations?
(DOD 4525.6-M)

___ ___ (3) Are classes of domestic mail sacked in proper equipment and properly strip
labeled?
(DOD 4525.6-M/DOD 4525.6-H (MDILAH)/TransportationHand Book (T-7)).

___ ___ (4) Does the postal clerk backstamp and initial strip labels on all outgoing mail?
(DOD 4525.6-M)

___ ___ (5) Are scales used at MPOs tested for accuracy at least annually?
(OPNAVINST 5112.6C, chap 1, para 104.2g)

n. Flexible Credit

YES NO

___ ___ (1) Is a properly completed PS Form 3369 retained by the COPE? (DOD 4525.6-M)

___ ___ (2) Are only proper bank deposit slips used to submit remittances? (DOD 4525.6-M)

___ ___ (3) Are bank deposit slips numbered with the same number as the PS Form 1412B that
identifies the funds remitted? (DOD 4525.6-M)

___ ___ (4) Are funds for flexible credits remitted at least every second working day except at
locations where a weekly submission is approved? (DOD 4525.6-M)

___ ___ (5) Is a properly completed PS Form 3295 being maintained by the COPE or reserve
custodian? (DOD 4525.6-M)

___ ___ (6) Is PS Form 17 being prepared in quadruplicate and submitted as follows:

___ ___ (a) Accountable Paper Depository - original and one copy?

___ ___ (b) Military Auditing Unit - one copy?

___ ___ (c) Post Office files - one copy? (DOD 4525.6-M)

___ ___ (7) Are overages reported on PS Form 1412B as AIC 063 and a letter reflecting the
name and grade of individual from whom the overage was collected, submitted to the
appropriate accountable postmaster or PFO? (DOD 4525.6-M)

___ ___ (8) Are shortages reported on PS Form 1412B and handled per DOD Postal Manual?

8 JUN 1998

o. Meter Machines

YES NO

- ___ (1) Does the COPE or designated custodian remit meter funds daily and prepare PS Form 3602-PO correctly? (DOD 4525.6-M)
- ___ (2) Are the original PS Form 3602-PO with remittances, voided PS Form 3602-POs, unused meter tapes issued in error and PS Form 3533, "Application and Voucher for Refund of Postage" sent to the appropriate accountable postmaster or PFO via registered mail? (DOD 4525.6-M)
- ___ (3) Is the duplicate copy (file copy) of PS Form 3602-PO recorded with the following: (DOD 4525.6-M)
 - ___ (a) Dispatch registry number?
 - ___ (b) Check serial number?
 - ___ (c) Symbol number?
 - ___ (d) Amount of check?
- ___ (4) Do COPEs with flexible credits submit the PS Form 3602-PO at the same interval as the PS Form 1412B? (DOD 4525.6-M)

Errors noted in preparation of PS Form 3602-PO not covered above: _____

2. Postal Information and Knowledge Factors

a. Reserve Custodian

YES NO

- ___ (1) Is the MPO and Reserve Custodian's copy of PS Form 17 signed by a witness? (DOD 4525.6-M)
- ___ (2) Does the reserve custodian understand procedures to be followed if a discrepancy is discovered when verifying a requisition? (DOD 4525.6-M)

8 JUN 1988

YES NO

- ___ ___ (3) Is the exchange of blank money order forms recorded on DD 885?
(DOD 4525.6-M)
- ___ ___ (4) Are all unused blank money order forms returned to the Reserve Custodian/COPE
at the close of each business day documented on DD 885? (DOD 4525.6-M)
- ___ ___ (5) Are all unused blank money order forms stored in a safe or vault with an approved
GSA three-tumbler combination lock? (DOD 4525.6-M)
- ___ ___ (6) Does the Verifying Officer/COPE copy of PS Form 6019-MPO have an
independent adding machine tape attached, properly annotated with APDS and
signature? (DOD 4525.6-M)

b. Postal Officer

YES NO

- ___ ___ (1) Is the postal officer aware of his/her duties as outlined in DOD 4525.6-M and
OPNAVINST 5112.6C, chap 4, para 402?
- ___ ___ (a) Review post office records (money order reports, stamp requisitions,
accountable mail receipts and delivery records)?
(OPNAVINST 5112.6C, chap 4, para 402)
- ___ ___ (b) Randomly monitor directory service to ensure compliance with DOD
4525.6-M? (OPNAVINST 5112.6C, chap 4, para 402)
- ___ ___ (c) Familiar with USPS manuals, applicable DOD 4525.6-M manuals and
regulations, and OPNAVINST 5112.6C, chap 4, para 402?
- ___ ___ (d) Maintain close liaison with postal assessment advisors, requesting help when
needed? (OPNAVINST 5112.6C, chap 4, para 402)
- ___ ___ (e) Does the postal officer conduct a weekly unannounced inspection of the post
office? (DOD 4525.6-M)
- ___ ___ (f) Does the postal officer understand the purpose, format and distribution of
postal net alert (PNA) reports? (DOD 4525.6-M)
- ___ ___ (g) Does the postal officer understand the format, distribution and the necessity of
timeliness when submitting MRIs?
(DOD 4525.6-M and OPNAVINST 5112.6C chap 10)

8 JUN 1988

YES NO

___ ___ (h) Does the postal officer understand procedures to be followed when a financial adjustment memorandum (FAM) is received that cannot be resolved immediately? (DOD 4525.6-M)

___ ___ (i) When military or civilian personnel are relieved from postal duties for conviction of a crime (such as theft, moral turpitude, relieved for cause, etc.), does the commanding officer coordinate this action with the personnel office to ensure the postal clerk's designation is revoked and the service record annotated to prevent reassignment to postal duties? (DOD 4525.6-M)

___ ___ (j) Does the postal officer understand how to report a postal offense, incident or catastrophe? (DOD 4525.6-M and OPNAVINST 5112.6C, chap 6)

___ ___ (k) Does the postal officer/personnel officer understand how to remove striker identification and to force lateral conversion to another rating? (MILPERSMAN 2230220.8/12 and 2230180.5f/DOD 4525.6-M)

c. Military Postal Clerk

(1) Domestic Mail Classification/Special Services

YES NO

___ ___ (a) Can the postal clerk identify, properly classify and understand weight and size limits on items presented for mailing at:

___ ___ First Class rate? (DMM C100/R100)

___ ___ Periodical rate? (DMM C200/R200)

___ ___ Standard (A) rate? (DMM C300/R300)

___ ___ Standard (B) rate? (DMM C400/R400)

___ ___ Priority Mail rate? (DMM E120/R100)

___ ___ (b) Does the postal clerk understand the service provided and the classes of mail to which the following special services are provided:

___ ___ Express mail? (DMM S500)

___ ___ Registered mail? (DMM S911)

8 JUN 1998

YES NO

___ ___ Certified mail? (DMM S912)

___ ___ Insured mail? (DMM S913)

___ ___ Special Handling? (DMM R930)

___ ___ Certificate of Mailing? (DMM S914)

___ ___ Return Receipts? (DMM S915)

___ ___ Restricted Delivery? (DMM S916)

___ ___ Return Receipt for Merchandise? (DMM S917)

___ ___ (c) Does the postal clerk understand the difference between:

___ ___ Space Available Mail (SAM)? (DMM E010.1.2)

___ ___ Parcel Air Lift (PAL)? (DMM E010.1.3)

___ ___ (d) Does the postal clerk understand that domestic packages are numbered only when insured for \$50.00 or more using PS Form 3813P and using PS Form 3813 when insured for less than \$50.00 and are the correct markings understood for both? (DMM S913.2.3)

___ ___ (e) Is the postal clerk aware that certified mail is not available on international mail? (DMM S912.2.2)

(2) International Mail Classification/Special Services

YES NO

___ ___ (a) Can the PC identify and properly classify items presented for mailing as:

___ ___ Postal Union? (IMM 141.2)

___ ___ Parcel Post? (IMM 141.3)

___ ___ (b) Can the postal clerk identify articles that should be mailed as:

___ ___ Letter Class (LC)? (IMM 141.2.a)

___ ___ All Others (AO)? (IMM 141.2.b)

8 JUN 1998

YES NO

___ ___ (c) Can the postal clerk determine the classes of mail to which the following special services are available:

___ ___ Express mail? (IMM 210)

___ ___ Registered mail? (IMM 330)

___ ___ Insured mail ? (IMM 320)

___ ___ Special Handling? (IMM 380)

___ ___ Certificate of Mailing? (IMM 310)

___ ___ Return Receipts? (IMM 340)

___ ___ Restricted Delivery? (IMM 350)

___ ___ (d) Are proper markings/endorsements for the special services listed in (c) above understood?

___ ___ (e) Does the postal clerk understand that all insured international parcels must be numbered? (IMM chap 3, para 324.11)

___ ___ (f) Can the postal clerk process a claim for international parcel mail? (IMM 325)

___ ___ (g) Does the postal clerk possess a working knowledge of the IMM? (i.e. can he/she determine restrictions and special services for a specific country?) (IMM Individual Country Listing)

(3) Customs

YES NO

___ ___ (a) Does the postal clerk know what determines the customs forms required on parcels with a U. S. address? (DOD 4525.6-M)

___ ___ (b) Does the postal clerk understand the bona fide gift provisions for gifts not exceeding \$100.00 mailed from Military Post Offices outside the customs territory of the U.S. to addressees in the U.S.? (DOD 4525.6-M)

___ ___ (c) Does the postal clerk understand the requirements for parcels that contain "Returned U.S. Merchandise"? (DOD 4525.6-M)

8 JUN 1990

YES NO

___ ___ (d) Does the postal clerk understand the procedures for handling parcels with customs due? (DOD 4525.6-M)

___ ___ (e) Does the postal clerk understand when customs forms are required on official parcels? (IMM 144.1)

(4) Preparation/Dispatch/Transportation

YES NO

___ ___ (a) Does the postal clerk require a return address on the following: (DMM A010.4.3)

___ ___ Express mail?

___ ___ Registered Mail?

___ ___ Insured Mail?

___ ___ Priority Mail?

___ ___ Standard Mail (B)?

___ ___ Official Mail?

___ ___ Certified Mail (if return Receipt is requested)

___ ___ (b) Is military mail addressed to APO and FPO addresses tied, sacked and labeled separately from CONUS mail? (MDILAH DOD 4525.6-H)

(5) Money Order Business

YES NO

___ ___ (a) Does the postal clerk understand that money orders will be issued only by the use of the money order imprinter? (DOD 4525.6-M)

___ ___ (b) Is the postal clerk aware of the correct procedures for the establishment of a money order change fund and the issuance of required receipts? (DOD 4525.6-M)

___ ___ (c) Does the postal clerk know the correct procedure to follow when cashing a U.S. postal money order? (DOD 4525.6-M)

9 JUN 1998

YES NO

___ ___ (d) Does the postal clerk understand how to complete the following PS Forms:

___ ___ PS Form 17? (DOD 4525.6-M)

___ ___ PS Form 6401? (DMM SO20.2.9)

___ ___ (e) Does the postal clerk understand the procedures to be followed when a money order is issued out of sequence? (DOD 4525.6-M)

(6) Accountable Mail Procedures

YES NO

___ ___ (a) Does the postal clerk know how to report a discrepancy on an incoming registered bill? (DOD 4525.6-M)

___ ___ (b) Does the postal clerk understand the requirement of furnishing an immediate receipt for registered mail transferred at sea? (NWP 4-01.4 and DOD 4525.6-M)

___ ___ (c) Does the postal clerk understand the procedures to follow when accountable mail is not delivered on first notice? (DOD 4525.6-M)

(7) General

YES NO

___ ___ (a) Does the postal clerk understand the procedures for increasing/decreasing the command fixed credit? (DOD 4525.6-M)

___ ___ (b) Does the postal clerk understand the procedures for returning unserviceable stamp stock to the appropriate PFO or Accountable Postmaster? (DOD 4525.6-M)

___ ___ (c) Are postal clerks who maintain a fixed credit account familiar with the tolerance limits allowed during audits? (DOD 4525.6-M)

___ ___ (d) Is the postal clerk familiar with endorsements required when endorsing mail to be forwarded? (DOD 4525.6-M)

___ ___ (e) Can the postal clerk understand the procedures for processing a claim or inquiry for the following classes of domestic mail if damaged or missing?:

___ ___ Express mail?

8 JUN 1990

YES NO

___ ___ Registered mail?

___ ___ Insured mail?

___ ___ Certified mail?

___ ___ Ordinary Mail?

8 JUN 1988

B. PRE-DEPLOYMENT ASSESSMENT GUIDE FOR MILITARY POST OFFICES

DATE: _____ ADVISOR: _____

COMMAND: _____

FPO ADDRESS: _____

UIC: _____ ALPHA ID: _____

POSTAL OFFICER: _____ DATE OF DESIGNATION: _____

COPE: _____ DATE OF DESIGNATION: _____

NAMES AND RATES OF ADDITIONAL MILITARY POSTAL CLERKS:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: The correct answer to every question is "YES."

1. Postal Operations

a. Publications/Instructions

YES NO

_____ (1) Are current editions of the following publications and instructions on hand in the post office? (DOD 4525.6-M and OPNAVINST 5112.6C, para 301 and 302)

	<u>ON HAND</u>	<u>LATEST ISSUE</u>	<u>LATEST CHG ENTERED</u>
(a) Domestic Mail Manual (DMM)	_____	_____	_____
(b) International Mail Manual (IMM)	_____	_____	_____

8 JUN 1990

- (c) Administrative Support Manual (ASM) _____
- (d) Postal Operations Manual (POM) _____
- (e) Zip Code Directory (PUB 65A) _____
- (f) Postal Bulletins _____
- (g) Acceptance of Hazardous, Restricted or perishable matter (PUB 52) _____
- (h) DOD Postal Manual (DOD 4525.6-M) _____
- (i) USPS PUB 223 Forms & Directives Catalog _____
- (j) USPS PUB 247 Material Management Equipment & Supply Catalog _____
- (k) USPS Transportation Handbook (series T-7) _____
- (l) DON Postal Instruction (OPNAVINST 5112.6C) _____
- (m) CINCUSNAVEURINST 5110.1D (Navy Postal Service in the European and Eastern Atlantic) _____
- (n) Official Mail Management Instruction (OPNAVINST 5218.7A) _____
- (o) Atlantic Domestic Post Office Guide _____

8 JUN 1988

- (p) Navy Postal Service
in the Atlantic Area Instruction
CINCLANTFLTINST5110.1 _____
- (q) Navy Postal Service
in the Pacific Area Instruction
CINCPACFLTINST5112.1B _____

b. Supplies

YES NO

- _____ (1) Does the MPO have a FEDSTRIP activity address code, Touchtone Telephone Ordering System (TTOS) and PIN # assigned? (DOD 4525.6-C, chap 1, para 102)
FEDSTRIP# _____
- _____ (2) Is there an adequate level of supplies maintained?
 - _____ (a) AV-7's and OPNAV 5110/9
 - _____ (b) Customs Forms (2976/2976A)
 - _____ (c) Registered Mail Labels (L200A)
 - _____ (d) Flytags/Strip Labels (Ensure sufficient quantity for serving CONUS gateway and AOR destination)
 - _____ (e) PS Form 17
 - _____ (f) PS Form 6019-MPO/Money Order Envelopes
 - _____ (g) Registered Dispatch Books (PS 3854/3883/3877)
 - _____ (h) Registry Seals
 - _____ (i) Lead Seals
 - _____ (j) Nylon Mail Pouches
 - _____ (k) Forms required for normal operations
 - _____ (l) Letter trays
- _____ (3) PS Form 7380 utilized when submitting emergency requisitions from Fleet Mail Centers?

8 JUN 1998

c. Message Traffic

(1) Mail Routing Instructions (MRI)

YES NO

- ___ ___ (a) MRIs should be submitted in a timely manner and as soon as schedules change. (DOD 4525.6-M)
- ___ ___ (b) MRIs should be sent with a precedence of PRIORITY to action addressees and ROUTINE to information addressees.
- ___ ___ (c) MRIs must provide actual import dates and actual dates mail is desired when being serviced by other mobile units.
- ___ ___ (d) MRIs should include embarked units.
- ___ ___ (e) Action/information addressees should be used for the appropriate area of operation.

(2) Postal Net Alert (PNA)

YES NO

- ___ ___ (a) Does the postal clerk/postal officer understand the purpose of PNA messages? (DOD 4525.6-M)
- ___ ___ (b) Send PNA reports as needed.
- ___ ___ (c) PNA reports should provide timely information on strikes, carrier or airport problems, inclement weather and missing or delayed mail.
- ___ ___ (d) PNA message should report improper mail processing, incorrect routing, manifest deficiencies, flight cancellations and missent mail.

(3) Mail on Hand Reports. (CTF-67 INST 5110.1A , sec 3208)

YES NO

- ___ ___ (a) Does the postal clerk/postal officer understand the purpose of mail on hand reports?
- ___ ___ (b) The frequency these reports are transmitted, to whom and why?

8 JUN 1988

d. Fixed CreditYES NO

- ___ ___ (1) Is the command's fixed credit sufficient to sustain assigned crew and embarked units? (OPNAVINST 5112.6C chap 1, para 110.4a)
- ___ ___ (2) Is the postal clerk aware of replenishment procedures from the appropriate postmaster, and PFO's? (DOD 4525.6-M)
- ___ ___ (3) Are the correct procedures followed when requesting an increase of fixed credit? (DOD 4525.6-M)
- ___ ___ (4) Are request for increases of fixed credit made in multiples of \$500.00? (DOD 4525.6-M)

e. Money OrdersYES NO

- ___ ___ (1) The command must maintain a 5-month supply of money order forms on hand. (DOD 4525.6-M)
- ___ ___ (2) Money order forms must be requisitioned on PS Form 17 at least 45 days before they will be needed. (DOD 4525.6-M)
- ___ ___ (3) All transactions regarding the sale and cashing of money orders are to be treated as confidential information. (DOD 4525.6-M)
- ___ ___ (4) Is the current list of stolen money orders posted in the post office? (Current Postal Bulletin)

f. CustomsYES NO

- ___ ___ (1) Can the postal clerk determine which customs form is required on parcels with a U.S. address? (DOD 4525.6-M)
- ___ ___ (2) Does the postal clerk understand the requirements for parcels that contain "Returned U.S. Merchandise"? (DOD 4525.6-M)
- ___ ___ (3) Does the postal clerk understand the bona fide gift provisions for gifts not exceeding \$100.00 mailed from Military Post Offices outside the customs territory of the U.S. to addressees in the U.S.? (DOD 4525.6-M)

8 JUN 1988

YES NO

- ___ ___ (4) Does the postal clerk understand the procedures for handling parcels with customs due? (DOD 4525.6-M)
- ___ ___ (5) Does the postal clerk understand when customs forms are required on official parcels? (IMM 144.1)

g. Dispatch ProceduresYES NO

- ___ ___ (1) Is military mail addressed to APO and FPO addresses tied, sacked and labeled separately from CONUS mail? (MDILAH DOD 4525.6-H)
- ___ ___ (2) Are classes of domestic mail sacked in proper equipment and properly strip labeled? (DOD 4525.6-M and MDILAH DOD 4525.6-H)
- ___ ___ (3) Does the postal clerk backstamp and initial strip labels on all outgoing mail? (DOD 4525.6-M; T-7 Handbook DOD 4525.6-H, and CTF67 INST 5110.1A)
- ___ ___ (4) Can the postal clerk explain procedures for dispatching registered mail and providing immediate response when registered mail is received by highline or vertical replenishment (VERTREP)? (CTF67 INST 5110.1A/NWP 4-01.4)
- ___ ___ (5) Does the postal clerk understand procedures for dispatching ordinary mail via highline and VERTREP? (NWP 4-01.4)
- ___ ___ (6) Does the postal clerk know that excess serviceable nylon, light weight equipment must be sent to servicing FMC/AMT. (CTF67INST 5110.1A)

2. General Information

- a. Ensure post office scales are within calibration requirements.
- b. Keep the crew informed on mail service expected during the various port visits and operations by Plan of the Day notes.
- c. Recommend to the crew to avoid mailing parcels too large to be sacked and avoid using registered mail and special handling services unless absolutely necessary.
- d. Make the crew aware of Intra-Theater Delivery Service (IDS) via Plan of the Day notes. Refer to CINCUSNAVEURINST 5110.1D for guidance.

8 JUN 1998

e. Ensure plastic liners are used in all nylon equipment and are maintained for reuse. Unserviceable plastic liners must be disposed of properly in accordance with ships instructions.

f. Submit AV-7's daily by USPS certified mail to:

SUPERVISOR IAMRU
DULLES IMF ROOM 255
44715 PRENTICE DR
DULLES VA 20101-9998

g. Labeling of retrograde mail.

8 JUN 1998

APPENDIX D - GLOSSARY

AA. Armed Forces Americas

AE. Armed Forces Europe

AMC. Air Mobility Command

AMC. USPS Air Mail Center

AMF. Airport Mail Facility

AMT. Airport Mail Terminal

AOR. Area of Responsibility

AP. Armed Forces Pacific

APDS. All Purpose Dating Stamp

APO. Army/Air Force Post Office

ASM. Administrative Support Manual

ASN(FM&C). Assistant Secretary of the Navy (Financial Management and Comptroller)

BMC. Bulk Mail Center

BRM. Business Reply Mail

BUPERS. Bureau of Naval Personnel

CG. Commanding General

CG FMFLANT/PAC. Commanding General , Fleet Marine Force Atlantic and Pacific

CINCLANTFLT. Commander In Chief, U.S. Atlantic Fleet

CINCPACFLT. Commander In Chief, U.S. Pacific Fleet

CINCUSNAVEUR. Commander In Chief, U.S. Naval Forces, Europe

CMC. Commandant of The Marine Corps

CNO. Chief of Naval Operations

8 JUN 1988

CO. Commanding Officer

COD. Carrier Onboard Delivery

COMMARFORLANT/PAC. Marine Forces Atlantic/Pacific

COMNAVSUPSYSCOM. Commander Naval Supply Systems Command

COMSC. Commander, Military Sealift Command

COMUSNAVCENT. Commander , U.S. Naval Forces, Central

CONUS. Continental United States

COPE. Custodian of Postal Effects

CVC. Consecutive Voyage Charters

DECOM. Decommission

DMM. Domestic Mail Manual

DOD. Department of Defense

DODAAS. Department of Defense Activity Addressing System

DON. Department of The Navy

DOS. Department of State

EDA. Estimated Date of Arrival

EMMS. Express Mail Military Service

FAM. Financial Adjustment Memorandum

FCM. First Class Mail

FLTCINC. Fleet Commanders In Chief

FMC. Fleet Mail Center

FMU. Fleet Mail Unit

9 JUN 1988

FPC. Financial Postal Clerk

FPO. Fleet Post Office

GAA. General Agency Agreement

GAO. General Accounting Office

GMF. General Mail Facility

GPO. Government Post Office

IDS. Intra-theater Delivery System

IMM. International Mail Manual

ISIC. Immediate Superior In Command

IUC. Immediate Unit Commander

JAG. Judge Advocate General

JMPA. Joint Military Postal Activity

JUMPS/MMS. Joint Uniform Military Pay System/Manpower Management System

MAO. Mail Address Only

MAU. Military Auditing Unit

MCA. Mail Control Activity

MDC. Military Distribution Center

MDS-MPOLL. Mail Distribution Scheme-Military Post Office Location List

MILSTAMP. Military Standard Transportation And Movement Procedures

MODIS. Military Origin Destination Information System

MOM. Military Ordinary Mail

MPC. Military Postal Clerk

MPO. Military Post Office

8 JUN 1998

MPS. Military Postal Service

MPSA. Military Postal Service Agency

MRI. Mail Routing Instructions

NATO. North Atlantic Treaty Organization

NAVCRIMINSERV. Director Naval Criminal Investigative Service Command

NAV/MC. Navy/Marine Corps

NISRA. Naval Investigation Services Resident Agent

NOTAL. Not All

NTPF. Near Team Prepositioning Force

NWP. Naval Warfare Publication

OID. Office Identification Number

OMCO. Official Mail Control Officer

OMM. Official Mail Manager

OPNAV. Office of the Chief of Naval Operations

OSM. Outside Mail

PAL. Parcel Airlift

PAP. Postal Advisor Program

PARS. Postal Activity Reporting System

PAYPERSMAN. Pay And Personnel Procedures Manual

PC. Postal Clerk

PFO. Postal Finance Officer

PLAD. Plain Language Address Directory

8 JUN 1998

PNA. Postal Net Alert

POM. Postal Operations Manual

POP. Postal Operating Plan

PRECOM. Precommissioning

PRI. Priority Mail

PS. Postal Service Forms

PSC. Postal Sorting Code

REG. Registered Mail

SAM. Space Available Mail

SALTS. Streamlined Automated Logistics Transfer System

SDT. Second Destination Transportation

SECNAV. Secretary of the Navy

SNDL. Standard Navy Distribution List

SOFA. Status of Forces Agreement

SOP. Standard Operating Procedures

STANAG. Standardization Agreement

SVM. Stamp Vending Machine

SWT. Service-Wide Transportation

TAD. Temporary Additional Duty

TC. Time Charter

TTISSMM. Time Transportation Information Survey System of Military Mail

TTOS. Touch Tone Ordering System

TYCOMS. Type Commanders

OPNAVINST 5112.6C

8 JUN 1990

UIC. Unit Identification Code

UMC. Unit Mail Center

USMC. U.S. Marine Corps

USPS. U.S. Postal Service

VERTREP. Vertical Replenishment

8 JUN 1988

APPENDIX E- INDEX

<u>Subject</u>	<u>Section</u>
<u>A</u>	
Address	
Assigned Addresses	808
Categories of Addresses	807
Composite Addresses	809
Detailed Requirements for Addresses	803
Exceptions to Prescribed Mail Addresses	804
FPO Addresses	805
Foreign Navy Ship Addresses	806
JMPA in the U.S.	Appendix A
MPSA	Appendix A
Source of Mail Address Information	802
Assignment of Personnel	401, 405
Assignment of Navy Enlisted Classification	406
Audits and Assessments	1101
<u>C</u>	
Change of Address Cards	503
Change of Coast By Ships (Navy)	114

OPNAVINST 5112.6C

8 JUN 1998

Correspondence	201
COPE	404
COMSC	808, 901

D

Designation	104, 105
Directory Service	501-507
Disestablishment of Navy-Marine Corps Post Office Shore/Afloat	112-113
Deletion of FPO Numbers	903
Disposal of Post Office Records	204
Disposition of Mail and Postal Effects	205

E

Emergency Destruction	205
Equipment	Appendix B
Establishment Ashore/Afloat	109-110, 902

F

Fixed Credit	110, 404
Flexible Credit	404
FMC	107
FPO	805
Foreign Nationals	405

Appendix E
to Enclosure (1)

8 JUN 1988

Forms	Appendix B
Forms Control	Appendix B
FPO Numbers	901
Assignments	902
Deletion	903
Freight and Express Shipment	805
<u>H</u>	
Handling of mail for casualties	506
<u>I</u>	
Inspection	1103
International Mail	804
<u>L</u>	
Location of Navy-Marine Corps Post Offices	Appendix A
Losses and Offenses	601
<u>M</u>	
Mail Addresses	801-809
Mail Bombs	206
Mail Directory Service	501-507
Mail Privileges for Prisoners	203
Mail Routing	1001-1005
MPC	405

OPNAVINST 5112.6C

8 JUN 1990

Misrouted and Mishandled Mail	1006
Money Order Business	110,112

N

NATO	303
Navy-Marine Corps Post Office	106
Number of Persons Served	110

O

Officer in Charge, FMC	107
------------------------	-----

P

PAP	701-705
Postal Effects	110,112
Postal Finance Offices	403
Postal Forms	Appendix B
Postal Losses and Offenses	601
Postal Officers	402
Postal Supplies	Appendix B
Prisoners	203
Publications	301-303

R

Records Disposal	204
Recovery of Postal Funds	602
Appendix E to Enclosure (1)	

8 JUN 1998

Replenishment of Stamp Stock by Mobile Units that have established Post Offices	111
Reports	1102
Responsibilities	
Assignment of Responsibilities	101
Command	104
Commanders in Chief	102
FMCs	107
Mail Routing	1002
Marine Corps Base Commanding Generals overseas	103
Postal Advisor	701-705
Postal Finance Offices	403
Postal Officers	402
Shore Facilities and Service	105
Routing	1003
Cover	1004
Foreign Ships	806
Misrouted and Mishandled	1006
Responsibilities	1002
Special	1005

Stamp Vending Machines	1102
Supplies, Postal	Appendix B
Suspension of Postal Service	113
<u>T</u>	
Tasking of Postal Advisors	705
Telegrams	805
<u>U</u>	
Unit Post Offices	108
Use of Commercial Postage for Official Mail	202