



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

IN REPLY REFER TO

OPNAVINST 5112.6D
OPNAVN41/NAVSUP54
19 Mar 07

OPNAV INSTRUCTION 5112.6D

From: Chief of Naval Operations

Subj: NAVY POSTAL INSTRUCTION

Ref: (a) DOD Postal Manual, DOD 4525.6-M
(b) DOD Directive 5101.1 of 21 Nov 03; Subj: Single
Manager for Military Postal Service (NOTAL)

Encl: (1) Navy Postal Instruction

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

2. Cancellation. OPNAVINST 5112.6C.

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

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

COMNAVSUPSYSCOM
SUP 54
5450 CARLISLE PIKE
PO BOX 2050
MECHANICSBURG PA 17055-0791

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.



M. E. LOOSE
Vice Admiral, CEC, U. S. Navy
Deputy Chief of Naval
Operations for Fleet Readiness
and Logistics

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OPNAVINST 5112.6D
19 Mar 07

NAVY POSTAL INSTRUCTION

Enclosure (1)

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CHAPTER 1 - RESPONSIBILITIES AND DUTIES, POSTAL FINANCE SUSPENSION,
FREE MAIL AND NON-COMBATANT EVACUATION OPERATIONS

101. RESPONSIBILITIES

The Chief of Naval Operations (CNO) directs the Military Postal Service (MPS) within the Navy and provides liaison between the Navy and the Military Postal Service Agency (MPSA) per references (a) and (b). The Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) coordinates the MPS within the Navy. All responses/comments to or from MPSA or higher authority on military postal matters that impact more than one Fleet Commanders' (FLTCOMs) area of responsibility will be forwarded to COMNAVSUPSYSCOM for formulation of a single Navy response.

102. COMMANDER, U.S. FLEET FORCES COMMAND (COMFLTFORCOM); COMMANDER, U.S. PACIFIC FLEET (COMPACFLT); COMMANDER, U.S. NAVAL FORCES, EUROPE (COMUSNAVEUR); AND COMMANDER, U.S. NAVAL FORCES, CENTRAL COMMAND (COMUSNAVCENT)

1. FLTCOMs responsibilities are defined in reference (a), chapter 1. In addition they shall:

a. Appoint a fleet postal officer in grade E-9 or U.S. Department of Defense (DOD) civilian employee in grade GS-12 or higher as the postal officer.

b. Be the mail routing authority in their areas of responsibility.

c. 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 mail.

d. Be responsible for the Postal Advisor Program (PAP) in their respective areas and provide funds for support and advisors' Temporary Additional Duty (TAD) travel.

e. Designate area postal coordinators.

f. Institute collection procedures for returned personal checks (shore Military Post Office (MPO) only).

g. Monitor postal offense; Postal Net Alert (PNA); Military Origin Destination Information System (MODIS); Accounting Period (AP), and Financial Adjustment Memorandum (FAM) reports.

103. 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. Commanding officers shall:

a. Designate by letter a commissioned, warrant officer or chief petty 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 overall supervision of postal functions of the command. Shore (field) activities within the Continental United States (CONUS) served by a civilian post office may designate a U.S. DOD civilian employee (GS-7 or above) as postal officer.

b. Provide mail service within the command either by establishment of a post office, mailroom or the use of mail orderlies. A combination of the three methods may be used. Adequate training of personnel assigned to 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 provided based upon the volume of mail to be handled.

c. 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.

d. Maintain proper safeguard and security controls to prevent depreations of the mail and embezzlement of postal funds and effects.

e. Provide current mail routing instructions to mail routing authorities, which will result in mail being forwarded to the proper destination.

f. Ensure mail service to the command is continually evaluated and 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).

g. Ensure the maintenance of a complete and effective mail directory service for the command.

h. 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.

i. Make provisions in contingency plans and instructions for the handling of mail.

j. Keep personnel informed as to the character of mail service that can be expected in the area concerned. Insofar as security requirements permit, personnel should be advised to share with correspondents the effects of military operations on mail service, the availability and frequency of air and surface transportation and similar information.

k. Establish procedures that will ensure complaints, inquiries and suggestions relative to improving 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 regard to inquiries, complaints or claims concerning mail service to military personnel. Complaints that cannot be satisfactorily corrected locally or within local United States Postal Service (USPS) channels should be made the subject of official correspondence to the applicable FLTCOM with an information copy to COMNAVSUPSYSCOM (SUP 54).

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

m. 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 MPOs is contained in reference (a), chapter 10, DOD 4525.6-M. Information is contained in reference (a), chapter 15, DOD 4525.6-M, for commands operating mail centers.

n. Ensure all personnel who handle official registered mail are U.S. citizens and have on record a favorably adjudicated National Agency Check with Local Agency Check and Credit Checks (NACLIC) per DOD 5200.2R.

o. 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 per 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 DD Form 2257.

b. Designate by letter the COPE, as custodian of postage stamp funds (stock and cash), blank money order forms and auditor of daily money order reports. The COPE should perform his/her duties under conditions that allow for the proper protection of postal effects. Cash derived from the sale of stamps, money orders and postage validation imprinter 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 Regulation (FMR) Manual 7000.14-R Vol 5 of July 2002 (NOTAL).

c. Ensure the COPE and a witness signs and retains a suspense copy of stamp requisitions (PS Form 17) when money orders or stamps are requisitioned. The COPE shall verify the items being received and sign the returned PS Form 17 using another person as a witness. Amplifying instructions pertaining to requisitioning, verifying and maintaining money order forms may be found in reference (a).

d. Institute and maintain control procedures to ensure 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 among individuals;
- (2) Intermingling of postal funds with personal or any other funds;
- (3) Misappropriation of stamp and money order funds;
- (4) Operation of finance windows and control of stamp vending machines by persons other than those charged with credits;
- (5) Acceptance of personal checks and travelers checks aboard ship unless the Director, Navy Postal Policy, grants approval.

e. Ensure monthly and quarterly assessments or audits of post offices are conducted as required by existing regulations or when otherwise needed, and required reports are submitted promptly to higher authority via the commanding officer. Also, designate each monies audit board member by appointment letter listing their associated responsibilities.

f. Maintain a separate accountability file for Stamp Vending Machine (SVM) credits. 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. The same procedures apply for flexible credit accounts with one exception; a separate clerk's disk must be used for each SVM.

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

3. Shipboard commands on the Navy Cash™ Financial System operating post offices will follow all guidelines and regulations set forth in NAVSUP publication 727, chapter 6.

4. Overseas shore based post offices accepting personal checks must ensure a copy of the most recent bad check listing is available at each finance window. This listing, provided monthly by MPSA, will be dated upon receipt and finance clerks are required to check the customer's name against the list when the customer is paying for postal services by check. Personal checks cannot be used to purchase money orders.

104. SHORE FACILITIES AND SERVICES

1. Responsible bureaus, systems 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. COMNAVSUPSYSCOM shall pay the transportation charges of authorized carriers of Navy mail transported beyond 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.

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

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

105. NAVY POST OFFICES

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

106. 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 FLTCOM 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) chapter 11, Section C11.1.4.

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 FLTCOMs 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 a fleet locator.

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

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.

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 USPS Supply and Equipment Catalog (Pub 247).

i. Make every effort to obtain x-ray machines to screen incoming and outgoing mail suspected of containing bombs and other nonmailable items. NOTE: X-ray equipment will not detect chemical and biological agents.

107. ESTABLISHMENT OF MILITARY POST OFFICES AT SHORE ACTIVITIES

1. A request to establish a shore-based post office will be submitted to MPSA via the applicable FLTCOM. Requests shall include information listed in reference (a) and must be submitted via the Automated Military Postal System (AMPS).

2. A copy of the request will be provided to COMNAVSUPSYSCOM (SUP 54).

108. ESTABLISHMENT OF MPO's IN SHIPS AND OTHER MOBILE UNITS

1. Requests for establishing MPOs in Navy ships and other mobile units will be submitted to MPSA via the applicable FLTCOM per reference (a). Request must also be submitted via AMPS. Additional required information is addressed in paragraph 110.

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 providing money order service, it should be provided as a convenience to personnel and as a Quality of Life contribution to welfare and morale.

4. A prospective commanding officer or commanding officer's request for the establishment of a shipboard post office must be made to the appropriate FLTCOM. In turn, the concerned FLTCOM will submit the request to MPSA with information copies to the Type Commander (TYCOM) and COMNAVSUPSYSCOM (SUP 54). This request should be at least three months in advance of the date of establishment. If approved by the applicable FLTCOM, MPSA will request 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 stamp credit desired. For afloat post offices, refer to chapter 12, paragraph 1202 of this instruction. For ashore post offices, a stamp credit of \$10 per person served is considered adequate.

- b. Whether a disbursing officer is attached.
- c. If money order service is not desired, indicate reason.
- d. Postal Clerk (PC) allowance by grade and number, on a statement that the post office will be operated by a service member who holds the Independent Duty Postal Clerk NEC.
- e. Date by which postal effects should arrive. USPS requires a two-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.

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

Mobile units with a Fleet Post Office (FPO), Armed Forces Europe (AE) or Armed Forces Americas (AA) address shall requisition needed stamp stock from the Postal Finance Officer (PFO) Norfolk, Virginia or Postmaster New York, as applicable. Mobile units with a FPO Armed Forces Pacific (AP) address shall requisition from the PFO San Diego, California or Postmaster San Francisco, as applicable. Navy PFOs are located in Norfolk, VA, San Diego, CA, and Yokohama, Japan. Checks must be made payable to Postmaster, New York when requisitioning from PFO Norfolk, and to Postmaster, San Francisco when ordering from PFOs located in San Diego or Yokohama.

110. DISESTABLISHMENT OF NAVY POST OFFICES AT SHORE ACTIVITIES

Requests for disestablishment of shore-based Navy post offices shall be submitted to MPSA via the applicable FLTCOM per reference (a). Request must also be submitted via Automated Military Postal System (AMPS) and a copy of the request must be provided to COMNAVSUPSYSCOM (SUP 54). A copy of all subsequent reports and correspondence pertaining to disestablishment will be provided to the FLTCOM, COMNAVSUPSYSCOM (SUP 54), and CNO (DNS/DNS-33) as applicable.

111. DISESTABLISHMENT OF POST OFFICES IN SHIPS (NAVY)

1. Requests to disestablish afloat MPOs will be submitted via AMPS and by message to the applicable FLTCOM who will forward the request to MPSA-OP (message address: EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA//MPSA-OP) with CNO (DNS/DNS-33); TYCOM; COMNAVSUPSYSCOM (SUP 54), 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. The request must be submitted at least 30 days prior to the disestablishment date.

2. When approval for disestablishment is granted by the applicable FLTCOM, MPSA will notify the ship, USPS and other commands with a need to know.

3. The commanding officer shall then provide to the commands listed in paragraph 111.1, 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. The TYCOM shall designate the command that is to perform directory service.

b. Instructions to the serving 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 that delivers mail to the ship. This activity shall in turn notify the local USPS mail handling facility.

For SEA SWAP units only. When a decommissioned unit is swapping with another unit, mail for the crew of the decommissioning unit will be forwarded for six months or until the crew transfers from the ship. When the decommissioning ship returns to CONUS, the 60-day directory service rule will apply.

4. The commanding officer of the ship in which the post office is being disestablished shall appoint two auditors to conduct the final audit per 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 or PFO by First-Class Mail following the guidance in Tables 1-1 or 1-2.

b. Send money order records by registered mail accompanied by an itemized list of contents and a copy of the final audit to the appropriate postmaster or PFO.

c. Send USPS publications and manuals by ordinary mail to the appropriate fleet postal officer in accordance with Tables 1-1 and 1-2.

d. Send accountable records by registered mail to the appropriate USPS Domestic Claims and Inquiries Center per Tables 1-1 and 1-2.

e. Retain other publications and records with the administrative records of the command.

6. If a ship is being decommissioned, directory cards and rubber stamps or computerized directory program database files used to perform directory service will be retained until the decommissioning date. After the decommissioning date, the command designated to perform directory services must be provided 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).

7. After a 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 and all purpose date stamps) must 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 FLTCOM and MPSA including as information addressees those commands listed in paragraph 112.1, indicating disposition of all items returned by registered mail and a list of registry number(s) under which they were shipped.

112. CHANGE OF COAST BY SHIPS (NAVY)

1. When change of coast has been directed by CNO, MPSA will notify the ship, USPS and appropriate commands of the ship's 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 MPSA, by a letter of explanation, and request the current FEDSTRIP account number be cancelled and a new FEDSTRIP number established.

b. The COPE will submit a PS Form 3369 (Consigned Credit Receipt) to the gaining PFO establishing a new flexible credit account, and a letter of explanation to the losing PFO requesting cancellation of the old flexible credit account per Tables 1-1 and 1-2.

c. If there is a change of coast, the COPE will notify the appropriate USPS capital and sensitive equipment office (tables 1-1

and 1-2), by submitting a new PS Form 1590 (Supplies and Equipment Receipt).

113. SUSPENSION OF POSTAL FINANCE SERVICE

1. The procedures detailed in reference (a), provide basic guidelines for suspension of business. Amplification of the procedures for Navy commands operating post offices is provided in this section.

a. An audit will be conducted on the date of suspension using Stamp and Cash Stock Count and Summary (OPNAV Form 5112/2). Commanding officers will then designate the command postal officer as COPE during periods of suspension. To accomplish custody changes a Consigned Credit Receipt (PS Form 3369) will be completed and submitted to the accountable postmaster/PFO with the OPNAV Form 5112/2. When suspension of postal services is 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. OPNAV Form 5112/2 will be annotated in the "Notes, etc." section, "postal finance business suspended this date." A copy of OPNAV Form 5112/2 will be forwarded to the applicable FLTCOM. FLTCOM must notify USPS via MPSA for units with flexible credit accounts.

b. All blank money order forms shall be verified against the COPE's DD Form 885. Blank money order forms in the possession of clerks shall be signed over to the COPE on the clerk's DD Form 885 and the COPE's DD Form 885. All money order reports that have been submitted and the serial numbers of the blank money order forms on hand, as entered on the COPE's DD Form 885, must also be verified by the postal officer.

c. Upon resumption of business, the designation of an accountable individual to replace the postal officer as COPE shall be accomplished. Once this is completed custody of stamp stock and blank money orders will be given back to clerks utilizing PS Form 3369, OPNAV Form 5112/2, DD Form 885, and by adhering to other reporting requirements. Units with flexible credit accounts must notify USPS via MPSA.

2. In the event of an unauthorized absence of the COPE or any other MPC who holds accountable stamp stock, funds or equipment, the following procedures must be adhered to:

a. In the presence of a witness, the seal on the safe combination envelope (PS Form 3977) for the person who is absent must be broken. The command monies audit board members then conduct an audit of all accounts. Normal audit procedures are followed. THERE MUST BE TWO AUDITORS PER ACCOUNT. The audit must be recorded as a special audit. It may be combined with monthly or quarterly audits that are due.

(1) If a shortage exceeding the tolerance is discovered and the shortage is considered a significant amount, the command must investigate and generate a postal offense message. The appropriate FLTCOM or area postal advisors must also be notified.

(2) If the individual is eventually declared a deserter and no restitution is foreseen, the command must send a letter to the Military Auditing Unit, appropriate FLTCOM and PFO explaining the circumstances and ask for replacement of the shortage. Copies of the audits and investigation results must accompany the letter.

b. At the conclusion of the audit the responsible supervisor must take custody of the account and secure it in a safe.

c. If any keys are unaccounted for, the corresponding locks must be changed immediately.

114. FREE MAIL

1. Free Mail is authorized by Title 9 U.S. Code 3401(a). Free Mail is limited to letter mail to include bill payments, sound recordings or video recorded communications having characteristics of personal correspondence and weighing 13 ounces or less. Free Mail must be addressed to a place within the delivery limits of the USPS and MPS. Free mail privileges do not apply to mail delivered by a foreign postal administration.

2. The Combatant Commander should request Free Mail for those areas where the Armed Forces of the United States are engaged in operations of a temporary nature under arduous conditions or involving armed conflict with a hostile foreign force. MPSA forwards the request to the Secretary of Defense for approval. The Secretary of Defense coordinates with the General Counsel, DOD, to confirm the request complies with the law. Coordination with Department of State and the Postmaster General is made as to DOD's intention to authorize Free Mail in the requested area.

3. When approved by the Secretary of Defense, MPSA releases detailed implementing instructions to the military services.

115. NON-COMBATANT EVACUATION OPERATIONS

Ships involved in the evacuation of non-combatants are authorized to accept mail from the evacuees. If the evacuees do not have funds to pay for the postage on letter mail and Free Mail has been authorized for the area of responsibility, the postal clerk is authorized to accept letters as Free Mail. If an evacuee is required to mail personal or official items, the ship is authorized to place official postage on parcels. The official mail manager will then prepare a request for reimbursement from the Department of State and forward it

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to the Director, Navy Postal Policy Division, Navy Family Support (NFS 54). The director will approve and forward the request to the Department of State for reimbursement.

POSTMASTER NEW YORK ADDRESSES	
Unused Stamp Stock (PS Form 17) Unused Money Orders	PFO Norfolk or 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)	JMPA-ATL ATTN: LOGISTICS DEPARTMENT 80 COUNTY ROAD JERSEY CITY NJ 07097
USPS Publications and Manuals	PFO NORFOLK 9221 THIRD AVENUE NORFOLK VA 23511-2324
Overseas locations use appropriate COPE	
Return Unused Penalty Mail Stamps	COPE PSC 812 FMC FPO AE 09627-0006
Return Cash Portion of Fixed Credit to: (In the form of a U.S. Treasury Check Payable to Postmaster New York)	COPE PSC 819 FMC FPO AE 09645-0006
Copy of PS Form 17 and Final Audit	COPE PSC 900 FMC FPO AE 09838-9998
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)	POSTAL FINANCE OFFICER (PFO) 9225 THIRD AVENUE NORFOLK VA 23511-2324
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

POSTMASTER SAN FRANCISCO ADDRESSES	
Unused Stamp Stock (PS Form 17) Unused Money Orders	POSTAL FINANCE OFFICER (PFO) 4070 SURFACE NAVY 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)	JMPA-PAC 2650 BAYSHORE BLVD DALE CITY CA 94013-0026
USPS Publications and Manuals	POSTAL FINANCE OFFICER (PFO) 4070 SURFACE NAVY 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 NAVY BLVD STE 3 SAN DIEGO CA 92136-5287
Copy of PS Form 17 and Final Audit	POSTAL FINANCE OFFICER (PFO) 4070 SURFACE NAVY BLVD STE 3 SAN DIEGO CA 92136-5287

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

CHAPTER 2 - SOURCES OF INFORMATION AND INSTRUCTION

201. GENERAL

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

202. DON/DOD 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 Postal Manual (DOD 4525.6-M (NOTAL)). Contains MPO operating procedures and mail handling and delivery procedures for unit post offices and mail centers.
4. DOD OFFICIAL MAIL MANAGEMENT (DODI 4525.8). Establishes the DOD Official Mail Program (OMP).
5. DOD Official Mail Manual 4525.8-M. Provides uniform procedures and responsibilities for administering the DOD Official Mail Program.
6. DOD Financial Management Regulation (FMR) Manual 7000.14-R (NOTAL). Contains instructions concerning the custody of postal funds.
7. 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. This publication is the source for official Navy mailing addresses and is only published electronically.
8. Manual of the Judge Advocate General (JAG Manual). Provides direction and guidance relative to the investigation of postal losses and offenses (Chapters VI and IX).
9. DON Criminal and Security Investigation (SECNAVINST 5520.3B). Establishes and restates jurisdiction and responsibilities in the

conduct of criminal and security investigations and related activities within DON.

10. DON Information Personnel Security Program (ISP) Regulation (OPNAVINST 5510.36). Provides instructions and policy guidance on security matters applicable to DON.

11. Navy Customer Service Manual (NAVPERS 10119-B (NOTAL)). Contains information on service at customer contact points.

12. Navy Pay and Personnel Procedures Manual (PAYPERSMAN) (NOTAL). Contains procedural directions for implementing the DOD Military Pay and Allowances Entitlement Manual.

13. Defense Joint Military Pay System Procedures and Training Guide. Contains procedural directions for implementing military pay, allowances and entitlements.

14. Disposal of Navy and Marine Corps Records (SECNAVINST 5212.5D). Prescribes policies and procedures for the DON records disposal program and issues Navy-wide authorized retention standards for naval records.

15. Naval Warfare Publication (NWP 4-01.4) - Replenishment at Sea (NOTAL). Prescribes procedures for transferring and handling mail at sea.

16. 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.

17. Instructions/Orders and Notices/Bulletins. The 5110 through 5119, and 5218 series address postal matters.

18. Navy Cash™ Financial System Standard Operating Procedure (NAVSUP Publication 727). Chapter 6 provides information and policy for Navy Cash™ units.

CHAPTER 3 - ASSIGNMENT AND DESIGNATION OF NAVY POSTAL PERSONNEL

301. GENERAL

This chapter establishes the minimum responsibilities of the command postal officer and the minimum qualifications for a person to be designated as a Military Postal Clerk (MPC) in the Navy.

302. ASSIGNMENT AND RESPONSIBILITIES OF MILITARY POSTAL CLERKS (MPCs), MAIL CLERKS AND MAIL ORDERLIES

1. Before being permitted to perform MPC duties, all postal personnel must complete an Offenses Against the Mail Notice of Acknowledgement statement, OPNAV Form 5112/1. This form is available online at <https://forms.daps.dla.mil>. The signed form will be placed in the individual's service record. The Offenses Against the Mail Notice of Acknowledgement statement must be witnessed and updated annually.

2. Before being permitted to perform mail-handling duties all mail clerks and mail orderlies must complete an Offenses Against the Mail Notice of Acknowledgement statement, OPNAV Form 5112/1. The signed form will be maintained in the post office files. The Offenses Against the Mail Notice of Acknowledgement statement must be witnessed and completed upon designation only. Shipboard Division Officers or Department Heads are responsible for nominating individuals as mail orderlies. They are also responsible for ensuring prospective mail orderlies meet the qualifications in reference (a).

3. Navy personnel will be designated on DD Form 2257 per reference (a) and this instruction at the 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 or are selected for independent duty postal clerk training must also:

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

ASVAB 5	ASVAB 8, 9, 10
WK + AR = 108	VE + AR = 108

- d. Possess a valid U.S. driver's license.
4. Commanding officers may request a waiver (except for the driver's license and U.S. citizenship requirement) of the requirements listed in paragraph 302.3 from the Bureau of Naval Personnel (BUPERS) (PERS-

29) in the case of exceptionally deserving personnel when all other requirements are met.

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

6. 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. Personnel of other ratings who possess the Independent Duty Postal Clerk NEC will retain their designation until such time as they return to duties in their rating.

7. MPCs and postal finance clerks are responsible to the COPE for any stamps or funds entrusted to their care.

8. MPCs assigned to duty as a clerk in charge of a unit post office shall be responsible for ensuring the unit operates 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.

9. Ships and overseas activities operating a post office and having only a COPE shall designate an additional individual, per paragraph 305.1 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 funds, equipment and U.S. mail.

10. Financial operations of Navy 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 Form 2257. Foreign nationals and undesignated 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, personnel will be under direct supervision of a designated MPC.

11. MPCs assigned to Navy 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).

12. MPCs assigned to Navy post offices will not provide 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).

303. POSTAL OFFICERS

1. The postal officer is responsible for the overall supervision of the postal functions of the command and shall:

a. Keep the commanding officer informed of the status of postal operations.

b. Be familiar with USPS manuals DMM, IMM, Postal Operations Manual (POM), Administrative Support Manual (ASM), applicable DOD postal manuals, regulations and this instruction.

c. Understand how and when audits are to be conducted and ensure that proper reports are completed and distributed.

d. Conduct audits of COPE and MPCs.

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 requisition and where the requisitions must be sent.

g. Prepare command Mail Routing Instruction (MRI) messages and ensure they are submitted with sufficient lead-time to maintain continuity of the command's mail.

h. Conduct unannounced weekly inspections of the post office.

i. Have a basic understanding of the following areas to ensure they are being complied with:

(1) Directory service;

(2) Postal Activity Reporting System (PARS) by message or email;

(3) Customs forms, collections, interdiction program;

- (4) Mail orderly system;
- (5) Postal 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;
- (9) Financial Adjustment Memorandums (FAMs);
- (10) Vending Equipment Sales and Service (VESS) Reports (if applicable); and
- (11) Mail Origin Destination Information System (MODIS)

2. In addition to the responsibilities delineated in this paragraph, the postal officer should maintain close liaison with area postal advisors, requesting advice and assistance as needed.

304. POSTAL FINANCE OFFICERS (PFOs)

The Director, Navy Postal Policy and MPSA may establish postal finance offices at certain shore postal facilities. PFOs will be designated at these locations to administer flexible credits to COPEs in their respective area. PFOs will be military or civilian personnel in the grade of E-7 or GS-11 and above. PFOs will be designated on DD Form 2257. An E-6 may be designated as PFO if the Director, Navy Postal Policy, has granted an exception. A copy of the designation / revocation will be forwarded to the applicable FLTCOM. The COPE for a post office will not be designated as PFO. The command postal officer may, however, be designated as PFO.

305. CUSTODIAN OF POSTAL EFFECTS (COPE)

1. The COPE is the custodian of the flexible stamp account and equipment assigned to the post office. The COPE billet shall be filled at all times by a qualified person per paragraph 104.2a of this instruction and reference (a). Under no circumstances shall 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 financial postal clerks for that portion of the stamp credit held in sub-custody. In addition, the COPE shall prepare a separate PS Form 3369 for sub-custody accounts held for each SVM maintained in operation. The FPO number of the servicing activity along with the SVM serial number and its specific location will be annotated in the "Location of Credit" block of the PS Form 3369. The serving PFO, as appropriate, will be furnished with a PS Form 3369

(Consigned Credit Receipt) for a 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 flexible credit occurs per instructions of USPS and reference (a). Additionally, PS Form 1590 (Supplies and Equipment Receipt) will be submitted to the serving PFO or JMPA as appropriate any time there is a change of custody of postal equipment. A copy with original COPE and JMPA signatures must be kept on file.

2. The following are procedures for a change of COPE:

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

b. A change from one designation to another, such as from MPC to COPE, shall require redesignation. DD Form 2257 shall be completed in two copies. Original copy to post office files and a copy to member's service record.

Checklist for change of COPE:

COMFLTFORCOM		
SUBMIT:	SEND TO	FPO AA UNITS
1. Original and duplicate PS Form 3369 2. Appointment of incoming COPE's DD Form 2257 (COPE Designation, not MPC) 3. Termination of outgoing COPE's DD Form 2257 (with bottom portion completed) 4. Audit of COPE's accounts. 5. Copy of unit 1412	POSTAL FINANCE OFFICER RNMC 9225 THIRD AVENUE NORFOLK VA 23511-2324	FPO AA units submit additional copy to: CLF POSTAL ADVISOR PO BOX 280122 MAYPORT FL 32238-0122
6. Original and duplicate PS Form 1590	JOINT MILITARY POSTAL ACTIVITY-ATLANTIC ATTN LOGISTICS SECT BLDG 250 ROOM MF-35 USPS/ISC JFK INTERNATIONAL AIRPORT JAMAICA NY 11430-9201	Send one copy to serving PFO (by mail or email)

Checklist for change of COPE (Continued)

COMUSNAVEUR	
SUBMIT	SEND TO
1. Original and duplicate PS Form 3369 2. Appointment of incoming COPE's DD Form 2257 (COPE Designation, not MPC) 3. Termination of outgoing COPE's DD Form 2257 (with bottom portion completed) 4. Audit of COPE's account. 5. Copy of unit 1412	US NAVAL FORCES EUROPE N41P FLEET POSTAL OFFICER PSC 802 BOX 8 FPO AE 09499-0153
6. Original and duplicate PS Form 1590	JOINT MILITARY POSTAL ACTIVITY-ATLANTIC ATTN LOGISTICS SECT BUILDING 250 ROOM MF-35 USPS/ISC JFK INTERNATIONAL AIRPORT JAMAICA NY 11430-9201 Send one copy to serving PFO (by mail or email).
COMPACFLT	
SUBMIT	SEND TO
1. Original and duplicate PS Form 3369 2. Appointment of incoming COPE's DD Form 2257 (COPE Designation, not MPC) 3. Termination of outgoing COPE DD Form 2257 (with bottom portion completed) 4. Audit of COPE's accounts. 5. Copy of unit 1412	POSTAL FINANCE OFFICE 4070 SURFACE NAVY BLVD STE 3 SAN DIEGO CA 92136-5287
1. Original and duplicate PS Form 1590.	JOINT MILITARY POSTAL ACTIVITY-PACIFIC ATTN SUPPLY NCO 2650 BAYSHORE BLVD DALY CITY CA 94013-0026 Send one copy to serving PFO (by mail or email).

c. A complete audit of postal effects must be conducted to include:

(1) All stamp credits assigned (including the stamp vending machine accounts, and credits assigned to 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) All accountable equipment listed on the command's PS Form 1590 (Supplies and Equipment Receipt) and physical verification of the location of post office keys;

(4) Requiring the audit report (OPNAV Form 5112/2) to be prepared and signed by the auditing officers; both the incoming and outgoing COPE must sign the report. The incoming COPE/PFO shall sign acceptance of the audit and account in the "I concur with audit" block on page 3 of OPNAV Form 5112/2. A statement should be noted in the "Notes, etc." section on page 3 to indicate account was turned over. The COPE's account must be exact. The outgoing COPE must replace any shortage; any overage must be submitted (by U.S. Treasury Check) to the accountable postmaster or PFO as appropriate. Indicate in the "Notes, etc." section of the audit report that the overage has been submitted and provide the check number and amount of remittance.

3. The COPE must accomplish the following:

a. Prepare a consigned credit receipt (PS Form 3369) in triplicate. Refer to the checklist for change of COPE on page 3-8 or 3-9 for distribution of the form.

b. A change of COPE does not require reissuance of the internal PS Form 3369(s) for credits extended to clerks; however, it is recommended.

c. Change safe combination(s). Place new combination(s) in a SF 700 or PS Form 3977 and provide to the postal officer or designated official and obtain a receipt on a modified PS Form 1096.

d. Obtain a receipt for post office keys not in the COPE's custody. The commanding officer or designated official should maintain duplicate keys in a sealed envelope.

e. Prepare PS Form 1590 in quadruplicate and submit the original and one copy to the appropriate JMPA supply clerk for verification. Retain a copy in post office files until the original signed copy is received from the appropriate JMPA, and send a copy to the appropriate PFO.

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

4. The command monies audit board must conduct all permanent change of COPE audits. Incoming and outgoing COPE's may NOT conduct the audit. The COPE is authorized to turn directly over to a temporary COPE only. For exceptions, see chapter 1, Section 112.2.

CHAPTER 4 - DIRECTORY SERVICE, POSTMARKING MAIL, ABSENTEE BALLOTING
MATERIALS

401. GENERAL

Regulations governing the establishment and maintenance of directory files and procedures for processing undeliverable mail are contained in reference (a). This chapter covers additional Navy directory service procedures. Also, incorporated in this chapter is information on postmarking mail and processing of absentee balloting material.

402. 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, and for 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 files for personnel who are served through a Mail Address Only (MAO) or subordinate unit mailroom. In commands not having an MPO, the mail directory file will normally be maintained as a part of the mail clerk/mail orderly system.

403. MAIL DIRECTORY

1. Mail directory service is maintained to provide proper disposition of U.S. Mail received by the command. Directory service is performed by MPCs of commands operating MPOs and normally by designated mail clerks or mail orderlies in commands not operating an MPO. The Navy's computerized Directory Service Program provides one standardized Navy-wide program for use in providing directory service on undeliverable-as-addressed mail and should be used. It was developed to replace card file systems consisting of address records of personnel assigned and those who have transferred within the last year. The program was also developed to replace numerous locally developed computer programs and using the program reduces time required to process directory mail. Directory service will be performed for a minimum period of 12 months after detachment or transfer of personnel.

2. Where it is not feasible to use the Navy's computerized directory program, 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 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 individual's 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.

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 shall obtain and monitor, on a monthly basis, a copy of each embarked unit's 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 per shipboard instructions.

404. SOURCES OF INFORMATION FOR PREPARATION OF DIRECTORY FILES

Commanding officers will ensure 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 files.

405. DETACHMENT AND RECEIPT PROCEDURES

1. 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, including the Estimated 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 card mailed to the directory service of the command to which the member is to report. When personnel are transferred for further assignment and a permanent duty station is not known at the time of transfer, or the person is separating 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 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. These cards can be mailed as official mail.

3. Transferring commands will advise a transferee that the delivery of mail while en route 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 and because the number of persons being processed generally makes it impractical.

4. Commands will require newly 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 individual's last permanent duty station.

406. HANDLING OF MAIL FOR CASUALTIES

1. Commanding officers shall hold mail addressed to Navy 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 4-1 or 4-2 as appropriate.

2. Commanding officers shall forward mail addressed to Navy members missing, captured or interned to the Bureau of Naval Personnel (BUPERS) (Pers-52).

407. MAIL PRIVILEGES FOR PRISONERS

1. Mail privileges extended to prisoners confined for disciplinary reasons shall be in conformity with 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. When forwarding mail to prisoners; MPCs, mail orderlies or other personnel performing directory service will not make any annotation on the mail which would indicate the individual is in a confinement facility. 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 prisoner's mail.

408. ENDORSEMENTS ON DIRECTORY MAIL

All mail requiring directory service will be back stamped with the directory service stamp. The date of receipt and date the mail is forwarded or returned to sender will be placed on the stamp. The directory service stamp will be procured through normal Navy 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 initials of directory clerk. EXCEPTION! When using the computerized Navy Directory Service Program it is unnecessary to apply the directory service stamp on the reverse side of articles because the date the mail was forwarded and the directory clerk's initials print out on the label. However, this mail should be postmarked with an all-purpose date stamp on the back to indicate date of receipt. Directory mail that is processed the same day of receipt does not require a postmark or directory stamp.

409. PROCESSING UNDELIVERABLE-AS-ADDRESSED MAIL

1. Priority Mail and First-Class Mail (including stamped cards and postcards) are forwarded as many times as necessary without any additional postage charges. Undeliverable and unclaimed Express Mail for which the sender has not provided instructions, is held by the post office for five workdays unless the article is refused or the sender has specified the article be held longer (not to exceed 30

days). See Table 4-3 for Treatment of Undeliverable-as-Addressed Express, First-Class, and Priority Mail.

2. Periodical publications are forwarded to the addressee for 60 days at no additional charge. Address correction service is provided for the first issue received after an individual has transferred, and again after the 60-day forwarding period has expired. USPS or the MPO disposes of copies received after the address correction notice is mailed. See Table 4-4 for Treatment of Undeliverable-as-Addressed Periodicals.

3. Standard Mail Presort is used by businesses and organizations that mail large quantities of mail to advertise their merchandise or services. Presorted standard mail consists of circulars, catalogs, income tax booklets, etc., and is easily identified because the article bears the endorsement "Presorted Standard" or "PRST STD." See Table 4-5 for Treatment of Undeliverable-as-Addressed Standard Mail.

4. Package Services also known as Space Available Mail (SAM) or Parcel Post contains matter, other than personal correspondence, weighing 13 ounces up to 70 pounds and consists mainly of parcels. See Table 4-6 for Treatment of Undeliverable-as-Addressed Package Services Mail.

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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 CO

Table 4-1. Form letter for returning personal and business correspondence including mail from a member of the deceased's family when the relationship is unknown.

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 CO

Table 4-2. Form letter for returning personal mail to a member of the deceased's family when relationship is known.

RULE	MAILER ENDORSEMENT	MILITARY POSTAL DIRECTORY SERVICE SHALL	MILITARY POSTAL DIRECTORY SERVICED BY THE USPS SHALL:
1	NO ENDORSEMENT	Forward. Endorse all Priority Mail "Change of Address Due to Official Orders." If a forwarding address is unknown, return to sender endorsed with reason for nondelivery.	Forward. Endorse all Priority Mail "Change of Address Due to Official Orders". If a forwarding address is unknown, return to sender endorsed with reason for nondelivery.
2	ADDRESS SERVICE REQUESTED	Forward. Endorse all Priority Mail "Change Of Address Due to Official Orders." Use PS Form 3547 to provide sender with address correction. Charge applicable fee.	Forward. Endorse all Priority Mail "Change of Address Due to Official Orders." Use PS Form 3547 to provide sender with address correction. Charge applicable fee.
3	FORWARDING SERVICE REQUESTED	Forward. Endorse all Priority Mail, "Change of Address Due to Official Orders." If a forwarding address is unknown, return to sender endorsed with reason for nondelivery.	Forward. Endorse all Priority Mail, "Change of Address Due to Official Orders." If a forwarding address is unknown, return to sender endorsed with reason for nondelivery.
4	RETURN SERVICE REQUESTED	DO NOT FORWARD. Return the piece to sender with the new address or reason for nondelivery attached.	DO NOT FORWARD. Return the piece to sender with the new address or reason for nondelivery attached.
5	CHANGE SERVICE REQUEST	DO NOT FORWARD. Return the piece to sender endorsed, "Undeliverable-as-Addressed." Not available for Express Mail.	DO NOT FORWARD. Return the piece to sender endorsed, "Undeliverable-as-Addressed." Not available for Express Mail.

Table 4-3. Treatment of Undeliverable-as-Addressed Express, First-Class, and Priority Mail.

RULE	MAILER ENDORSEMENT	MILITARY POSTAL DIRECTORY SERVICE SHALL:	POSTAL DIRECTORY SERVICED BY USPS SHALL:
1	NO ENDORSEMENT	Forward for 60 days. Prior to forwarding, process PS Form 3579. Endorse "Change of Address Due to Official Orders." If a forwarding address is unknown or after 60-day period, process PS Form 3579 again, then dispose as waste.	Forward for 60 days. Prior to forwarding, process PS Form 3579. Endorse "Change of Address Due to Official Orders." If a forwarding address is unknown or after 60-day period, process PS Form 3579 again. USPS then disposes as waste.
2	ADDRESS SERVICE REQUESTED	Forward for 60 days. Endorse "Change Of Address Due to Official Orders." If a forwarding address is unknown or after 60-day period, attach PS Form 3579. Then return to sender with address correction or endorse with reason for nondelivery and "Postage Due." Do not compute postage.	Forward for 60 days. Endorse "Change Of Address Due to Official Orders." If a forwarding address is unknown or after 60-day period, attach PS Form 3579. Then return to sender with address correction or endorse with reason for nondelivery and "Postage Due." Do not compute postage.

Table 4-4. Treatment of Undeliverable-as-Addressed Periodicals.

RULE	MAILER ENDORSEMENT	MILITARY POSTAL DIRECTORY SERVICE SHALL	POSTAL DIRECTORY SERVICED BY THE USPS SHALL:
1	NO ENDORSEMENT	(Unit mail clerks and mail orderlies.) Endorse each piece of mail as "Undeliverable-as-Addressed" and return to the serving MPO.	Endorse each piece as, "Undeliverable-as-Addressed." Return to the servicing USPS facility. Piece disposed by USPS.
2	ADDRESS SERVICE REQUESTED	Forward. Endorse "Change Of Address Due to Official Orders." Prepare PS Form 3547 and send to mailer advising of new address. If forwarding address is unknown, return piece to sender endorsed with reason for nondelivery and "Postage Due." Do not compute postage.	Forward. Endorse "Change Of Address Due to Official Orders." Prepare PS Form 3547 and send to mailer advising of new address. If forwarding address is unknown, return piece to sender endorsed with reason for nondelivery and "Postage Due." Do not compute postage.
3	FORWARDING SERVICE REQUESTED	Forward. Endorse "Change of Address Due to Official Orders." If forwarding address is unknown, return piece to sender endorsed with reason for nondelivery and "Postage Due." Do not compute postage.	Forward. Endorse "Change of Address Due to Official Orders." If forwarding address is unknown, return piece to sender endorsed with reason for nondelivery and "Postage Due." Do not compute postage.
4	RETURN SERVICE REQUESTED	DO NOT FORWARD. Return the piece to sender with new address or reason for nondelivery attached. Endorse "Postage Due." Do not compute postage.	DO NOT FORWARD. Return the piece to sender with new address or reason for nondelivery attached. Endorse "Postage Due." Do not compute postage.
5	CHANGE SERVICE REQUEST	(Unit mail clerks and mail orderlies.) Endorse each piece of mail as "Undeliverable-as-Addressed" and return to serving MPO. MPO prepares PS Form 3547 and sends to mailer then disposes of piece.	Prepare PS Form 3547 and send to mailer. Endorse each piece as "Undeliverable-as-Addressed." Return to the servicing USPS facility. Piece disposed by USPS.

Table 4-5. Treatment of Undeliverable-as-Addressed Standard Mail.

RULE	MAILER ENDORSEMENT	MILITARY POSTAL DIRECTORY SERVICE SHALL	POSTAL DIRECTORY SERVICED BY THE USPS SHALL:
1	NO ENDORSEMENT	Forward. Endorse "Change of Address Due to Official Orders." If a forwarding address is unknown, return to sender endorsed with the reason for nondelivery, "Postage Due." Do not compute postage.	Forward. Endorse "Change of Address Due to Official Orders." If a forwarding address is unknown, return to sender endorsed with the reason for nondelivery, "Postage Due." Do not compute postage.
2	ADDRESS SERVICE REQUESTED	Forward. Endorse "Change Of Address Due to Official Orders." Prepare PS Form 3547 and send to mailer advising of new address. If forwarding address is unknown, return piece to sender endorsed with reason for nondelivery and "Postage Due." Do not compute postage.	Forward. Endorse "Change Of Address Due to Official Orders." Prepare PS Form 3547 and send to mailer advising of new address. If forwarding address is unknown, return piece to sender endorsed with reason for nondelivery and "Postage Due." Do not compute postage.
3	FORWARDING SERVICE REQUESTED	Forward. Endorse "Change of Address Due to Official Orders." If forwarding address is unknown, return piece to sender endorsed with reason for nondelivery and "Postage Due." Do not compute postage.	Forward. Endorse "Change of Address Due to Official Orders." If forwarding address is unknown, return piece to sender endorsed with reason for nondelivery and "Postage Due." Do not compute postage.
4	RETURN SERVICE REQUESTED	DO NOT FORWARD. Return the piece to sender with the new address or reason for nondelivery attached. Endorse "Postage Due." Do not compute postage.	DO NOT FORWARD. Return the piece to sender with the new address or reason for nondelivery attached. Endorse "Postage Due." Do not compute postage.
5	CHANGE SERVICE REQUEST	(Unit mail clerks and mail orderlies.) Endorse each piece of mail as "Undeliverable-as-Addressed" and return to serving MPO. MPO prepares PS Form 3547 and sends to mailer and then piece disposed.	Prepare PS Form 3547 and send to mailer. Endorse each piece as, "Undeliverable-as-Addressed." Return to the servicing USPS facility. Piece disposed of by USPS.

Table 4-6. Treatment of Undeliverable-as-Addressed Package Services Mail.

RULE	IF THE ADDRESSEE IS:	THEN ENDORSE MAIL:	AND:
1	AWOL (over 30 days)	Moved Left No Address	Return to Sender
2	Unknown	Attempted - Not Known	Return to Sender
3	Reassigned	With current address	Forward to Addressee
4	TDY/TAD with parent unit (See Note)	With TDY/TAD location address	Forward to Addressee
5	TDY/TAD without parent unit (See Note)	With TDY/TAD location Address	Forward to Addressee
6	Hospitalized (non- casualty)	With the hospital address (Include ward and room number if known)	Forward to Addressee
7	Due to arrive	With date of receipt and date of arrival	Hold
8	Casualty	Proper endorsement	Forward after notification of next of kin (see DOD Postal Manual)
9	Missent	Missent to (include your unit/MPO number)	Forward to addressee
10	Opened by mistake	Opened by Mistake (if possible have the person who opened the mail sign their name next to the endorsement)	Forward to addressee
11	Balloting material	Proper endorsement	See OPNAVISNT 5112.6D Chapter 4 paragraph 411.
12	Addressed illegibly	Illegible	Return to Sender
13	Addressed to a receptacle number not assigned to the MPO, and the correct MPO number is not known	No Such Number	Return to Sender
14	Fails to bear a receptacle number or unit designation and the correct address is not known	Insufficient Address	Return to Sender
15	Refused by addressee	Refused or Refused by	Return to Sender
16	Abandoned, General Delivery not called for in 30 days, or receptacle mail not called for in 30 days (See DOD Postal Manual)	Unclaimed	Return to Sender
17	Undeliverable-as- Addressed. Standard Mail bearing endorsement, Return Service Request.	Undeliverable-as-Addressed and Postage Due	Return to Sender
18	Addressed to Commander of a receptacle number but does not contain the addressee's name or unit number	Insufficient Address	Return to Sender

Table 4-7. How to endorse mail.

Note: Rule 4 and 5 apply only when the addressee has requested forwarding service.

410. POSTMARKING

All outgoing letter mail must be postmarked per Part 443 USPS POM. Postmarking mail not only cancels postage stamps so they cannot be used again, it is used to determine when mail was received by the dispatching post office. Postmarks on mail are used by legal authorities to determine the date documents were mailed for contractual compliance, statutory deadlines and voting material to include registration and the ballot itself. Credit card companies use the postmark date to determine if penalties for late payments should be assessed. The following types of mail must be postmarked at all Navy post offices ashore and on all Navy ships:

- a. All personal First Class and Priority Mail. This includes all business reply mail and all mail that states U.S. Postage Paid 39 USC 3406.
- b. All official First Class and Priority Mail. This includes all business reply mail and all mail that states U.S. Postage Paid 39 USC 3406.
- c. All Intra-theater Delivery Service (IDS) mail.
- d. All mail accepted by postal clerks at finance windows that have stamps affixed regardless of class of mail.
- e. All missent mail.

411. ABSENTEE BALLOTING MATERIALS

1. Balloting materials, consisting of postcard applications, ballots, voting instructions and envelopes, may be sent through the mail without prepayment of postage to enable persons in the following categories to apply for registration and vote by absentee ballot when absent from the place of voting residence and otherwise eligible to vote:

- a. Members of the Armed Forces in active service and their spouses and dependents.
- b. Members of the U.S. Merchant Marine and their spouses and dependents.
- c. U.S. citizens residing outside the territorial limits of the United States and the District of Columbia and their spouses and dependents residing with or accompanying them.

2. To be mailable without prepayment of postage, the balloting materials must be deposited at a U.S. military post office, an American Embassy or American Consulate.

3. Balloting materials may be mailed between State and local election officials, individually or in bulk, without prepayment of postage. Packages of materials mailed in bulk must bear an address label as described in paragraph 5.

4. Materials may be for any general election of electors for President and Vice President, or of Senators, representatives in Congress and other general, primary and special elections.

5. Envelopes used to send balloting material and envelopes supplied for return of the ballots must have printed across the face the words "Official Absentee Balloting Material-First Class Mail" (or similar language required by State law) in a rectangular box. Immediately below the words "No Postage Necessary in the U.S. Mail-DMM E080" must be printed. Envelopes previously approved with the citations "DMM 137.3" or "DMM 138" must not be rejected. In the upper right corner of the envelope, in a rectangular box, the words "U.S. Postage Paid, 39 USC 3406," must be printed. An appropriate inscription or blank spaces for return address of the sender must be shown in the upper left corner.

6. All voting materials will be accorded the most expeditious handling and transmission practicable in postal channels. Ballots and other voting materials in card and letter form shall be postmarked and placed in front of letter trays or on the top of the appropriate letter bundle. If the voting materials are not postmarked, the vote will not be counted.

CHAPTER 5 - POSTAL OFFENSES AND MAIL SECURITY

501. POSTAL OFFENSES

1. Postal offenses listed in reference (a) that occur at Navy post offices will be reported by message to the Director, MPSA (message address: EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA //MPSA-OP//). Applicable FLTCOM, TYCOM, Director, Naval Criminal Investigative Service Command (DIRNAVCRIMINSERV), and COMNAVSUPSYSCOM (SUP 54) will be listed as information addressees as indicated in Table 5-1. An update must be provided to the above addressees every 30 days until the case is closed.

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 convening of an investigation per the Manual of the Judge Advocate General (JAG).

3. The services of a USPS inspector should be requested via NAVINSERVREGO when a ship or mobile unit is in a U.S. port or location where such services are available. A USPS postal inspector is assigned to Germany and will conduct investigations of Navy postal incidents for offenses occurring in the European theater.

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 FLTCOM will designate an individual to provide the assistance if required.

5. References for the postal officer:

- a. DODINST 4525.6-M, Chapter 14
- b. COMPACFLTINST 5112.1C or COMLANTFLTINST 5110.1H, as appropriate

6. Required Actions:

- a. Postal Officer:
 - (1) Send message report to MPSA, within 72 hours of discovery of offense, reference (b) applies.
 - (2) Update every 30 days until the case is closed.
- b. Command Responsibilities:

- (1) Relieve the responsible individual from all postal duties.
- (2) Notify the Naval Criminal Investigative Service (and USPS Inspection Service when the offense occurs in CONUS or Europe), info COMNAVSUPSYSCOM (SUP 54).
- (3) Notify COMFLTFORCOM, COMPACFLT or COMUSNAVEUR postal assistance advisors as appropriate.
- (4) Initiate a Page 13 or other service record entry to prevent future MPO or mailroom assignments while judicial proceedings are underway.
- (5) Initiate judicial or non-judicial action.
- (6) Take action to recover postal funds, if necessary.
- (7) Report corrective actions taken through the chain of command to MPSA.
- (8) Review MPO records for claims actions involving accountable mail.
- (9) Advise mailer or addressee, as appropriate of mail loss.

FROM: USS NEVERSAIL

TO: EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA//MPSA-OP//

INFO: FLEET COMMANDER (AS APPROPRIATE)
GROUP/ISIC/TYCOM (AS APPROPRIATE)
COMNAVPERSCOM MILLINGTON TN//PERS 014//
DIRNAVCRIMINSERV WASHINGTON DC//0023//
COMNAVSUPSYSCOM MECHANICSBURG PA//SUP54//

UNCLAS //N05110//

MSGID/GENADMIN/USS NEVERSAIL//

SUBJ/TYPER OF POSTAL OFFENSE, INCIDENT, CATASTROPHE, OR TYPE OF FUNDS INVOLVED
AND AMOUNT//

RMKS/1. IN COMPLIANCE WITH DEPARTMENT OF DEFENSE MANUAL 4525.6-M,
C14.1.8, THE FOLLOWING INFORMATION IS FURNISHED:

- A. DATE INCIDENT OCCURRED; KNOWN FACTS; CIRCUMSTANCES AND ORGANIZATION INVOLVED (INCLUDE OFFICE ID NUMBER AND ZIP CODE).
- B. PERSONNEL INVOLVED: INDICATE WHETHER A MILITARY POSTAL CLERK, MAIL CLERK OR A MAIL ORDERLY IS RESPONSIBLE FOR THE LOSS.
- C. INDICATE WHETHER RESTITUTION HAS BEEN MADE, OR WILL BE MADE, AND WHEN.
- D. REFLECT INFORMATION RELATING TO RECOVERY AND DISPOSITION OF MAIL AND INCLUSIVE DATES OF SUCH MAIL. IF ACCOUNTABLE MAIL IS INVOLVED, INDICATE AMOUNT, TYPE, ACCOUNTABLE NUMBERS, CONTENTS AND VALUE, IF KNOWN. IF BEING HELD AS EVIDENCE, SO STATE, AND GIVE AMOUNT AND ESTIMATED DATE OF RELEASE. IF MAIL SERVICE IS INVOLVED, REPORT WHETHER PREVIOUS INCIDENTS HAVE OCCURRED AND, IF SO, GIVE DATE(S).
- E. INDICATE DATE REFERRED TO NCIS, INCLUDING AGENT'S NAME, DESIGNATION, LOCATION, AND CASE NUMBER ASSIGNED, AS APPROPRIATE. IF OFFENSE OCCURRED IN CONUS, INCLUDE DATE AND LOCATION OF USPS POSTAL INSPECTOR NOTIFIED.
- F. STATE CORRECTIVE ACTION TAKEN TO PREVENT RECURRENCE, AS APPROPRIATE.

Table 5-1. Sample of Postal Offense Message

502. 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 USPS, the Navy may reimburse the postal service for losses of postal funds which occurred while in the custody of military postal personnel. Should Navy reimbursement occur before the accountable person makes restitution 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 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 Defense Joint Military Pay System Procedures and Training Guide, Section F, 70751-70757. Advise MPSA and COMNAVSUPSYSCOM (SUP 54) as well as the administrative chain of command (applicable FLTCOM, TYCOM and FORCECOM) of the details of such collection action. 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 USPS. 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 relative 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) 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 in the same manner by MPSA in any subsequent endorsement of a postal service claim for reimbursement.

503. EMERGENCY DISPOSITION OF MAIL AND POSTAL EFFECTS

1. Destruction plans of activities operating post offices, unit post offices, mailrooms 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, equipment, 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, mailrooms and mail centers per the prioritized list in reference (a).

(1) For commands operating mailrooms and mail centers, priority of emergency destruction is as follows:

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

(2) For commands operating post offices, 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 destroyed per the DOD Postal Manual, 4525.6-M, C2.16.

(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.

3. When possible and prior to destruction, an audit of clerks accounts shall be performed and OPNAV Form 5112/2 completed. A listing of at least the items in paragraphs 503.1.b(1)(a) through (e) and 503.1.b(2)(a) and (b) of this instruction or the items contained in reference (a), as applicable, shall be attached to OPNAV Form 5112/2. Distribution of OPNAV Form 5112/2 shall be to the cognizant FLTCOM with a copy provided to MPSA-OP and COMNAVSUPSYSCOM (SUP 54). In the event an audit of accounts cannot be conducted and OPNAV Form

5112/2 cannot be completed, the destruction report should still be completed and sent to the applicable FLTCOM 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 and Comptroller (ASN (FM&C))) when items listed in subparagraph d. below are destroyed. The following information shall be reflected on the destruction report:

- a. Registered, express, insured and certified mail articles recorded by number, office of origin, originator, addressee and description of contents.
- b. Destroyed blank money order forms recorded by inclusive serial numbers.
- c. Serial number(s) of money order imprinter(s).
- d. Stamps, checks, paid money orders, currency and coins listed in destruction schedules similar to those illustrated on DD Form 2669 in the DOD Financial Management Regulations (FMR) Manual 7000.14-R Volume 5 of Aug 2003 (NOTAL).
- e. Other postal equipment identified by description and quantity destroyed.

504. SECURITY OF MAIL FACILITIES

1. Procedures for safeguarding mail facilities and equipment.
 - a. Secure all entrances of mail facilities from unauthorized personnel.
 - b. Post signs, "AUTHORIZED PERSONNEL ONLY," on all entrances to a mail facility.
 - c. Secure all entrances to mail facilities at night. Checklist SF 701 (Activity Security Checklist) is used for recording the closure.
 - d. Secure mail facilities with vault areas by keeping the doors closed at all times and service customers through a window-type enclosure that can be secured at night against entry. Use SF Form 702 (Security Container Check Sheet) to fill in the time of opening and closure of vaults. Closing and securing must also be verified on the SF Form 702, by a supervisor or an appointed representative, at the time of closure.
 - e. Strictly control combinations to all doors and safes and limit access to only those personnel with a need to know. Combinations

should be changed annually or when personnel with the combinations retire or transfer.

2. Emergency Evacuation Plan. Every Navy post office should have an emergency evacuation plan and it should be posted. Evacuation should be practiced regularly.

505. PHYSICAL SECURITY THREATS (EXPLOSIVES/CONTRABAND/ANTHRAX/
OTHER CHEMICAL AND BIOLOGICAL AGENTS)

1. Detection of Explosives.

a. The best method and the method typically used to detect explosive devices in mail is for all mail to be x-rayed before sorting, delivery or preparation for pick-up by addressees. In many locations this is not feasible. In those cases, all other security procedures in this instruction should be followed diligently.

b. If x-ray units are used, it is preferred that they be located outside buildings, but when this is not feasible, an x-ray unit should be in each building that receives mail direct from the USPS or other source(s).

c. There is no need to x-ray outgoing mail in most cases; however, there is a DOD/Federal Aviation Administration (FAA) agreement with regard to locations Outside Continental United States (OCONUS). The agreement states that when the FAA issues a credible threat, outgoing/retrograde mail from OCONUS military postal facilities is required to be x-rayed or opened for inspection prior to being mailed.

d. Personnel using x-ray equipment should receive training to recognize what they are seeing on the x-ray monitor.

2. Telephone Bomb Threats. When a bomb threat is received, the person receiving the call should:

a. Remain calm.

b. Write down on paper the exact wording of the threat.

c. Without alerting the caller, signal a co-worker to contact either the military security force or the local civilian law enforcement authority, depending on which one is available. (Keep their numbers near the telephone at all times.)

d. Attempt to keep the caller on the line as long as possible.

e. Try to obtain from the caller as much information as possible. A worksheet containing the following questions should be created for bomb threats, and maintained near each phone.

- (1) When is the bomb going to explode?
- (2) Where is it right now?
- (3) What does it look like?
- (4) What kind of bomb is it?
- (5) What will cause it to explode?
- (6) Did you place the bomb, and why?
- (7) Why are you making this threat?
- (8) What is your address?
- (9) What is your name?
- (10) Where are you calling from?

f. Try to ascertain the following with regard to the caller:

- (1) Sex.
- (2) Race.
- (3) Age.

g. Try to observe the following about the call:

(1) Characteristics of the caller's voice (for example, calm, angry, distinctive accent, slurred, incoherent, foul, etc.).

(2) Background noise (for example, street noise, music, machinery, etc.)

(3) The number the caller called, the exact time and date of the call, and the length of the call.

h. Immediately turn over all information to the military security force or local civilian law enforcement agency and take further instruction from them.

3. Procedures for Handling Suspicious Packages. All commands should have procedures in place for when suspicious items are received. The procedures should be coordinated with the military security force or

the local civilian law enforcement agency whichever is applicable. In the event a suspicious package is received during any phase of the receiving operation, the person who discovers the item should do the following:

a. Leave the questionable article where it is and do not touch or attempt to remove it. Under no circumstances should an attempt be made to open the package.

b. Immediately notify his/her supervisor or the supervisor's designated representative.

(1) The supervisor should immediately evacuate the working area of the mail facility and the immediate offices around the mail facility.

(2) The supervisor should call the military security force or local civilian law enforcement agency nearest to the activity.

c. Post personnel at a safe distance but near all entrances and exits to stop all entry to the mail facility.

d. Ensure that the suspicious article remains where it was discovered and the area remains cleared of personnel until the security force or local civilian law enforcement agency assumes responsibility for the area.

e. Prepare a written report regarding the incident as soon as possible after turning the area over to the local civilian or military law enforcement authority. The essential questions of who, what, when, where and why must be answered, and the report submitted to the security officer via the supervisor. The supervisor will notify appropriate personnel in the chain of command.

4. Suspicious Mail Identification. To help identify possible threats, personnel should be aware of the following characteristics of mail bombs, explosive devices and other suspicious mail:

a. Unusual or unfamiliar restrictive markings (odd or non-standard markings that read "Confidential," "Personal," etc.).

b. Excessive postage.

c. Handwritten or poorly typed addresses.

d. Incorrect titles

(1) Title, but no names.

(2) Misspelling of common words.

- e. Oily stains, discolorations, or substances leaking from packages.
- f. No return address or an illegible return address.
- g. Unusual or excessive weight for size of package.
- h. Rigid envelope.
- i. Lopsided or uneven envelope.
- j. Protruding wires or tinfoil.
- k. Excessive securing material such as masking tape, string, tape, etc.

5. Suspected Contraband. If a package suspected to contain contraband is encountered during the x-ray phase of the receiving operation immediately notify the supervisor. The supervisor should make a determination as to whether the contents merit contacting the local law enforcement agency and/or the security office. See the USPS Domestic Mail Manual, Section C, for more detail regarding descriptions of contraband items. Examples of contraband are as follows:

- a. Items that appear to be actual weapons (for example, pistols, M-16s, hand grenades, claymore mines, etc.). However, there are circumstances, as outlined in the USPS Domestic Mail Manual, Section C024.1.3, in which the official mailing of pistols and concealable weapons is authorized.
- b. Controlled substances (for example, anabolic steroids and narcotic, hallucinogenic, stimulant or depressant drugs).
- c. Drug paraphernalia (for example, water pipes, roach clips, hypodermic needles, etc.).
- d. Dead animals in non-approved containers.
- e. Flammable liquids.
- f. Compressed gas containers.
- g. Poisons, radioactive matter.
- h. Fruits and vegetables in non-approved containers.
- i. Biohazard material.
- j. Switchblade knives or machetes.

6. Suspected Anthrax and other Chemical and Biological Agents.

Anthrax can only be detected through laboratory analysis or sophisticated detection devices. Although x-ray techniques have been effective in detecting explosive devices, present x-ray methods are inadequate to detect biochemical agents; therefore, it is important all unexplainable powdery substances of any color in the mail be considered suspect and proper procedures for handling/processing suspicious items be followed. Anthrax spores have no smell or taste. Anthrax spores enter breaks in the skin, can be swallowed or can be inhaled to cause the illness. Anthrax does not spread from one person to another. When contact with anthrax spores is discovered early, life-saving treatment is available.

a. Symptoms and effects of inhalation anthrax occur after an incubation period of 1-7 days. The onset of anthrax is gradual. Possible flu-like symptoms include:

- Fever
- Malaise
- Fatigue
- Cough
- Mild chest discomfort followed by severe respiratory distress

b. Skin form of the infection. The skin form of the infection occurs most frequently on the hands and forearms. It is initially a small solid elevation of the skin that progresses to a fluid-filled blister with swelling at the site of infection. The scab that typically forms over the lesion can be black as coal, hence the name anthrax - Greek for coal. With treatment, the fatality rate of anthrax infection on the skin is less than one-percent.

c. Contact with mail. The following procedures should be followed to avoid contact with anthrax in the mail.

(1) Centralize opening of mail to the extent possible.

(2) Install air-monitoring devices. (Check with security offices that have direct communications with HAZMAT material personnel. HAZMAT personnel can offer information on air monitoring equipment and many other security measures that can be taken.)

(3) If correspondence cannot be read without putting mail close to the face, personnel should use a magnifying glass. Putting a piece of paper received through the mail close to the face could allow inhalation of anthrax spores if there are any present.

(4) All personnel handling or opening mail should wear protective gloves and shirts or blouses with long sleeves. The long sleeve garment will protect a person's arms from powder. Gloves should be a strong, nonpowdery type. Some people may be allergic to

latex. Appropriate non-latex gloves are available that are not porous. Personnel in mail facilities can also wear protective masks in addition to the gloves. Masks may be commercially procured. Masks that carry a National Institute of Occupational Safety and Health (NIOSH) rating of N-95 are recommended. Everyone should ensure that both gloves and masks are stocked in supply channels.

d. All personnel should look for suspicious mail by following the same procedures for bomb identification (paragraph 505.4). If an article is suspected of containing anthrax, a supervisor should be immediately notified. Do not attempt to dispose of or handle the suspicious article.

e. A package or letter leaking a powdery substance should be suspect. When powder is not evident to postal personnel, the opener of the envelope or the package may be exposed.

f. Gloves must be taken off in such a way to avoid contacting the outside of the glove. Pull the glove from the top and, when pulling it off, let it turn inside out.

(1) After properly removing each glove, place them in a plastic bag and tie the bag up. The bag may be thrown away.

(2) After disposal of the gloves, hands and lower arms must always be washed thoroughly. Ordinary soap and water may be used. Be careful not to wash so vigorously that the water splashes. Gently, but thoroughly, is the best method.

g. Contact with a powdery substance. The following procedures should be followed if someone comes into contact with a powdery substance:

(1) The person who discovered the substance should remain calm, slowly put the suspicious item down and notify a supervisor.

(2) The supervisor should call the military security force or local civilian law enforcement authority.

(3) The supervisor should turn off the building ventilation system if accessible.

(4) The person who came in contact with the substance should carefully and slowly remove each glove so the gloves are turned inside out as they are being taken off. After removal, these gloves must be placed in a plastic bag, the bag tied up, and left in place for the local civilian or military law enforcement authority upon their arrival.

(5) All personnel must leave the room and close all doors. One person should stay at a safe distance near the room to ensure no

one enters the room before law enforcement personnel arrive. Depending on circumstances, it may be better to get as far away from the suspicious package as possible, but one person remain inside the room to ensure no one enters except responding local law enforcement officials. This will ensure that no persons outside the room get the substance on them. To leave the room or not must be decided at the local level and by individual circumstances.

Aboard ship, when an unknown substance is discovered in the post office, the person who noticed the substance should immediately contact the officer of the deck or damage control central. Then, he or she should secure the area by closing all ventilation and setting condition ZEBRA. The MPC should then remain in the post office until the decontamination team can safely decontaminate post office personnel without spreading the suspected chemical/biological agent throughout the ship.

(6) If the decision is to leave the room, at the first opportunity, all persons who came in contact with the suspicious item should wash their hands and forearms with an antibacterial soap and water, again being careful not to splash the water.

(7) A list of all persons who touched the contaminated mail piece must be provided to the law enforcement authorities upon their arrival.

(8) The responding law enforcement officials should call the local medical authority.

(9) The responding medical authority will provide direction concerning showering, disposal of clothing, testing, and antibiotics.

h. Taking Antibiotics. Taking antibiotics regularly in the absence of a review by a physician will cause the following harm:

(1) Increased likelihood that the antibiotics will lose their effectiveness against the disease, and

(2) Frequent side effects. (Individuals who have concerns should speak with a health professional.)

7. Information on this topic is upgraded periodically. Advice is available at the Centers for Disease Control and Prevention web site at www.cdc.gov. Further advice with updates is available at www.chinfo.navy.mil/navpalib/anthrax.

8. Table 5-2 below provides a suggested checklist for suspicious items.

CHECKLIST FOR SUSPICIOUS ITEMS	YES	NO
1. Military Postal Clerks, mail clerks, and mail orderlies have received training on handling of suspicious mail.		
2. Mail facilities are secured from unauthorized personnel and "AUTHORIZED PERSONNEL ONLY" signs are posted.		
3. Entrances to restricted areas are kept locked during operating hours.		
4. Security container combinations are changed annually or when a mail person retires or transfers.		
5. An emergency evacuation plan is posted.		
6. All mail-handling personnel wear protective gloves with long sleeve blouses/shirts while handling mail.		
7. All mail-handling personnel are aware of the procedures for removing gloves and the method of disposal.		
8. Mail handling personnel have informed personnel within their building about wearing protective gloves when opening mail.		
9. Procedures are in place for handling mail suspected of containing bombs, anthrax, or other chemical and biological agents.		

Table 5-2. Suggested Checklist for Suspicious Items

CHAPTER 6 - POSTAL ADVISOR RESPONSIBILITIES AND DUTIES

601. 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 to postal duties.

602. GENERAL

The PAP, in conjunction with the Navy Command Inspection Program (SECNAVINST 5040.3 (NOTAL)) and reference (a), assists in complying with the USPS and the DOD Postal Agreement. This agreement requires the military services to furnish personnel to conduct surveys, inspections, investigations and audits of DOD postal operations, as needed, to verify that accountable postal effects are on hand and properly protected, 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.

603. RESPONSIBILITIES

Postal Advisor billets are under the operational control of COMFLTFORCOM, COMPACFLT, and COMUSNAVEUR and administered by COMFISCs for the respective Fleet Commander (FLTCOM) through a fleet postal officer/regional postal manager. Postal advisors will be issued a letter of designation and suitable identification by the applicable FLTCOM or FISC commanding officer. Personnel assigned to these billets will be attached to the command to which ordered for administrative support purposes only. FLTCOMs will be responsible for the assignment of duties and for the funding of any 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.

604. MISSION

The postal advisor's mission is to provide assistance; guidance and training to MPCs and other personnel assigned postal duties at MPOs and mailrooms operated by the Navy. To satisfy the requirements of paragraph 603, they also provide postal assessment visits when requested, or needed, to all Navy activities that operate post offices

or mailrooms; conduct follow-up visits ensuring correction of discrepancies; provide the necessary guidance on 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.

605. TASKING

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

a. Conducting postal assessment and training visits at MPOs aboard ships and MPOs and mailrooms at shore stations/activities in their area of responsibility. Postal assessments will be conducted utilizing the Postal Assessment Checklist, OPNAV Form 5119/2. This form is available from Navy Forms Online (<https://forms.daps.dla.mil>). 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 officer 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 misappropriation of postal monies discovered during postal assessment visits should be reported by the command per reference (a).

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

c. Schedule and conduct pre-deployment postal assessments aboard ships 45-60 days prior to extended deployments. These visits should cover, but are not limited to, adequacy of flexible 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 Postal Assessment Checklist, OPNAV Form 5119/2 (available from Navy Forms Online at <https://forms.daps.dla.mil>).

d. Assist, upon request, USPS inspectors, Naval Criminal Investigative Service Regional Office (NAVCRISREGO) special agents, and individuals designated to conduct the Manual of Judge Advocate General investigations concerning postal matters aboard ships and at shore

stations/activities. This includes audits 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 requested, augment command inspection teams of immediate unit commanders for the purpose of conducting the postal functional area inspection.

f. Submit on a monthly basis, a summary report in the format specified by the cognizant fleet postal officer. Distribution of the summary report will be as specified by the applicable FLTCOM.

g. When requested, audit the official mail stamp stock assigned to the command and conduct an assessment of the official mail program.

606. ASSESSMENTS

1. Assessments of Navy shipboard post offices will be accomplished under the auspices of the Navy Command Inspection Program (SECNAVINST 5040.3) and reference (a). The TYCOM shall request the appropriate FLTCOM designate members of the PAP to augment the immediate unit commander's inspection team.

2. While Navy command assessments of ships are held at 12-18 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 18-month intervals. The postal advisor will utilize the Postal Assessment Checklist, OPNAV Form 5119/2, developed for use at all Navy post offices when conducting assessments. An example of this checklist is available from Navy Forms Online (<https://forms.daps.dla.mil>). Shore-based post offices receive a formal postal inspection no less than every 12 months.

3. The command postal officer will be present during all assessments of the post office.

4. At the end of each quarter, the FLTCOMs will submit the results of the Postal Assistance Visits (PAV) for the quarter to COMNAVSUPSYSCOM. The results will include the date of inspection and grade given for each assessment.

5. Postal officers are required to perform weekly inspections of the post office. The Postal Officer's Weekly Inspection Checklist, OPNAV Form 5119/1 (available at <https://forms.daps.dla.mil>) will be used for this purpose. The weekly inspection checklist will be kept on file for one-year.

CHAPTER 7 - MAIL ADDRESS INFORMATION

701. 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 unfamiliarity with the existence and use of various sources of mail address information.
2. Commands addressing mail for delivery to Navy activities must use the addresses in the publications listed in paragraph 702.
3. Correct and complete return addresses on mail are also 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. 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 staff who address official mail familiarize themselves with this instruction, use of the SNDL, and other sources of official mail address information.

702. SOURCES OF MAIL ADDRESS INFORMATION

1. Authorized mail addresses for activities of the Navy may be obtained or determined from current editions of the following publications:
 - a. SNDL, Operating Forces of the Navy and Naval Shore Activities
 - b. Monthly Progress Report for Shipbuilding and Conversion (NAVSHIPS 250-574) (NOTAL)
 - c. DOD Automatic Addressing System (DODAAS) (DOD 4000.25-10-M) (NOTAL)

703. 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 in the DON

Correspondence Manual (SECNAVINST 5216.5D) and is shown in the examples in paragraph 708.

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. Addresses for 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 will not be used with an FPO or APO number in a mailing address unless assigned as a part of the official title.
6. Mail for mobile commands, staffs, units, or detachments will 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 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 CONUS unless specifically provided for in SECNAVINST 5510.36, Department of the Navy Information Security Program (ISP) Regulation.
9. The use of barracks, or division numbers 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 the ship's name or postal service center (PSC), P.O. Box or unit number, and the FPO address.
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.

704. 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):

a. Personal mail for personnel living on and off base in private or government quarters where USPS delivers shall be addressed to their home address to ensure compliance with reference (a).

b. Mail for personnel living in barracks, Bachelors Officers Quarters (BOQs), etc., where USPS does not provide delivery service should be addressed to their unit address or box number address to ensure it is processed separately from the activity's official mail.

2. The SNDL 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.

705. FPO ADDRESSES

1. Mail 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 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 FLTCOM has been requested to route mail for the command temporarily.

2. 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.

3. Ships and other mobile units are not authorized Express Mail Military Service (EMMS).

706. ADDRESSES FOR FOREIGN NAVY SHIPS

Mail may be addressed to foreign navy ships in care of FPO AA, AE, or AP when the ships are operating with U.S. Naval 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 affected in U.S. postal channels.

707. 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 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 702 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.

708. ASSIGNED ADDRESSES

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

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., is not authorized. These addresses are listed in the SNDL.

Example addresses for official mail:

COMMANDER THIRD FLEET
FPO AP 96601-6001

COMMANDING OFFICER
VF 14
UNIT 60119
FPO AE 09504-6103

COMMANDING OFFICER
NMCB 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

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 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:

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. Mail routing authorities will issue no routing instructions for mail so addressed. Arrangements for the handling of this mail should be made with local military or postal officials providing 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:

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.

(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 and package services class mail may be similarly forwarded when delivery cannot otherwise be affected 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 MPSA. These ships are authorized all MPS services.

(3) Military postal authorities will not normally deliver mail to MSC ships. Upon arrival in port, it is the master's or a designated representative's responsibility 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) MSC representative.

(4) Company agents are responsible for obtaining mail from military postal authorities and ensuring delivery to ships. MSC 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, MSC 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 TC or general agency agreement for the account of MSC. MSC representatives in overseas areas will endorse these letters of authorization. Accordingly, upon presentation of a letter of authorization, 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/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 that cannot be delivered to a particular port of call through MPO facilities will be held at the next port of call served by the MPO. When ship movements are not classified, mail that 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 allowed under these conditions, such mail shall not be injected into the MPS. Mail of this type that is undeliverable shall be returned for further disposition to the agent from whom it was received.

(6) MSC shipping agreement ships are not authorized to use the 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. COMNAVSUPSYSCOM (SUP 54) and

the applicable FLTCOM 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,

Examples:

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

COMMANDING OFFICER
U S NAVAL STATION
PSC 819 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 BOX 7
FPO AE 09728-0307

FLEET POSTAL OFFICER
U S NAVAL ACTIVITIES UNITED KINGDOM
PSC 802 BOX 8
FPO AE 09499-0008

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) (these addresses are included in the DOD 4525.8M, Official Mail Manual, appendix 2) 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 US 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 were 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:

JOHN M DOE
1234 ANY PLACE
DULLES VA 20189-1234

(3) Mail sent through State Department mail channels is subject to limitations and restrictions prescribed in the USPS DMM, Section E020, applicable Foreign Affairs handbooks/manuals, 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. Mail so addressed is transmitted in the U.S. civil postal system. 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

709. 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, mail should be addressed to the command 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 707. 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 may be forwarded to CNO (DNS/DNS-33) via the appropriate chain of command.

CHAPTER 8 - FLEET POST OFFICE NUMBERS

801. GENERAL

1. Individual FPO numbers are assigned to overseas geographical locations.
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, squadrons and CB battalions in Florida, Mississippi and Texas 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.
 - 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 3111.14V (NOTAL)).
4. COMSC will coordinate with MPSA for the assignment of ZIP codes to contract operated ships. The request will be routed through the appropriate FLTCOM and COMNAVSUPSYSCOM (SUP 54).
5. A complete listing of FPO and APO numbers, including all ships and mobile units, are contained in the SNDL, including Annex A. Appendix A of this instruction contains a complete list of FPO numbers by geographical location for DON overseas activities and the addresses of MPSA and the two JMPAs and their elements.

802. 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 FLTCOM. A copy of the request will be sent to COMNAVSUPSYSCOM (SUP 54). Ultimately, the request for assignment of FPO numbers will be made by CNO (DNS-33) when establishing commands.

803. DELETION OF FPO NUMBERS

When ships, mobile units or commands at overseas geographical locations will be disestablished and the FPO number will no longer be used, the command concerned will advise MPSA via the appropriate FLTCOM so that the FPO number may be deleted. A copy of the correspondence will be sent to COMNAVSUPSYSCOM (SUP 54).

804. ACTIVATING RESERVE AND CONTINGENCY FPO NUMBERS

When activating a contingency or reserve MPO, the major commander shall send a message with the information required below to MPSA-OP and the serving JMPA. This message shall be sent at least 30 days in advance of programmed operations or immediately upon notification of short notice of unprogrammed operations.

FROM: (ACTIVITY REQUESTING FPO NUMBER)
TO: EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA//MPSA-OP//
INFO: COMPACFLT PEARL HARBOR HI//N4142//
or COMFLTFORCOM NORFOLK VA//N415D//
COMNAVSUPSYSCOM MECHANICSBURG PA//SUP54//
(GROUP/ISIC/TYCOM, AS APPROPRAITE)

UNCLAS//N05110//
MSGID/GENADMIN/
SUBJ/CONTINGENCY FPO NUMBER REQUEST//
RMKS/1. REQUEST FPO NUMBER FOR UPCOMING CONTINGENCY OPERATION

- A. EXERCISE NAME:
- B. LOCATION:
- C. OPENING DATE:
- D. MAILING RESTRICTIONS:
- E. MACOM:
- F. POPULATION:
- G. TAG MAIL:
- H. OFF LOAD:
- I. POC:

Table 8-1. Sample request for Fleet Post Office (FPO) Number.

CHAPTER 9 - MAIL ROUTING, MILITARY ORIGIN DESTINATION INFORMATION
SYSTEM (MODIS) AND HUSBANDING AGENTS RESPONSIBILITIES AND DUTIES

901. GENERAL

The FPO address assigned to a ship or other mobile unit provides the USPS with a mail accumulation point identifier at a gateway city. The appropriate JMPA further directs the routing of mail to the actual location or area of the ship or other mobile unit. Mail routed to overseas installations and deployed units must be scanned to collect transit times for MODIS. When mail is routed to areas where mail is not received by a military installation, a Husbanding Agent will coordinate and assist the deployed units with receipt and dispatch of mail.

902. MAIL ROUTING RESPONSIBILITIES

1. Commanding officers of ships and other mobile units will submit mail routing messages, in the format specified in Table 9-1 thru 9-4, to the applicable JMPA. They should info the appropriate FLTCOM/CG FMFLANT/PAC, and other commands as required. JMPAs then provide information to USPS to allow for the timely, proper distribution, dispatch and transportation of military mail to ships and other mobile units.

a. Procedures for completing mail routing instructions (MRIs).

(1) Published operation schedules, operation orders and movement reports do not provide adequate information for the effective positioning of mail. Therefore, it is 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). Serial number your messages, in the subject line, per the calendar year. For example, the first message of the year 2007 would be 1-07, the second message 2-07. Always start routing with "PRESENT." Additionally, new MRIs must be submitted when changes in schedules require repositioning of mail or dates of operations change (Replenishment-at-Sea (RAS)), port visit, etc). 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. Prepare the new MRI when definite departure date and time are known. All MRIs should be sent with a precedence of PRIORITY to action addressees and ROUTINE to information addressees. Table 9-2 is an example of required information and provides a standard message format for MRIs.

(2) MRIs should provide the cognizant mail routing authority with an actual in port 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 9-5 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/squadrons who are providing mail service to a unit).

(4) MRIs normally provide ship schedules and should be classified as CONFIDENTIAL. If 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. Squadrons attached to afloat units may send MRIs unclassified if the geographical location is not listed on the message.

2. FLTCOMs will monitor the movement and routing of mail in their respective area of responsibility. FLTCOMs shall issue, or have issued, specific mail routing procedural information in their postal instructions. Additionally, the FLTCOMs, in their postal instructions will assign area mail routing coordinators. Area mail coordinators' responsibilities are outlined in reference (a).

3. Task force or operational commanders are encouraged to submit consolidated mail routing instructions for units embarked or in company. Prior to the submission of a consolidated mail routing instruction being sent out, the task force commander or operational commander should inform the appropriate JMPA responsible for submitting the MRI. The message should also indicate for what period of time the command would be providing a consolidated MRI. Upon detachment, individual units will be required to submit their own mail routing instructions at the ending point of the consolidated instructions or as directed by the operational commanders. (See Table 9-1).

4. Commands with detachments are required to submit mail routing instructions for all detachments from the parent command. These detachments will be identified numerically. (See Table 9-1).

5. Battle group mail coordinators such as aircraft carriers should monitor and review ships in company, and embarked commands and squadrons MRI's to ensure their mail is routed properly.

903. 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. Locations, hours of operations and procedures for dispatching of mail by post offices that are serviced by JMPA-PAC are located in the JMPA-PAC Military Post Office Guide.

904. COVER ROUTING

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

905. SPECIAL ROUTING

1. 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 mail 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.

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 FLTCOM, 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 FMC or MPO functioning as an FMC.

906. MISROUTED AND MISHANDLED MAIL

1. Misrouted Mail. When mail has been misrouted resulting in delay or nonreceipt, prompt action shall be taken per reference (a) to notify the appropriate FLTCOM, JMPA, 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, msthrows, 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 Form 2273 "Irregularities in Makeup and Dispatch of Mail" to accomplish notification. Provide a copy of each DD Form 2273 to the applicable FLTCOM. Such mishandled mail is to be dispatched to its proper destination.

907. MILITARY ORIGIN DESTINATION INFORMATION SYSTEM (MODIS)

1. Prior to sorting and delivering incoming mail or transferring mail to ships of a battle group, overseas postal activities and ships on deployment must record transit time data from bar-coded labels attached to Priority Mail and Space Available Mail (SAM) pouches and Outside Pieces (OSPs), and from labels on trays containing First-Class letter mail. Overseas shore-based postal activities must also record data from bar-coded labels attached to Express Mail articles addressed for delivery to addresses at overseas shore installations.

2. MODIS is the system used to measure transit times. MPCs use the system which consists of handheld computers and laser scanners to scan the bar-coded labels. When the scanning has been completed for the day, the scanned bar-code data is transmitted via the Streamlined Automated Logistics Transmission System (SALTS) to SALTS Central, located at the Naval Inventory Control Point (NAVICP) in Philadelphia, PA. MODIS scanners are scheduled to be replaced with Personal Digital Assistants (PDAs). However, the scanning process will remain similar, but transmitting data will be accomplished through AMPS upload.

3. The purpose of collecting transit time data is to:
 - a. Measure USPS, air carriers and DOD performance in the movement of military mail.
 - b. Monitor mail movement.
 - c. Assess transit times.
 - d. Identify the misrouting of mail.
 - e. Make recommendations to mail routing authorities to correct mail movement problems or errors.
4. MODIS scanning is required each time mail is received, whether the mail is for the command receiving it, or for further transfer. Prior to scanning mail, verify the set up data is correct and ensure the laser scanner is not pointed in a way that would harm the eyes of personnel in the post office.
5. MPCs assigned to ships receive MODIS training by the appropriate FLTCOM postal officer prior to deployment. This training consists of how to correctly scan mail, download the data and transmit it to SALTS central. At overseas postal activities, the postal officer is responsible for providing the training. MPCs can also refer to the MODIS User Guide for the correct operation of MODIS equipment.
6. The command postal officer is responsible for ensuring the MODIS equipment is accounted for, maintained in operational condition, and safeguarded. If the equipment becomes damaged, the postal officer must investigate the reason for the damage and report the circumstances to the FLTCOM postal officer. The MPC using the equipment on a daily basis must keep the postal officer informed at all times of the status of MODIS equipment and report any problems so corrective action can be taken. It may also be necessary to return equipment for repair or replacement.
7. Other responsibilities of the postal officer include referring to the MODIS User Guide for the correct operation of MODIS equipment (if necessary), contacting the SALTS help desk with problems relative to SALTS and contacting the FLTCOM postal officer regarding problems that cannot otherwise be resolved. The postal officer should also review the daily dispatch report generated from the data submitted to SALTS. Review of the report may identify incorrect routing of mail that can be reported to the appropriate mail routing authority so corrective action can be taken. The daily dispatch report must be kept on file for six months.

908. HUSBANDING AGENTS (HA) RESPONSIBILITIES AND DUTIES

1. The HA is a contractor who serves as the U.S. Government's agent in making all official logistics arrangements prior to and during a ship's visit. Because most port service contracts are requirement type contracts, the designated HA contractor must be used if any port services or supplies are requested. If any other non-contract agent is used, the contracted HA may claim and receive a fee even though they perform no actual work. Duties may include, but are not limited to:

a. Receiving and dispatching mail addressed to the ship. This could include pickup and delivery of mail from the airport. Upon arrival, the contractor will show the MPC where mail is to be received and dispatched unless the contractor makes daily deliveries.

b. Verifying AV-7's for accuracy prior to the dispatch of mail.

c. Dispatching outgoing mail prior to a ship's departure. Any mail received after a ship's departure will be immediately sent to the servicing JMPA or to a predetermined location.

2. The HA is required to be on call 24 hours a day during a port visit and is the ship's single point of contact for all requirements.

3. Compliance with all local laws, code and regulations, including health and safety precautions and compliance with local labor laws and union agreements is the responsibility of the HA.

4. High quality service provided by the HA is a major factor in ensuring a successful port visit. Agents are selected for their experience, expertise and knowledge of specific ports. Because they are acknowledged experts on local port conditions, any advice or recommendations they offer should be given serious consideration.

SAMPLE UNIT MRI EMBARKED/DISEMBARKED

FM COMDESRON ONE THREE
TO CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//JMPA-MR//
INFO COMPACFLT PEARL HARBOR HI//N4142//
FMC PEARL HARBOR HI//315//
FMC YOKOHAMA JA//1400//
CH JMPA PAC HAWAII DET PEARL HARBOR HI//JJJ//
COMLOG WESTPAC//N4111//
COMNAVSURFPAC SAN DIEGO CA//N416//
NAVSUPFAC 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

(INSERT APPROPRIATE CLASSIFICATION LEVEL)//N05110//
MSGID/GENADMIN/COMDESRON ONE THREE//
SUBJ/MAIL ROUTING INSTRUCTION 2-07//
POC/YNC SMITH/EMAIL: SMITHJ@DESRON13.NAVY.MIL/COMM PHONE NUMBER/
MRSAT PHONE NUMBER//
REF/A/RMG/COMDESRON ONE THREE/151600ZJUL07// (PREVIOUS MRI)
AMPN/REF A IS MAIL ROUTING INSTRUCTION 1-07.//
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 07
USS TOM RITTLE 0801 21 AUG 07		1000 28 AUG 07
NAVSTA _____	1001 28 AUG 07	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 9-1. Sample Mail Routing Instruction (MRI) for a Unit Operating in the Pacific Area.

SAMPLE SHIP MRI OPERATING WITH CV/CVN

FM USS TOM RITTLE
TO CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//JMPA-MR//
INFO COMPACFLT PEARL HARBOR HI//N4142//
FMC PEARL HARBOR HI//315//
FMC YOKOHAMA JA//1400//
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

(INSERT APPROPRIATE CLASSIFICATION LEVEL)//N05110//
MSGID/GENADMIN/USS TOM RITTLE//
SUBJ/MAIL ROUTING INSTRUCTION 2-07//
POC/PC1 POWELL/COPE/EMAIL: POWELLD@TRITTLE.NAVY.MIL/COMM PHONE NUMBER/
REF/A/RMG/USS TOM RITTLE/151600ZJUL07// (PREVIOUS MRI)
AMPN/REF A IS MAIL ROUTING INSTRUCTION 1-07.//
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 07
USS CARRIER (FFT) 21 AUG 07	04 SEP 07	
PEARL HARBOR HI	0800 05 SEP 07	0800 09 SEP 07
USS CARRIER (FFT) 09 SEP 07	16 SEP 07	
YOKOHAMA JA	0800 17 SEP 07	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 start 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 in port periods or during separate operations.

(2) Always specify a geographical positioning site at which to position the mail during any en route 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 may include the entire deployment schedule, if known. Update MRIs by canceling the previous MRI rather than sending modifications.

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

Table 9-2. Sample MRI for a Unit Operating in the Pacific Area.

SAMPLE UNIT MRI EMBARKED/DISEMBARKED

FM COMDESRON TWO SIX
TO CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR//
INFO COMFLTFORCOM NORFOLK VA//N415D//
NAVEURLOGCOORD CENTER NAPLES IT
(ABOVE ADDRESSEES WILL BE INCLUDED ON ALL MRIs. ADD OTHERS AS
APPROPRIATE, SUCH AS TYCOM, SHIP EMBARKING/DEBARKING, SHORE LOCATION
OF UNIT.)

BT

(INSERT APPROPRIATE CLASSIFICATION LEVEL)//N05110//
SUBJ/MAIL ROUTING INSTRUCTION 2-07//
POC/YNCS WATKINS/EMAIL: WATKINSF@DESRON26.NAVY.MIL/COMM PHONE NUMBER/
MRSAT PHONE NUMBER//
MSGID/GENADMIN/COMDESRON TWO SIX//
REF/A/COMDESRON TWO SIX/061538ZJUN07//(PREVIOUS MRI)
AMPN/REF A IS MAIL ROUTING INSTRUCTION 1-07.//
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 07
USS CHARLES RAMSEY	0801 14 JUN 07	1000 16 JUN 07
NAVSTA _____	1001 16 JUN 07	UFN

BT

DECL/DDMMYY//

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

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

Table 9-3. Sample MRI for a Unit Operating in the Mediterranean Area.

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 COMFLTFORCOM NORFOLK VA//N415D//
NAVEURLOGCOORD CENTER NAPLES IT
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

(INSERT APPROPRIATE CLASSIFICATION LEVEL)//N05110//
MSGID/GENADMIN/USS CHARLES RAMSEY//
SUBJ/MAIL ROUTING INSTRUCTION 2-07//
POC/PC1 SIMMONS/COPE/EMAIL: SIMMONSJ@CRAMSEY.NAVY.MIL/COMM PHONE NUMBER/
MRSAT PHONE NUMBER//
REF/A/RMG/USS CHARLES RAMSEY/151600ZJUL07// (PREVIOUS MRI)
AMPN/REF A IS MAIL ROUTING INSTRUCTION 1-07.//
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 07
USS CARRIER (FFT) 21 AUG 07	04 SEP 07	
NAPLES IT	0800 05 SEP 07	0800 09 SEP 07
USS CARRIER (FFT) 09 SEP 07	16 SEP 07	
GAETA IT	0800 17 SEP 07	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 ships will remain
in company. Do not route mail to CV/CVN during in port periods or during separate
operations.

(2) Always specify a geographical positioning site at which to position the mail
during any en route 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 may 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 9-4. Sample MRI for a Unit Operating in the Mediterranean Area.

Table 9-5 MAIL ROUTING MESSAGE PLAIN LANGUAGE ADDRESSES (PLADS)

<u>OPERATING AREA</u>	<u>ACTION ADDRESSEES</u>	<u>INFO ADDRESSEES</u>
East Coast	CDR JT MIL POSTAL ACTY ATL NEW YORK	PORT OF CALL (CONUS ONLY)
Western Atlantic	NY//MPSA-NY-MR//	COMUSFLTFORCOM NORFOLK VA//N415D//
Caribbean (Puerto Rico and Virgin Islands)		
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//(WEST COAST UNITS ONLY)	COMUSFLTFORCOM NORFOLK VA//N415D// NAVSTA GUANTANMO BAY CU//12// FISC NORFOLK VA //308// as appropriate (GTMO OPS only)
EASTERN ATLANTIC AND NORTHERN EUROPE	CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR// FISC SIGONELLA RAF MILDENHALL UK	NAVEURLOGCOORD CENTER NAPLES IT FISC SIGONELLA IT COMUSFLTFORCOM NORFOLK VA//N415D//
MEDITERRANEAN/MIDDLE EAST	CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR// NAVEURLOGCOORD CENTER NAPLES IT	COMUSFLTFORCOM NORFOLK VA//N415D// FMC MUHARRAQ BA//MR// COMSERVFORNAVCENT//00// COMUSNAVCENT//N4// FISC NORFOLK VA//308// FISC SIGONELLA IT
WESTERN PACIFIC/INDIAN OCEAN/PERSIAN GULF/NORTH ARABIAN SEA	CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//JMPA-MR// NAVEURLOGCOORD CENTER NAPLES IT	COMPACFLT PEARL HARBOR HI//N4142// FMC PEARL HARBOR HI//315// FMC YOKOHAMA JA//1400// FISC SIGONELLA IT NAVSUPPFAC DIEGO GARCIA//603// COMLOG WESTPAC//4111// COMUSNAVCENT//N4// PORT OF CALL

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.

CHAPTER 10 - AUDITS, AUDIT REPORTS, AUDIT PROCEDURES USING
OPNAV FORM 5112/2 AND VESS REPORTS

1001. PURPOSE OF AUDITS

1. The USPS-DOD Postal Agreement requires the military services to conduct periodic audits of postal accounts advanced by 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 MPO is per established DOD policies and procedures.

2. Postal audit procedures of shipboard and shore activities shall be conducted per reference (a) and this instruction. Monthly and quarterly audits are not required to be conducted on ships that do not maintain stamp stock, blank money order forms, and USPS equipment. Completion of the Postal Officer's Weekly Inspection Checklist will take the place of subject audits in this case.

a. An audit of all accountable postal effects in custody of an MPC or COPE will be conducted on a monthly basis (using OPNAV Form 5112/2 (see note below) and PS Form 3368). Postal effects in the custody of a PFO will be audited at least once during each quarter per reference (a). Audits will be variably spaced on succeeding months and conducted by two or more members of the command monies audit board except for optimally manned ships. Onboard optimally manned ships all accounts will be audited monthly by the postal officer and quarterly 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 postal 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.

b. Audits of all accounts (window clerks, COPE and stamp vending machines) 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.

Note: OPNAV Form 5112/2 is available to download as an interactive EXCEL form from Navy Forms Online (<https://forms.daps.dla.mil>).

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. The incoming COPE/PFO shall sign acceptance of the audit and account in the "I concur with audit" block

on page 3 of OPNAV Form 5112/2. A statement should be noted in the "Notes, etc." section on page 3 to indicate account was turned over.

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

1002. AUDITS OF STAMP VENDING MACHINES (SVM)

1. Audits of all SVMs will be conducted during the monthly audit. Conduct the audit utilizing PS Form 3293, Retail Vending Credit Examination, for each SVM account (enter the serial number of the SVM audited in the remarks section of PS Form 3293) and ensure audit results are recorded on PS Form 3368, Stamp Credit Examination Record. Any overages in excess of the established \$20 tolerance limit discovered at the time of the audit shall be held for a period of three days prior to remitting to the appropriate PFO or appropriate accountable postmaster. This procedure allows customers, who may be due a refund, the time necessary to request reimbursement. If a refund is made to a customer, annotate the PS Form 3293 in the remarks section and make a correction to the overage amount. Note: There is no tolerance for commercial stamp booklet vending machines used aboard Navy Cash™ ships.

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 overages directly to Postmaster New York/San Francisco as applicable. Submit overages with a letter listing SVM location, person attending SVM and name of auditor if overage was discovered during a monthly/quarterly audit.

b. Shortages. The COPE will submit a letter of explanation for shortages in excess of the \$20 tolerance limit to include the amount; name of the individual who services the SVM; serial number and location of the SVM. The COPE and auditor of the SVM will sign the letter. The COPE may also send a letter to the appropriate accountable postmaster for the loss of funds due to receipt of foreign coins. The COPE must send all foreign coins by registered mail along with a list of the coins indicating location of the SVM and value of coins.

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

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

(2) Reporting shortages of up to \$49.99 in the disbursement section of PS Form 1412-B using AIC 612, Vending Machine Shortage.

This amount will be added into the cash remitted AIC (AIC 752) and thus reduce the accountability.

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

(4) Submitting any foreign coins for refund to the appropriate accountable postmaster as described in paragraph 1b.

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

d. Any SVM that has excessive overages during two consecutive audits must be taken out of service and a replacement module requested. Using the counter system on the module, record the current number each time the SVM is filled. This will 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 stamp booklets are crisscrossed to avoid having an extra stamp booklet dispensed in error.

2. For post offices on flexible credit, using UNISYS III, the following procedures apply:

a. The accountability of the vending machine must be assigned to a clerk's disk.

b. If an overage exists, use the clerk disk for vending machine; record the amount of the overage in AIC 175, Vending Machine Overage. The Integrated Retail Terminal (IRT) will record the total cash required in AIC 752. This will bring vending back into balance and no further adjustment is necessary. Consolidate the clerk disk for vending machine along with all other clerk's disks during the normal daily close out.

c. If a shortage exists, use the clerk disk for vending machine; record in AIC 612 shortages less than \$20, then record the amount by using AIC 096 Stamp Vending Sales. This will bring vending back to balance and no further adjustment is necessary.

d. If the shortage is over \$20, record the shortage on the clerk disk in AIC 767. AIC 767 will automatically record an increase to postage sale, which will bring the vending machine accountability back into balance. This will generate a Financial Adjustment Memorandum (FAM). To clear the FAM there are two options:

(1) Option 1, if the clerk is being held financially responsible for the shortage, record the money paid by the clerk to AIC 367 on the clerk disk. Recording the payment on a clerk disk will generate a receipt for the employee.

(2) Option 2, if the clerk is not being held financially responsible for the shortage, the COPE must submit in writing a request for a "Claim for Loss" to USPS Accounting Services (San Francisco or New York). The request must include a statement from the clerk as to why he/she should not be held liable for the loss, a statement from the COPE attesting that the clerk performed duties properly and a copy of the count sheet. Acceptable reasons for a "Claim for Loss" are a theft from the machine that the clerk had no control over, a malfunction, i.e. jackpotting or excessive customer claims. For claims for loss see Handbook F-1 Section 84.

1003. AUDIT REPORTS

1. Quarterly audits are normally the monthly audits held in March, June, September and December. The COPE and all additional account holders' audits must be submitted to the fleet postal officer within 10 days after completion of audits.

2. Copies of the audit report of the PFO and COPE for the months of March, June, September and December must be forwarded to COMFLTFORCOM (N415D), COMUSNAVEUR (N41P) via CNRE Naples Detachment or COMPACFLT (N4142), as appropriate, via the commanding officer. Mailing addresses for these activities are located in appendix A, part C. Advanced copies of audits may be emailed by the supply officer, postal officer or command monies audit team to the applicable fleet postal officer; however, signed copies of audits and a copy of the most recent business day unit 1412 tape must still be mailed to the applicable fleet postal officer. Enter the information listed below on the "Quarterly Audit Remarks Sheet" of OPNAV Form 5112/2 (available from Navy Forms Online at <https://forms.daps.dla.mil>).

- a. Audit date.
 - b. Date of last postal assessment visit.
 - c. Name/Rank of postal officer, email address and date of designation.
 - d. Name/Rank of COPE, email address and date of designation.
 - e. Monthly audit results for each account during the quarter.
 - f. Number of stamp requisitions submitted during the quarter to include the date of dispatch/receipt/intransit and source of supply.
 - g. Date COPE's safe combination was changed.
3. If applicable, meter serial number(s) and descending and ascending readings will be listed in the "Notes, etc." section of OPNAV Form 5112/2.

4. The outgoing PFO or COPE's name will be in the "Name of Clerk/Clerk ID No." block on page 1 and the outgoing PFO or COPE will sign in the "I concur with audit" block on page 3 of OPNAV Form 5112/2.

5. All audit reports will be routed through the command postal officer and commanding officer. The commanding officer must initial in the "Notes, etc." section of each OPNAV Form 5112/2 audit to signify review.

6. The commanding officer may give "by direction" authority to the supply officer to sign off on monthly/quarterly audits. "By direction" letters must be kept on file in the post office.

7. The postal officer must review and initial the applicable fleet postal officer's quarterly audit critique sheet. A copy of the audit (OPNAV Form 5112/2) and critique sheet shall be filed at the activity being audited.

1004. AUDIT PROCEDURES USING OPNAV FORM 5112/2

1. Complete the Heading

a. Type of Account. Check as appropriate. COPEs with a window account will use a separate audit form and check Clerk Account.

b. Name of Clerk (print individual clerk's name)/Clerk ID No., FPO number, SFA Number, Time and Date of Audit, Name of Auditors (minimum of two) and Unit Name.

2. Cash and Cash Items on Hand

a. Count each type of currency (\$20.00, \$10.00, .25 cents, etc.) and enter the number in the quantity column. Multiply the quantities by the denominations and enter the result in the amount column. Total the amount column and enter the result in line 26, total cash.

b. Enter the total amount of personal and business checks on line 27, government checks on line 28, paid money orders on line 29, traveler's checks on line 30, credit/debit/PPC card receipts on line 31, and all others on line 32.

c. Total lines 26 through 32 and enter the result on line 33, Total Cash and Cash Items on Hand and place on line 1, column II, Total Cash and Cash Items on Hand.

3. Add Back Paid Out Items (Disbursements). Enter any cash paid out shown by receipts in lines 2 through 5, column I. Total them and enter the result on line 5, column II. Add lines 1 and 5, column II. Enter the result on line 6, column II.

4. Complete Blocks 7-16 if Business was Conducted Prior to Audit.
Enter total amount of money order vouchers on line 7; total amount of customer meters, PS Forms 3603's on line 10; total amount of post office meters/PVI, (PS Form 3602-PO and current reading) on line 11; total amount of retail packaging products on line 13; total amount of money order fees (number of money order vouchers x .25) on line 14. Total lines 7 through 16, column I. Enter the result on line 16, column II. Subtract line 16, column II from line 6, column II and enter the results on line 17, column II. This amount may exceed the maximum authorized cash portion of the clerk's stamp credit as a result of stamp sales.

5. Stamp Count

a. Count each item of stamp stock and enter the number in the appropriate blocks on page 2.

b. Multiply the total number of each item by its face value.

c. Count and multiply redeemed stock consisting of stamped cards, stamped envelopes, aerogrammes, and U.S. international reply coupons by the applicable redemption rate. Enter the result in the appropriate block by type and total the amount.

d. Total all blocks on page 2 of OPNAV Form 5112/2 and enter the result of stamp stock counted on line 18, column 1.

e. Enter total amount of clerk balances from Unit 1412 (flex credit) on line 19, column I. These amounts must also be entered on the "Advanced Credit" sheet that is completed with OPNAV Form 5112/2.

f. Enter amount from PS Form 17, showing stock in transit from COPE to the appropriate PFO/postmaster on line 20, column I. Verify the validity of PS Form 17 with the source of stock.

g. Total lines 18 through 20, column I, and enter on line 20, column II.

6. Total Cash and Stamp Stock

a. Add lines 17 and 20, column II, and enter the total cash and stamp stock on line 21, column II.

b. Enter the Opening Balance Stamps, AIC 840, plus Cash Retained, AIC 353 (flex credit) or amount indicated on command PS Form 3369 advanced from PFO (fixed credit) on line 22, column II. Unit 1412's should be verified by checking the previous day's unit 1412, AIC 853 (stamps close) against the next day's unit 1412, AIC 840 (stamps open); AIC 853 and 840 must match. Verify all unit 1412's submitted since the previous audit.

c. Subtract line 22 from line 21, column II and enter the difference on line 23, column II.

d. Enter the amount of tolerance for this credit on line 24. COPEs and PFOs have no tolerance. Tolerance for clerks should be no more than one percent of the amount listed on the last PS Form 1412.

e. If the difference exceeds the tolerance and the parties involved cannot agree with the count, recount the stamp credit account at the request of the postal clerk. After identifying the amount of overage or shortage, bring the stamp account into balance.

f. If there is a shortage, report it in "Suspense Adjustment" to the column marked action taken on line 25.

g. For an overage amount exceeding the tolerance, report it by checking the "Trust" block on line 25.

7. PFO/COPE Monthly Checklist

a. The top portion of this page is for PFO and COPE accounts. When auditing clerk accounts skip to Verification of Money Orders section.

b. The auditor shall inventory all accountable sensitive equipment listed on PS Form 1590, "Supplies and Equipment Receipt." The cash drawer, stamp cabinet, safe compartment and envelope drawer must also be checked to ensure no unauthorized items are stowed in these containers.

c. Verify PS Form 3977, Duplicate Key Envelope. Ensure signatures are current and envelopes are sealed and postmarked.

8. Summary of PFO/COPE Stamp Stock Accountability. Enter the total of stamp stock from page 2 on page 3 under Summary of PFO/COPE Stamp Stock Accountability. For a COPE or PFO account, indicate whether OPNAV Form 5112/2 was correct or has been corrected. Enter the difference, whether over or short and action taken.

9. Verification of Financial Records. Check Yes/No/NA, as applicable, to all questions listed in this section.

10. Verification of Money Orders. Inspect blank domestic money orders to ensure they are being sold in sequence and no money orders are missing.

11. Notes, etc. This section should be annotated with the statement, "Commanding Officer has reviewed this audit. CO's initials." Also, list any other remarks applicable to the current audit.

12. Page 4 (Advanced Flexible/Fixed Credit Worksheet). This page is only completed for PFO and COPE accounts.

13. Page 5 (Quarterly Audit Remarks Sheet). This page is only completed for PFO and COPE accounts.

Note: List all other assigned MPCs who do not hold a stamp account in the remarks section. MPC PRDs must also be listed in the remarks section.

1005. VERIFICATION OF PS 1412 TAPES

1. The postal officer is responsible for the verification and accuracy of the unit consolidated PS 1412 tapes. The COPE must consolidate all clerk disks that have logged on during the current business day. After reviewing the unit PS 1412 tape for accuracy, the COPE must sign the tape. The postal officer must also verify and sign the unit PS 1412 tape.

2. The COPE is responsible for verification and accuracy of each clerk's PS 1412 tape. After conducting a "shift-end-duty-tour," the clerk must review and sign the PS 1412 tape and turn over to the COPE all monies generated from that day's business. The COPE must verify the clerk PS 1412 tape for accuracy, collect all monies remitted for deposit, initial the clerk tape next to AIC 752 (Cash Remitted), and sign the clerk PS 1412 tape. The clerk will maintain the duplicate copy of the tape as a receipt for the remitted monies and retain until completion of the next monthly audit.

1006. VENDING EQUIPMENT SALES AND SERVICE (VESS) REPORTS

1. Each COPE/MPC with self service-vending equipment must submit vending finance data via AMPS detailing the equipment serviced and maintained during each accounting period. The U.S. Postal Service has 12 numbered accounting periods (APs). Each AP begins on the first day of the month and ends at close of business on the last day of the month. All self-service vending-related time, out-of service codes, and costs must be reported. At the end of each accounting period, the COPE will submit vending data via AMPS to the serving JMPA for each SVM listed on the unit's PS Form 1590.

2. Entering Information via AMPS

a. The COPE/MPC must enter required data in the VESS Activity Log located under the Finance tab in AMPS. Information for each vending machine must be entered separately.

b. Once in AMPS, the serial number for the vending machine on which information is being reported must be selected. Enter all information pertaining to the vending machine in corresponding blocks.

CHAPTER 11 - POSTAL FINANCE PROCEDURES FOR NAVY MOBILE CONSTRUCTION
BATTALIONS (NMCB)

1101. POSTAL FINANCE PROCEDURES FOR NAVY MOBILE CONSTRUCTION
BATTALIONS (NMCB)

1. To keep NMCBs from maintaining postal equipment, supplies, stamp stock and blank money order forms when not deployed, the following procedures have been established and must be followed:

a. The applicable fleet postal officer will contact MPSA to activate the deploying unit at least 30 days prior to deployment.

b. Once activated, the deploying unit will submit PS Form 17, Stamp Requisition, to the serving Postmaster. The requisition amount should be no more than \$1,000. A change fund will be consigned to the COPE by the local banking/disbursing office. The COPE will also submit PS Form 17 for a money order requisition. This requisition should be no more than 200 money orders. Upon receipt, the COPE records the serial numbers of the money orders on DD Form 885 (Money Order Control Record). All finance services will be conducted utilizing an Integrated Retail Terminal (IRT) and Postage Validation Imprinter (PVI). After each business day the COPE will submit a unit 1412 via AMPS. After the unit completes a deployment and returns to homeport, the COPE will return all stamp stock on hand by completing PS Form 17 and returning it to the applicable postmaster. A record of this transaction must be filed. Also, the COPE will return the change fund to the local banking/disbursing office.

c. The PFO at FMC Yokohama, Japan, and the COPE, NAVSTA Rota, Spain will provide NMCB units the required postal equipment and supplies to operate a post office. All postal equipment provided to the battalions will be documented on PS Form 1590 (Supplies and Equipment Receipt). This equipment includes PVIs and IRTs necessary to operate a post office. Prior to a deployed battalion returning to CONUS, all equipment will be transferred to the relieving battalion upon arrival in theatre.

d. PFO Yokohama or COPE NAVSTA Rota also provides postal forms, if necessary. The NMCB orders additional supplies from the USPS as needed, using their assigned FEDSTRIP number.

e. When a change of COPE is required, the procedures in paragraph 1101.4 must be followed.

f. PFO Yokohama, or the COPE NAVSTA Rota, and the responsible fleet postal officer must ensure required monthly audits are conducted by the monies audit board and required reports submitted to the chain of command.

g. The NMCB unit on location at the end of the quarter is responsible for preparing the PARS report. PARS reports will be forwarded within five days after the end of the quarter to the fleet postal officer for consolidation. NMCB units who are relieved prior to the end of the reporting quarter must ensure their PARS data is collected and passed to the incoming unit. NMCB units in homeport do not maintain stamp stock or money orders and are not required to submit PARS reports.

h. The responsible fleet postal officer or designated representative must conduct an assist visit to each NMCB within 45 days of arrival at forward deployed locations. The report must be forwarded to the appropriate intermediate superior in command and type commander. The designated representative must have a Letter of Designation from the applicable fleet postal officer.

i. PFO Yokohama or the COPE NAVSTA Rota, NMCB COPE, and postal officer are responsible to ensure all postal equipment and supplies are transferred to the relieving NMCB unit prior to their departure.

j. All financial adjustment memorandums from the NMCB units must be processed by the units.

k. All postal reports must remain with the current on station deployed NMCB. If the post office is permanently closed, the reports must be sent to PFO Yokohama or COPE NAVSTA Rota who will retain them for the required period of time.

l. For future contingency operations, NMCBs must coordinate with the postal officer of the nearest FMC to where the unit will be deployed. The FMC postal officer will assist the deployed NMCB with the proper supplies and equipment needed to operate a post office. This does not include stamp stock or money orders. The deploying unit will follow the procedures stated in paragraph 1101.1b.

2. PFO Yokohama or COPE NAVSTA Rota Responsibilities.

a. NMCB battalions deploy to Rota, Spain; Okinawa, Japan; and Guam. NMCBs deployed to Guam and Okinawa, Japan are assigned to the PFO Yokohama, Japan. The NMCB battalion deployed to Rota, Spain is assigned to the COPE Rota, Spain.

b. Quarterly audits and PARS reports must be forwarded to the appropriate fleet postal officer. NMCB battalions deployed to Guam and Okinawa will send their reports to COMPACFLT and the battalion deployed to Rota, Spain will send their reports to COMFLTFORCOM.

3. Issuance of Initial Flexible Credit to the COPE, Navy Mobile Construction Battalions. The servicing postmaster (New York/San Francisco) issues COPEs of deployed units scheduled for deployment a

flexible credit as outlined in paragraph 1101.1. The postal officer is then responsible for ensuring monthly audits of the COPE's flexible credit are properly conducted by members of the on-site NMCB unit monies audit board. In addition, the postal officer must:

a. Ensure each prospective COPE is designated by the NMCB commanding officer as "MPC" on DD Form 2257 (Designation/Termination MPC-FPC-COPE-PFO). The COPE must be designated as "COPE" on a separate DD Form 2257.

b. Ensure a joint audit of the new flexible credit and postal effects with the COPE is conducted to include:

(1) All stamps and stamped envelopes;

(2) Verify all blank money orders issued to the COPE are recorded on a separate DD Form 885 for each series issued;

(3) Verify all capital/sensitive equipment on hand against what is listed on PS Form 1590 (Supplies and Equipment Receipt);

(4) Physically verify the location of all post office keys; and

(5) Check to ensure all keys and safes are operable and new duplicate key/combo envelopes (PS Form 3977) are completed.

4. When a change of COPE is required for the deployed unit, the following procedures must be followed.

a. The prospective COPE must be designated as a COPE on a separate DD Form 2257 and the outgoing COPE's designation terminated.

b. A complete audit of all postal effects is required to be conducted by the incoming and outgoing COPE and members of the NMCB unit monies audit board. This includes:

(1) Money order accounts;

(2) All stamp credits assigned; and

(3) All capital/sensitive equipment listed on PS Form 1590 (Supplies and Equipment Receipt).

c. Physically verify the location of all post office keys and ensure they are in working order.

d. Re-do all duplicate key/combo envelopes.

e. Verify the outgoing COPE recorded information for the quarterly audit and PARs reports, and provide the information to the incoming COPE.

f. Special preparation instructions for change of COPE audits.

(1) The outgoing COPE signs the audit as the individual being audited.

(2) The incoming COPE shall sign acceptance of the audit and account in the "I concur with audit" block on page 3 of OPNAV Form 5112/2. A statement should be noted in the "Notes, etc." section on page 3 to indicate account was turned over.

(3) All audits must be reviewed by the commanding officer or designated representative. The "Notes, etc." section on page 3 should be annotated with the statement, "Commanding Officer has reviewed this audit. CO's initials."

5. The COPE's account must be exact; there is no tolerance for the COPE account. The outgoing COPE is required to make restitution for any shortage, and any overage must be collected and remitted to the applicable postmaster with the next business day's report.

6. The incoming COPE must:

a. Change safe combination(s). The new combination(s) must be placed in a PS Form 3977 (Duplicate Key Inventory (envelope)) and the commanding officer or a designated representative must sign for the combination on a modified PS Form 1096 (Cash Receipt).

b. Check to determine if all post office keys are usable and obtain a receipt on PS Form 1096 for those not physically in his/her custody if this has not been done. The commanding officer or designated representative is required to maintain the duplicate keys. All duplicate keys must be placed in a sealed PS Form 3977 envelope and accounted for at all times.

c. Prepare a PS Form 1590 in triplicate for all accountable USPS equipment.

d. Close out DD Form 885 and complete a new form for each series of blank money orders.

7. After the change of COPE audit has been completed, the following documents must be submitted to the serving fleet postal officer.

a. A copy of PS Form 1590 that has been signed by the applicable JMPA.

b. A copy of the incoming COPE's designation and a copy of the outgoing COPE's termination on DD Form 2257.

c. Copies of the COPE and finance clerks' audits.

8. Procedures for Completion of PS Form 1590.

All accountable (capital and sensitive) equipment must be documented on PS Form 1590. A new PS Form 1590 must be completed to change the custody of USPS equipment. In addition, a new PS Form 1590 is completed each time there is a change in inventory of accountable equipment. That is, if equipment is transferred, received or returned for repair, a new PS Form 1590 is required.

CHAPTER 12 - POSTAL FINANCE PROCEDURES

1201. GENERAL

This chapter establishes flexible credit limits for Navy post offices and outlines procedures for maintaining postage stock and blank money order forms. Information is also provided on Postage Validation Imprinters (PVI's).

1202. FLEXIBLE CREDIT LIMITS FOR NAVY POST OFFICES

1. Navy post offices using a PVI should only maintain enough stamp stock to fill stamp vending machines, provide stamp booklets, stamped envelopes, and stamps for post cards and First Class Mail for customers. Afloat commands should operate with a minimum amount of stamp stock necessary to maintain business when deployed. Stamp booklets will be sold in the ships store. COPEs should maintain some higher denomination stamps as a backup should the PVI go out of service. PVI's should be used to the fullest extent to mail articles presented at postal finance windows; this includes letter mail.

2. Ships operating post offices and providing full postal finance services (e.g., stamp and money order sales), should have a minimum flexible credit in the amount of \$1,000.00. The maximum amount of credits authorized by ship class are shown below:

LPD/LSD class and smaller	\$ 2,000.00
LHD/LHA/LCC	\$ 5,000.00
CVN	\$10,000.00

3. The flexible accounting system provides more latitude in stamp requisitions as funds are not submitted to obtain additional stamps and stamped paper. Tolerance levels for flexible credit accounts are for finance clerks only and cannot exceed 1 percent of the flexible credit account at any given time. COPE accounts do not have a tolerance.

4. COPEs on independent duty ships are authorized to maintain up to \$2,000.00 in stamp stock to operate postal finance windows. Command postal officers may audit the postal account, but the COPE must be present during the audits. The postal officer must ensure the command audit team conducts audits of all postal accounts at least once a month. The audits must be unannounced and conducted on different days throughout the month by at least two members of the audit team. Audits conducted within the last three working days of the month are not considered random.

5. COPEs on LHD/LHA/LCC/ CVN ships are authorized to maintain a filler stamp stock for the command. Window accounts and stamp vending accounts maintained by the COPE must be kept separate and audited

separately from the filler stamp stock and may be consigned to another clerk. Tolerance limits apply only to the window accounts. There is no tolerance for filler stocks and vending accounts.

1203. POSTAGE VALIDATION IMPRINTER (PVI)

1. A PVI is an electronic device that works with an Integrated Retail Terminal (IRT) to produce postage validation and destination ZIP barcode labels. The PVI functions like an electronic postage meter but is easier to use. The PVI does not require daily settings. The PVI works only with an IRT. Since the IRT and the PVI are connected, the postage amount is transferred automatically from the IRT to the PVI. The automatic transfer eliminates any possibility of entering one amount in the IRT and a different amount in the PVI. PVI labels are governed by the same rules as meter strips. It is important that:

a. The accepting clerk places the PVI labels on mail received from customers.

b. The labels are affixed at the finance window and are never given to customers for later use (attached or otherwise).

c. PVI labels, including test labels, are not sold or given away for stamp collecting purposes or for any other reason. Collectors may submit items addressed to themselves for mailing with PVI labels, but the labels are printed on light sensitive paper that will darken with age when left exposed to light.

2. Mail bearing PVI labels should not be placed in collection boxes, thus minimizing the risk of counterfeit PVI labels. Acceptance clerks must be sure the customer wants to proceed with the mailing before placing the PVI label on the item. PVI labels are placed near the top right corner of the address side of the mail piece. The fluorescent pink/orange stripe across the top of the label is an orientation mark required for postal automation purposes. The stripe must be at least $\frac{1}{4}$ " below the edge of the mail. Therefore, do not put labels flush with the top right hand corner. Leave a margin of at least $\frac{1}{4}$ " at the top, and try to put the label on straight. The PVI label should not overlap any stamps already affixed to the item. The POSTNET codes used on flats will extend almost the full length of the PVI label. Codes on flats must be at least $\frac{1}{2}$ " from the right edge of the article. To be safe, clerks must make it a practice to place the label at least $\frac{1}{2}$ " from the right edge of the flat whenever possible.

3. Test Labels. The primary purpose of test labels is to assure the PVI is functioning and printing properly. A set of test labels must be printed at the beginning of a tour or whenever there is a switch to a different PVI. If printing on the test labels is acceptable, discard all but one. Clerks must affix one test label showing the opening PVI register reading and Electronic Accumulation Register

(EAR) to the back of the Start of Day Report IRT print out. The test label is kept until the end of the day and turned in with the clerk's Form 1412. If a clerk switches to another PVI, the test mode must be run again and one of the labels saved.

4. Spoiled Labels

a. If the PVI misprints a label, the customer changes his mind, or the clerk makes a mistake on the destination ZIP Code or the amount of postage, an unusable label will result. The clerk will treat these labels like a spoiled postage meter strip by utilizing PS Form 3533. Misprinted and lightly printed labels should also be treated as an unusable label.

b. Clerks should not attempt to save a label for later use. Aside from the possibility that it will tear when trying to remove it, a PVI label with postage is accountable and must not be left lying around. If possible, the transaction during which the useable label was received will be totaled out without collecting money from the customer and the clerk will enter the label amount in AIC 553 at close out. However, if the spoiled label occurs in the middle of a customer transaction, the clerk must immediately press MISC AIC key and enter the appropriate amount to AIC 553 to avoid charging the customer for the spoiled label appearing in the transaction window. In both cases, no adjustments are made to AIC 109. The clerk turns in the PS Form 3533 and the spoiled label at the end of the tour as support for the entry to AIC 553.

c. Destination ZIP labels and destination POSTNET labels that have no postage value do not affect AIC 109. Therefore, unusable labels of those types do not require any adjustment to clerk accountability and are not submitted with a PS Form 3533. However, if the spoiled label results from an apparent PVI malfunction, the supervisor should be notified immediately so action can be taken. Misprinted labels may indicate a need to clean the print head.

5. Clerk Disk Crashes

a. Occasionally a clerk disk crashes and a new disk must be initialized before the clerk resumes window activity. If this occurs, the clerk and supervisor will determine the value of the clerk's PVI session. Most of the required data will be available from the PVI Interim Register Report and the Start of Day Report kept by the clerk.

b. When no PVI Interim Register Report is available for the session during which the crash occurred, the value of PVI labels issued can be calculated by subtracting the beginning EAR from the ending EAR. The beginning EAR for the first session on a PVI is either the clerk's Start of Day Report or a test label attached to the Start of Day Report. The ending EAR for the final session is obtained

from the PVI display by pressing the MODE key on the PVI twice. There are two possible sources for any other beginning and ending EAR readings.

(1) PVI Interim Register Reports or PVI Activity Reports for other clerks who used a PVI immediately before or after the clerk whose disk crashes.

(2) PVI Activity Report (clerk or unit level) from the previous day if the affected clerk was the first to use a particular PVI the day of the crash.

c. Since the clerk's PVI Activity Report cannot include PVI sales that occurred before the crash and adjustments cannot be made to AIC 109 on the clerk disk, the clerk must enter the amount of the missing PVI activity into AIC 061, Miscellaneous Trust. "Disk Crash PVI" will be placed in the name field on the PS Form 3544. The clerk will note on the PVI Activity Report, "Disk crash after sale of \$xx.xx in PVI labels."

6. Unit Close Out and Consolidation. Unit close out procedures remain similar after PVIs are installed. Instead of checking PS Forms 3602-PO, the close out person will verify receipt of a PVI Activity Report from each clerk and check the consolidated Unit PVI Activity Report as described in the following.

a. Consolidation is required when a PVI session is created at boot up and will remain on the clerk disk with the EAR reading in effect at the time. If the disk is consolidated a day or two later, the PVI session and its stale EAR reading will not match the previous closing EAR and the Unit PVI Activity Report will include an error message. In addition, with PVIs, it is necessary to consolidate ALL clerk disks that have been booted up each day, even if they show no financial or express mail acceptance activity;

b. By making adjustments for spoiled or not received PVI labels via entries to AIC 553 (Postage Refunds) on the clerk disk. No adjustments can be made to AIC 109 on the clerk disk if an error was made during a PVI transaction. All adjustments must be made under AIC 553; and

c. By checking the Unit 1412 PVI Activity Report that prints out as part of the Unit Form 1412, verifying that it is complete and any warning messages appearing on the report or the screen are investigated.

7. PVI Troubleshooting

a. In case of a jammed label, perform the following:

(1) Remove the PVI cover by pressing the cover latch and at the same time placing your hand firmly on the cover and sliding gently all the way to the front of the machine. (DO NOT LIFT COVER.);

(2) Release the print head assembly by pressing the print head release tab;

(3) Raise the print-head assembly and carefully remove the jammed label. Be careful not to damage or stretch the print head assembly retainer springs;

(4) Feed good labels through the label path as described in the section on installing blank labels;

(5) Replace the print head assembly by pressing down on the spring bracket until it snaps into place; and

(6) Replace the PVI cover.

b. If all the procedures in paragraph 7.a (1)-(6) are followed, a good label will automatically be fed through the mechanism to align the label gap. The PVI is now ready to continue printing.

REMINDER: Clerks should check daily and take the label overflow off the other spool. If this isn't done, the machine may jam and cause the machine to show an error when one really hasn't happened.

c. If the PVI still does not operate correctly, turn the IRT off and on again and go through the restart procedure. If the PVI still does not operate correctly, exchange it with another PVI, turn the IRT off and on again and go through the restart procedure. If the system still does not work after trying a second PVI, the problem most likely exists with the IRT. Follow usual IRT troubleshooting procedures. Call UNISYS hotline for IRT problems only.

d. If it is determined the PVI is not functioning properly, the clerk should notify the COPE or the postal officer. Record the serial number of the old PVI and return it with the error code displayed on the PVI (if any). Pack the inoperable PVI with the error code recorded at the time of malfunction in the container and ship to USPS/JAF Building Maintenance stock room or JMPA-PAC. DO NOT SHIP THE INTERFACE CABLE!

8. PVI Error Codes. Listed below are error codes and suggested actions to be taken by the operator if any PVI error codes appear during operation. If the problem remains after the suggested actions have been taken, take the PVI out of service and notify the supervisor. Include the PVI error code and the example document shown on page 12-8 and place in the box with the PVI when returning to the maintenance stock room.

- Err 1-11 Take the PVI out of service and notify your supervisor.
- Err 12 The MODE switch stuck closed during power up. Check the MODE pushbutton on the front panel to be sure it is not stuck.
- Err 13 The PAPER FEED switch stuck closed during power up. Check the PAPER FEED pushbutton on the front panel.
- Err 14-18 Take the PVI out of service and notify your supervisor.
- Err 19 "Front cover removed." Make sure that the front cover is properly seated.
- Err 20 "Label under the sensor." Remove the front cover and remove the label from under the Label Taken sensor.
- Err 21-30 Take the PVI out of service and notify your supervisor.
- Err 31-32 Label Jam/Block. Make sure a label is neither jammed nor blocked in the PVI. Clear any blockage and close PVI and wait for it to reject a label. Turn PVI OFF and clean sensors.
- Err 33-34 Take the PVI out of service and notify your supervisor.
- Err 35 Label Eject Error. Make sure a label is neither jammed nor blocked in the PVI.
- Err 36-40 Communications Error. Press any front panel switch to clear.
- Err 41 Make sure a label is neither jammed nor blocked in the PVI. Take the PVI out of service and notify your supervisor.
- LO LABEL Approximately 15 to 40 blank labels remain.
- NO LABEL Replace blank labels immediately.

9. Test Labels. To generate test labels, press the MODE switch repeatedly until the word "LABEL" appears on the PVI display, then press the PAPER FEED switch once. This will cause the PVI to eject a blank label and print out the four test labels.

HELP DESK INFORMATION

The following information is provided to assist units with their everyday business needs.

Unisys III - CAC

1-800-247-6478

813-854-7962/3

Service: Help Desk Equipment Troubleshooting 1-800-247-3694

Debit/Credit Card - FDMS 1-800-994-8777 USPS 1-800-789-3694
Service: Tranz 380 Supplies; Batch Discrepancy Reports; Terminal
Programming; Terminal Setup Questions 954-845-4087

FPO AP Locations (Pacific)

Daily UIII Closeout Questions 415-550-5574
Transmission RCU Problems 415-550-5670
Stamp Issue/Order 415-550-5152 Fax: 415-550-5430
Other Issues 415-550-5446

FPO AE & AA Locations (Atlantic and the Americas)

Daily UIII Closeout Questions 212-330-3404
Transmission RCU Problems 212-330-4297
Stamp Issue/Order 212-330-3631 Fax: 212-330-4342
Other Issues 212-330-3404

General Accounting Offices (GAO)

UNITED STATES POSTAL SERVICE
ATTN ACCOUNTING SERVICES
421 8TH AVENUE RM 3110
NEW YORK NY 10100-9511

Phone: 212-330-3404
Fax: 212-330-3649

UNITED STATES POSTAL SERVICE
ATTN ACCOUNTING SERVICES
PO BOX 882166
SAN FRANCISCO CA 94188-2166

Phone: 415-550-5574
Fax: 415-550-5699

Broken Postage Validation Imprinters (PVI)

(Europe) Ship to:

USPS/JAF BLDG MAINT STOCKROOM
380 W 33RD STREET RM 5569
NEW YORK NY 10199-9760

(Pacific) Ship to:

JMPA-PAC INTL SVC CTR (ISC)
2650 BAYSHORE BOULEVARD
DALY CITY CA 94013

Online Training/Reference Material
<http://mpsa-docs.comtechnologies.com>

Please Fill Out Prior To Returning PVI for Repair

Check Appropriate Box(s)

<u>No Power</u>	<u>Poor Print Quality</u>	<u>Label Jammed</u>
<u>Needs Cleaning</u>	<u>Cover Broken</u>	<u>Won't Print</u>
<u>Label Won't Peel</u>	<u>Keeps Feeding Labels</u>	<u>Dropped on Floor</u>
<u>Low Label</u>	<u>Bad Display</u>	<u>Smoked</u>

Error On Display - Please Write Error #

Other - Please Explain

It is imperative that COPEs fill out this form and check the appropriated box(s) prior to returning PVIs for repair. This form must be attached to the PVIs.

1204. MONEY ORDER ACCOUNTS

1. COPEs assigned to independent duty ships may retain up to 200 blank money order forms on hand. DD Form 885 (Money Order Control Record) must be prepared, maintained and verified by the postal officer at least weekly. Postal officers must indicate on the Postal Officer's Weekly Inspection Checklist, OPNAV Form 5119/1, that all blank money order forms have been accounted for and that all money order reports have been properly prepared and dispatched.

2. COPEs in grade E-5 and above on LHD/LHA/LCC/CVN/CVX class ships may maintain the command's blank money order forms provided the COPE does not sell money orders. DD Form 885 must be maintained for money orders issued to clerks and verified by the command postal officer on a weekly basis. Clerks will only be issued 100 money orders at a time and are authorized no more than 200 blank money order forms to be on hand. Clerks are authorized to hold blank money orders overnight and

are not required to turn them back over to the COPE on a daily basis. Clerks should order money orders in blocks of 100 from the COPE when their money orders on hand are less than a normal day's sale.

3. All afloat post offices should maintain a minimum of a five-month supply of blank money order forms on hand and no more than a 12-month supply. The following guidelines are established as minimum and maximum levels for blank money order forms:

LPD/LSD class and smaller	100 minimum	200 maximum
LHD/LHA/LCC	200 minimum	700 maximum
CVN/X	500 minimum	1,500 maximum

4. When the minimum level is reached, commands will order enough blank money order forms to reach their maximum level. Prior to deploying, the postal officer should ensure the amount of money orders on hand is at the maximum level. When ordering blank money order forms, order quantities according to ship class as shown below:

LPD/LSD class and smaller	200
LHD/LHA/LCC	500
CVN/X	1,000

APPENDIX A - LOCATION OF, AND FLEET POST OFFICE (FPO) NUMBERS FOR
DEPARTMENT OF THE NAVY OVERSEAS ACTIVITIES

A. PURPOSE

This appendix contains a list of FPO addresses for overseas activities and identifies 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, and hull number or FPO AA, AE, or AP as appropriate and the ZIP+4 number. In the case of a shore activity, the cancellation stamp will contain the legend "U.S. Navy" and the FPO number. NMCB units will contain the legend "U.S. Navy," and the name of the battalion (ex: NMCB 1).

2. Office identification numbers consist of an activity's Unit Identification Code (UIC) plus an added sixth digit of "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 DOD Financial Management Regulation (FMR) Manual 7000.14-R, appendix H.

C. ADDRESSES

FPO ADDRESSES UNDER OPERATIONAL CONTROL OF COMUSFLTFORCOM

<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	(1)
<u>Cuba</u> Guantanamo Bay	09593	Naval Station	(1)

NAVY POST OFFICES UNDER OPERATIONAL CONTROL OF COMUSNAVEUR

<u>LOCATION</u>	<u>FPO NUMBER</u>	<u>ACTIVITY</u>	<u>NOTES</u>
<u>Cyprus</u> Nicosia	09836-9998	U.S. Defense Attaché Office	(1)

<u>England</u>			
London	09421-9998	NAVACTS UK	(1)
	09498	US Embassy	(3)
	09499-9998	Naval Hqtrs	(1)
		United Kingdom	
St. Mawgan	09409-9998	Joint Maritime Facility	(1)
Dawshill	09420	RAF Dawshill	(1)
<u>Greece</u>			
Larissa (NATO)	09844-9998	Joint Command S. Central	(1)
Souda Bay, Crete	09865-9998	Naval Support Activity	(1)
<u>Portugal</u>			
Lisbon	09729	Joint HQ	(3)
<u>Italy</u>			
Naples	09626	Naval Support	
(Capodichino)		Activity (Unit 2)	(2)
	09617	Naval Hospital	(3)
	09618-9998	NSA Aversa	(1)
	09619-9998	Naval Support Activity	(3)
	09620	Naval Support Activity	
		(AF South) (Unit 1)	(1)
	09621	Naval Computer and	
		Telecommunications	
		Area Master Station	
		Europe Central	(3)
Gaeta	09609-9998	Naval Support Activity	(1)
Rome	09625	Fleet Mail Center	(2)
Signonella	09623-9998	Naval Air Station (Unit 1)	(1)
(Sicily)	09627	Naval Air Station	(2)
	09631	Naval Air Station (Unit 2)	(1)
	09636	Naval Hospital	(3)
La Maddalena	09612	Navy Support Office	(1)
(Sardinia)			
Capodichino	09622	Naval Support Office	(1)
<u>Spain</u>			
Rota	09644	Naval Communications	
		Station	(3)
Rota	09645-9998	Naval Station	(1) (2)
Madrid	09647	Air Mail Terminal	
Madrid	09649	Joint Command South West	(1)
Valencia	09648	Joint HQ	(1)

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 09835-9998	Naval Medical Research Unit 3		(1)
<u>Bahrain</u> Jufair	09834-9998	Administrative Support Unit	(1)
Jufair Fujairah (UAE)	09837	Forward Logistics Site	
Muharraq	09838-9998	FMC Bahrain	(2)

NAVY POST OFFICES UNDER OPERATIONAL CONTROL OF COMPACFLT

<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>Indonesia</u> Jakarta	96520-9998	NRCC Det Jakarta	(1)
<u>Japan</u> Yokohama	96347	Fleet Mail Center	(2)
Yokohama	96348-9998	Fleet Mail Center Unit 1	(1)
Yokosuka	96349-9998	Commander Fleet Activities	(1)
Yokosuka	96350-9998	Naval Hospital	(1)
Ikego	96351-9998	U. S. Navy Office	(1)
Sasebo	96322-9998	Commander Fleet Activities	(1)
Hairo	96321-9998	U. S. Navy Office	(1)
Atsugi	96306-9998	Naval Air Facility	(1)
Kami-Seya	96313-9998	CTF-72	(3)
<u>Okinawa</u> Kadena	96370-9998	Commander Fleet Activities/Naval Air Facility	(1)
Camp Kuwae	96362-9998	Naval Hospital	(3)
<u>Korea</u> Chinhae	96269-9998	Commander Flt Activities	(1)

<u>Hong Kong</u>	96521-9998	American Consulate	(1)
	96522-9998	Ship Support Office	(3)
<u>Singapore</u>	96534-9998	NRCC Singapore	(1)
<u>Philippines</u>			
<u>Manila</u>	96515-9998	NRCC Det Manila	(1)

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>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

NOTES

- (1) Navy Post Office.
- (2) Fleet Mail Center (FMC).
- (3) Mail address only (MAO).

C. ADDRESSES

COMNAVSUPSYSCOM
SUP 54
5450 CARLISLE PIKE
PO BOX 2050
MECHANICSBURG PA 17055-0791
MSG PLAD: COMNAVSUPSYSCOM MECHANICSBURG PA//SUP 54//

EXECUTIVE DIRECTOR
MILITARY POSTAL SERVICE AGENCY
2461 EISENHOWER AVE
ALEXANDRIA VA 22331-0006
MSG PLAD: EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA//MPSA-OP//

COMMANDER
JMPA-ATL
BUILDING 250 ROOM MF-35
USPS AIRPORT MAIL CENTER
JFK INTERNATIONAL AIRPORT
JAMAICA NY 11430-9201
MSG PLAD: CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR//

COMMANDER
JMPA-ATL MIAMI ELEMENT
11698 NW 25TH STREET
MIAMI FL 33112-9997
MSG PLAD: CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR//

COMMANDER
JMPA-PAC
INTERNATIONAL SERVICE CENTER
2650 BAYSHORE BOULEVARD
DALY CITY, CA 94013-0026
MSG PLAD: CDR JT MIL POSTAL ACTY SAN FRANCISCO CA//MPSA-SF//

HEADQUARTERS U. S. MARINE CORPS
MANPOWER AND RESERVE AFFAIRS CODE MRP 3
3280 RUSSEL RD
QUANTICO, VA 22134-5103
MSG PLAD: CMC WASHINGTON DC//MRP3//

COMMANDER
FLEET FORCES COMMAND
POSTAL OFFICER N415D
1562 MITSCHER AVE STE 250
NORFOLK VA 23551-2487
MSG PLAD: COMUSFLTFORCOM NORFOLK VA//N415D//

OPNAVINST 5112.6D
19 Mar 07

COMMANDER
U S PACIFIC FLEET
POSTAL OFFICER N4142
250 MAKALAPA DR
PEARL HARBOR HI 96860-3131
MSG PLAD: COMPACFLT PEARL HARBOR HI//N4142//

COMMANDER
U S NAVAL FORCES EUROPE
FLEET POSTAL OFFICER
CNE-C6F/FISC SIGONELLA
PSC 812 BOX 3560 SLOT 12
FPO AE 09627-3560
MSG PLAD: FISC SIGONELLA IT//JJJ//

COMMANDER
U S NAVY EUROPE
CNRE DET NAPLES
PSC 817 BOX 108
FPO AE 09622-0108
MSG PLAD: COMFAIRMED NAPLES IT//N84P//

COMMANDER
U S NAVAL FORCES CENTRAL COMMAND
POSTAL OFFICER
PSC 900 FMC
FPO AE 09838-9998
MSG PLAD: FMC MUHARRAQ BA//MR/PFO/PO//

COMMANDER IN CHIEF
U S PACIFIC FLEET
POSTAL FINANCE OFFICER
4070 SURFACE NAVY BLVD STE 3
SAN DIEGO CA 92136-5287
MSG PLAD: COMNAVSURFPAC SAN DIEGO CA//N4161A//

APPENDIX B - POSTAL FORMS

A. REQUISITIONING FORMS

USPS forms will be ordered following the procedures in USPS Publication 223. OPNAV, NAVMC and DD forms will be requisitioned through normal Navy supply channels. OPNAV, NAVMC and DD forms cannot be requisitioned from USPS. OPNAV, NAVMC and DD forms currently used by Navy 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 required to 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
DD 2273	Irregularities in Makeup and Dispatch of Mail	0102-LF-002-2730

<u>Form Number</u>	<u>Title</u>	<u>Stock Number</u>
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
OPNAV 5110/5	Notice of Change of Address	0107-LF-009-2500
OPNAV 5110/9	Mail Manifest	0107-LF-012-1300

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 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 PD	1/2 PD	1/2 PD
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 2260	5/10	5/10	10/20
DD 2261	20/50	20/50	100/500
DD 2273	1/2	1/2	10/20
NAVMC 10487	1/2 PD	2/5 PD	10/20 PD
NAVMC 10572	100/150	200/300	500/1000
OPNAV 5110/5	100/150	200/300	500/10000
OPNAV 5110/9	1/2 PD	3/5 PD	15/50 PD

<u>Form Number</u>	<u>Small Unit Min/Max</u>	<u>Medium Unit Min/Max</u>	<u>Large Unit Min/Max</u>
OPNAV 5112/1	20/40	40/50	50/100
OPNAV 5112/2	20/50	20/50	50/75
OPNAV 5119/1	20/60	20/60	20/60
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 PD	1/2 PD	1/2 PD
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
PS 1625	1/2	1/2	5/10
PS 1957	1/2	1/2	5/10
PS 1957C	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

<u>Form Number</u>	<u>Small Unit Min/Max</u>	<u>Medium Unit Min/Max</u>	<u>Large Unit Min/Max</u>
PS 2942-A	30/50	30/50	50/100
PS 2976	150/200	200/300	3000/5000
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	5/5	5/10
PS 3368	2/5	2/5	10/20
PS 3369	1/1 PD	1/1 PD	1/3 PD
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 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 PD	1/2 PD	2/5 PD
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

<u>Form Number</u>	<u>Small Unit Min/Max</u>	<u>Medium Unit Min/Max</u>	<u>Large Unit Min/Max</u>
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	50/200	200/500	100/1000
PS 3977	10/15	10/15	20/30
PS 4636	- - -	- - -	2/5
PS 4805	2/2	2/3	2/5
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

C. POST OFFICE RECORDS DISPOSAL

1. Post offices or unit mailrooms should file records maintained on PS forms for 2 years, except finance records, which will be filed for four years after date of acceptance, delivery, receipt or dispatch of mail, filing date of applications, claims, requisitions, reports or tracers, 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 two years. Records having historical value shall be retained as determined by Navy and Marine Corps Records Disposition Manual (SECNAVINST 5212.5D).

3. Mail manifest records (OPNAV 5110/9) that are used solely for the dispatch of ordinary mail may be disposed of after six months.

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

The following additional information is provided:

ITEM	ORDER	SEND TO
Postal Service Forms and USPS Publications	PS Form 7380 or by Touch Tone Telephone Ordering Entry System (TTOE) or FAX	MATERIAL DISTRIBUTION CENTER ATTN: SUPPLY REQUISITIONS 500 SW MONTARA PKWY TOPEKA KS 66624-9602 TTOE Tel: 1-800-273-1509 FAX: 1-785-861-2939
GSA Office Supplies	Order by FAX, TTOS or SF-344	TTOS Tel: 1-800-488-8867 FAX: 1-800-856-2939
Priority or Express Mail Supplies	PS Form DDDP, FAX, or by Telephone	EXPRESS/ PRIORITY MAIL CENTER PO BOX 95001 INDIANAPOLIS IN 46209-9141 Tel: 1-800-610-8734 FAX: 1-800-270-6233
Postal Bulletins	Naval Message	EXEC DIR MIL POSTAL SVC SGCY ALEXANDRIA VA//MPSA-OP//
Slide Labels	PS Form 1578B	LABEL PRINTING CENTER 500 SW MONTARA PKWY TOPEKA KS 66624-9602
Customized Rubber Stamps (includes directory stamp, AP chop and Killer bars)	PS Form 1567 form may be transmitted via FAX	COMPACFLT: JMPA-PAC ATTN: SUPPLY AND LOGISTICS NCO ISC 2650 BAYSHORE BLVD DALE CITY CA 94013-0026 FAX: (415) 405-4874 or COMUSFLTFORCOM: MATERIAL DISTRIBUTION CENTER ATTN: SUPPLY REQUISITIONS 500 SW MONTARA PKWY TOPEKA KS 66624-9602 JMPA-ATL ATTN SUPPLY NCO USPS AMC BLDG 250 RM MF35 JFK INTERNATIONAL AIRPORT JAMAICA NY 11430-9201 TTOE Tel: 1-800-273-1509 FAX: 1-785-861-2939

Metal Die Hubs	PS Form 4636 form may be transmitted via FAX	Same as above
Tray Banding Material, Dylocks, Plastic Mailbag Insert Liners	PS Form 7380 form may be transmitted via FAX	Same as above
Non-Accountable Equipment	PS Form 7381, form may be transmitted via FAX	Same as above
DOD and OPNAV Publications and Forms	DD 1250,1349 or appropriate local requisition document	Navy Supply System via your local chain of command
Accountable, Capital or Sensitive Equipment	PS Form 7381 by mail only, may require letter of justification	COMUSFLTFORCOM or COMPACFLT as appropriate
Preprinted Fly Tags and Labels	PS Form 1957C or PS 1957D	MILITARY POSTAL SERVICE AGENCY ATTN: MPSA OP 2462 EISENHOWER AVE ALEXANDRIA VA 22331-0006
Returning Accountable Equipment	PS Form 1590 (and PS Form 4805 if returning for repair) Also send Naval Message to: JMPA-PAC, JMPA-ATL, COMPACFLT, and COMFLTFORCOM COMNAVSURFPAC	<u>COMPACFLT, send to:</u> US POSTAL SERVICE SAN FRANCISCO DIV WHSE 570 BURKE ST SAN FRANCISCO CA 94124-1427 <u>COMUSFLTFORCOM, send to:</u> GPO ENVELOPE STOCKROOM JAF BLDG (BASEMENT) 33 RD St & 8 TH AVE NEW YORK NY 10199-9551

APPENDIX C - GLOSSARY

AA	Armed Forces Americas
AE	Armed Forces Europe
AMC	Air Mobility Command
AMPS	Automated Military Postal System
AMT	Aerial 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
COMPACFLT	Commander, U.S. Pacific Fleet
COMUSNAVEUR	Commander, U.S. Naval Forces, Europe
CMC	Commandant of the Marine Corps
CNO	Chief of Naval Operations
CO	Commanding Officer
COD	Carrier Onboard Delivery
COMMARFORLANT/PAC	Commander, Marine Forces Atlantic/Pacific

COMNAVSUPSYSCOM	Commander, Naval Supply Systems Command
COMSC	Commander, Military Sealift Command
COMUSFLTFORCOM	Commander, U.S. Fleet Forces Command
COMUSNAVCENT	Commander, U.S. Naval Forces, Central Command
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
EAR	Electronic Accumulation Register
EDA	Estimated Date of Arrival
EMMS	Express Mail Military Service
FAM	Financial Adjustment Memorandum
FCM	First Class Mail
FLTCOM	Fleet Commander
FMC	Fleet Mail Center
FPC	Financial Postal Clerk
FPO	Fleet Post Office
GAO	Government Accountability Office
GPO	Government Printing Office
HA	Husbanding Agent
IDS	Intra-theater Delivery System

IMM	International Mail Manual
ISIC	Immediate Superior In Command
ISC	International Service Center
JAG	Judge Advocate General
JMPA	Joint Military Postal Activity
MACOM	Major Commander
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
MPS	Military Postal Service
MPSA	Military Postal Service Agency
MRI	Mail Routing Instructions
NATO	North Atlantic Treaty Organization
NAVICP	Naval Inventory Control Point
NCIS	Naval Criminal Investigative Service
N/MC	Navy/Marine Corps
NCISRA	Naval Criminal Investigative Service Resident

Agent

NEC	Navy Enlisted Classification
NOTAL	Note To All
NTPF	Near Team Prepositioning Force
NWP	Naval Warfare Publication
OCONUS	Outside Continental United States
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
PNA	Postal Net Alert
POM	Postal Operations Manual
POP	Postal Operating Plan
PPO	Postal Petty Officer
PRECOM	Precomissioning
PRI	Priority Mail
PS	Postal Service
PSC	Postal Service Center

PVI	Postage Validation Imprinter
RAS	Replenishment at Sea
REG	Registered Mail
SAM	Space Available Mail
SALTS	Standard Automated Logistics Tool Set
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
TTOS	Touch Tone Ordering System
TYCOM	Type Commander
UIII	Unisys III
UIC	Unit Identification Code
UMC	Unit Mail Clerk
USMC	U.S. Marine Corps
USPS	U.S. Postal Service
VERTREP	Vertical Replenishment
VESS	Vending Equipment Sales and Service