



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 5218.1A
N23

MAY 5 1990

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5218.1A

From: Commander, Naval Training Center, Great Lakes

Subj: IMPLEMENTATION OF U.S. POSTAL SERVICE (USPS) AUTOMATION
COMPATIBLE ADDRESSES ON OFFICIAL MAIL

Ref: (a) OPNAVINST 5218.7B
(b) NTCGLAKESINST 5216.5M (NTC Distribution Lists)
(c) NTCGLAKESINST 5112.1C

Encl: (1) NTC Simplex Address Examples
(2) NTC Complex Address Examples
(3) NTC Complex² Address Examples

1. Purpose. To provide postal addresses in accordance with current directives. Reference (a) outlines the procedures for official mail management, commercial postage, accounting, and finance.

2. Cancellation. NTCGLAKESINST 5218.1. This instruction has been substantially revised and should be reviewed in its entirety.

3. Scope. This instruction affects all commands within NTC Complex².

4. Background. Reference (a) directed all Department of Defense (DOD) components to modify their military addresses to street addresses in order to facilitate easier management by the United States Postal Service. Although street addresses have been implemented, this will not affect the present system of mail delivery. The Naval Training Center Postal Operation will continue to utilize building numbers in mail delivery.

5. Action. Not later than 1 July 1999, using reference (b) as a guide, apply the following address procedures in accordance with reference (a) format:

a. List I - NTC (Simplex) Department Heads and Special Assistants shall assume the new street address and zip plus four code. Examples are provided in enclosure (1).

b. List II - NTC (Complex) Component commands and subordinate activities to NTC shall assume modified command/activity addresses to comply with the format provided in reference (a). Examples are provided in enclosure (2).

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c. List III - NTC (Complex²) tenant commands.

(1) Commands represented by List IIIA (excluding Navy Exchange, Headquarters; U.S. Military Entrance Processing Command, Headquarters; Eastern Sector U.S. Military Entrance Processing Command; and Commissary Store Manager, DECA Central Region) shall assume the new street addresses assigned in October 1997. Examples are provided in enclosure (3). Excluded commands have established North Chicago addresses.

(2) Commands represented by List IIIB are tenant commands non-DOD, utilizing NTC facilities. If these tenants have not established local addresses, they will assume the new street addresses assigned in 1997. Examples are provided in enclosure (3).

(3) Commands represented by List IIIC (excluding Naval Reserve Readiness Center (NRRC)) will assume only the new street addresses assigned in 1997. Examples are provided in enclosure (3).

d. Each Complex and Complex⁽²⁾ activity shall use their previously assigned five digit zip code in addition to their new plus four code.

e. All NTC Simplex, Complex, and Complex⁽²⁾ commands and activities shall follow procedures outlined in reference (a) for the internal handling of official mail.

6. Additional information. References (a) and (c) provide procedures for official mail management. Any additional information can be obtained from NTC Supply and Logistics Postal Division, extensions 6440 or 2197.


G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
List I, II (Case A), III-A, B, C

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NTC SIMPLEX ADDRESS EXAMPLES

COMMANDER
BLDG 1 ROOM 205
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES IL 60088-2845

COMMANDER
MWR ADMIN BLDG 160
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES IL 60088-2845

COMMANDER
BLDG 1 CODE N32
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES IL 60088-2845

NTC SUPPLY AND LOGISTICS
BLDG 3200 CODE N2
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES IL 60088-2845

COMMANDER
BLDG 1 CODE N6
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES IL 60088-2845

COMMANDER
BLDG 1 CODE T4
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES IL 60088-2845

Note: All addresses are in accordance with OPNAVINST 5218.7B. No periods, commas, or hyphens are authorized except for the hyphen in the zip + 4. A maximum of 47 characters per line is authorized.

The "Optional Line" (Line 2) may be used for Building, Department, Code, or Authorized Individual when the Action Line (Line 1) or Activity (Line 3) do not adequately identify the addressee.

Naval Training Center's Postal Operation delivers mail by building number. Please ensure a building number appears on Line 2.

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NTC COMPLEX ADDRESS EXAMPLES

COMMANDER
(OPTIONAL LINE)
NAVDENCEN
2730 SAMPSON ROAD
GREAT LAKES IL 60088-2582

OFFICER IN CHARGE
(OPTIONAL LINE)
CBU-401
3202 MISSISSIPPI ST
GREAT LAKES IL 60088-3418

COMMANDER
(OPTIONAL LINE)
RECRUIT TRAINING COMMAND
3301 INDIANA ST
GREAT LAKES IL 60088-2845

COMMANDER
(OPTIONAL LINE)
PUBLIC WORKS CENTER
201 DECATUR AVE
GREAT LAKES IL 60088-2801

COMMANDER
(OPTIONAL LINE)
SERVICE SCHOOL COMMAND
320A DEWEY AVE
GREAT LAKES IL 60088-2912

DIRECTOR
(OPTIONAL LINE)
NAVY BAND
2815 BARRY PL
GREAT LAKES IL 60088-2816

COMMANDER
(OPTIONAL LINE)
TRANSIENT PERSONNEL UNIT
2525 RODGERS ST
GREAT LAKES IL 60088-2940

COMMANDER
(OPTIONAL LINE)
NAVHOSP
3001A 6 ST
GREAT LAKES IL 60088-2811

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NTC COMPLEX² ADDRESS EXAMPLES

COMMANDING OFFICER
(OPTIONAL LINE)
PERSONNEL SUPPORT ACTIVITY
315A BRONSON AVE
GREAT LAKES IL 60088-2900

BCO
(OPTIONAL LINE)
NCTAMS LANT
525B FARRAGUT AVE
GREAT LAKES IL 60088-2918

DIRECTOR
(OPTIONAL LINE)
AMERICAN RED CROSS
605 FARRAGUT AVE
GREAT LAKES IL 60088-2916

MANAGER
(OPTIONAL LINE)
SATO
315D BRONSON AVE
GREAT LAKES IL 60088-2900

COMMANDING OFFICER
(OPTIONAL LINE)
NAVHOSPCORPSCOL
601 D ST
GREAT LAKES IL 60088-2822

OFFICER IN CHARGE
(OPTIONAL LINE)
MMSO
320 B ST
GREAT LAKES IL 60088-2815

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