



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 5112.1C
N26

SEP 01 1998

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5112.1C

From: Commander, Naval Training Center, Great Lakes

Subj: MAIL HANDLING AND POSTAL SERVICE PROCEDURE

Ref: (a) OPNAVINST 5112.6~~A~~C Ch-1 13 Oct 99
(b) DOD ~~4525.6M~~ 4525.6M (Vol I & II)
(c) OPNAVINST 5218.7~~A~~B

Encl: (1) Guidelines for Establishment/Control of Unit Mailroom Facilities
(2) Unit Mailroom (UMR) Inspection (Part I)
(3) Navy Official Mail Management Inspection Check List (Part II)
(4) Designation/Qualification/Responsibilities of Mailclerks/Mail Orderlies
(5) Special Handling Regulations for U. S. Mail

1. Purpose. To promulgate procedures for the administration and operation of mail handling and postal service functions using enclosures (1) through (5) as established in references (a) through (c).

2. Cancellation. NTCGLAKESINST 5112.1B. This instruction is a complete revision and should be read in it's entirety.

3. Information.

a. Reference (a) requires all Naval commands responsible for mail handling to promulgate mail handling instructions and detailed information on operating procedures to ensure proper, expeditious delivery of U. S. mail.

b. The security of all U. S. mail is considered inviolate, therefore, it must not be subject to delay, interception, seizure, rifling or confiscation by any individual.

c. U. S. mail service for Naval Training Center (NTC) is provided by the U. S. Postal Service, Great Lakes Branch, and by NTC Postal Services Department, as follows:

(1) Collection, delivery and directory service for U. S. mail deliveries for personnel in government housing is provided by the U. S. Postal Service, Great Lakes Branch. The Great Lakes Branch also governs postal units located in Buildings 200H and 1127 which provide services such as selling of stamps and money orders; insuring, certifying and registering mail; and processing parcel post mail.

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(2) Collection and delivery service for NTC commands/activities is provided by the NTC Postal Services Department (N26) except for those commands/activities who have arranged for direct pick-up and delivery service from the U. S. Post Office. Directory Service is provided by NTC for all commands/activities (less Naval Hospital, Hospital Corps School, Naval Dental Center and Selective Service System). Directory Service is provided for:

(a) U. S. mail with incomplete addresses.

(b) U. S. mail received by the U. S. Postal Service and/or mailrooms for personnel due to report or transfer.

(3) Metering of U. S. mail for NTC commands/activities is provided by NTC Postal Services Department except for those commands/activities who have received and maintained separate metering equipment or utilize mail permits.

(4) Overnight mail service is provided to NTC commands through the NTC Postal Services Department via Fedex and USPS Express Mail. Use of these services are restricted to time sensitive shipments. Prior planning should be used to prevent otherwise routine deliveries from becoming time sensitive. The NTC Postal Services Manager has the authority to require justification for any overnight package. NTC-GL Form 32367 (8-97) will be used for every overnight shipment. The NTC Postal Officer will determine criteria validity for use of overnight services.

d. Expeditious delivery of U. S. mail depends, in large measure, on personal attention to ensure correct addressing on all personal as well as official mail. All personnel originating official correspondence should ensure correspondence leaving the command/activity has a correct and complete address and return address to ensure expeditious delivery.

e. Mail metering

(1) To establish accountability for each piece of official mail and a basis for reimbursement, the United States Postal System formulated the Navy Postal Accountability Plan to be achieved through metering of official mail. Consequently, all outgoing official mail on the NTC Complex must be metered.

(2) Mail not prepared properly for dispatch in accordance with reference (c) will not be picked up by NTC Postal Transportation Unit, until it is prepared properly. All mail will be picked up and delivered to one central location in Building 112.

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(3) Official mail addressed to an area served by a military consolidated mail facility will be separated and consolidated to take advantage of available discounts provided by the U.S. Postal Service.

3. Procedures

a. Delivery/pick-up of U. S. mail will be made to mailrooms meeting the criteria set forth in enclosure (1) and references (a) through (c). Delivery/pick-up of mail is accomplished by the NTC Postal Transportation Division to/from designated central locations at serviced NTC locations. U. S. mail will only be transferred to the custody of properly designated mail clerks.

b. U. S. mail becomes the responsibility of the Command Postal Officer/Official Mail Manager upon delivery to an individual activity. The Postal Officer will ensure proper control, accountability and security of all U.S. mail until it reaches its final delivery point. The Postal Officer must also ensure mail orderlies are trained in mail handling procedures and properly designated using enclosures (4) and (5).

c. All undeliverable mail will be returned to the Postal Transportation driver for delivery to the Directory Service Division. NTC Directory Service personnel will: utilize available databases to maintain address files for individuals presently being served as well as those that have departed the Great Lakes area; input cross-references for personnel who have dependents with different last names; provide directory service for each command/activity serviced; give directory service for individuals that have departed for a minimum of 12 months from date of detachment by researching each piece of unidentifiable mail thoroughly and endorsing with the correct forwarding address and hold all mail for which a forwarding address cannot be ascertained from the current directory files for the retention time required by references (a) and (b). Personnel residing in housing or billeting where U. S. Postal Service provides delivery will receive directory service through the U. S. Postal Service. PS Form 3575 (3-88) "Change of Address Card" is used for that purpose.

4. Action.

a. The Official Mail Control Officer, NTC Supply and Logistics Operations shall:

(1) Coordinate administration and operation of the U. S. mail delivery system for serviced activities at NTC.

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(2) Provide directory service for all undeliverable U. S. mail for NTC serviced activities.

(3) Ensure the establishment, control and inspection of unit mailrooms located at serviced NTC activities are in compliance with the guidelines contained in enclosures (1) through (3).

(4) Ensure conversion to positive accountability for official (penalty) mail costs on the NTC Complex through metering of all official mail.

(5) Provide mail metering services for all commands/activities on the NTC Complex that do not maintain separate equipment.

b. Commanding Officers/Activity Heads of serviced NTC activities are requested to:

(1) Designate a Command Postal Officer, in writing, using reference (b) and forward the name of the Command Postal Officer to the NTC Postal Services and Administration Departments. The Activity Postal Officer will be responsible for the overall management of postal procedures at an individual activity.

(2) Designate an Official Mail Manager, in writing, using reference (c), and forward copies of designation letter, with his or her work phone number annotated, to NTC Postal Services Department and Administrative Services Support Department.

(3) Designate a sufficient number of mail orderlies to process the volume of mail received at an individual location. Guidelines for determining qualifications are listed in enclosure (4).

(4) Provide adequate space and necessary equipment to properly handle the security of mail using references (a) and (b), and the guidelines provided in enclosure (1).

(5) Ensure all personnel involved in processing official mail attend NTC sponsored mail handler's training on official mail management policies, practices and cost saving techniques that apply to mailings under positive accountability and are knowledgeable of references (a) through (c).

(6) Designate one office which all outgoing mail must be processed, to ensure individual offices do not deposit mail directly into postal channels.

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(7) Ensure all official outgoing mail is stamped with the classification on it, such as first-class, second-class etc., or any other special service requested by the command such as restricted delivery.

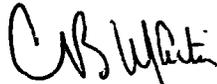
(8) Ensure all official mail is separated from personal mail and bundled correctly.

5. Forms.

a. Enclosures (1) through (5) can be obtained as follows: Postal Service Form 3575, Change of Address Card, and Postal Service Form 3977, Duplicate Key Envelopes can be obtained from the U.S. Postal Service. Enclosures (2) and (3) and justification for Next-Day Mail Service Form 32367 may be obtained through the Postal Officer at extension 2197.

b. OPNAV Form 5110/5 can be obtained through normal supply channels.

c. DD Forms 1115 and 285 may be ordered through General Services Administration Supply channels.



C. B. MARTIN
Chief of Staff, Operations

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

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GUIDELINES FOR ESTABLISHMENT/CONTROL OF UNIT MAILROOM FACILITIES

1. Mailroom Structural Requirements. In accordance with reference (a), provisions in adequate security for U. S. mail for mailrooms, include the following:

a. Doors shall be provided with suitable locks, and door hinges shall be mounted inside in such a way as to prevent their removal from outside. All duplicate keys shall be sealed in their own envelope or Postal Service Form 3977, "Duplicate Key Envelope" and placed in a locked cabinet.

b. Windows easily accessible from the outside shall be barred or covered with heavy wire mesh.

c. Walls and ceilings shall be constructed of such material as to prevent forcible entry.

2. Access. The only personnel authorized to enter the Mailroom are those conducting official business. Proper identification and authorization shall be verified prior to allowing entry to mailroom areas.

3. Mailrooms must be maintained in a neat and orderly condition at all times. Nothing shall be kept therein except essential furniture, mail and records thereof. Unauthorized persons shall be kept out of all mailrooms. Berthing quarters shall not be used as mailrooms. Guidelines for establishment/control unit mailroom facilities are found in reference (a). Command Postal Officers and personnel assigned to mail handling duties must familiarize themselves with this reference. Also ensure a complete DD Form 1115, "Mailroom" showing the times of mail call, hours of operation and a sample address of personnel receiving mail through the activity are posted outside the mailroom entrance.

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UNIT MAILROOM INSPECTION (PART I)

The Official Mail Control Officer, NTC, shall conduct semi-annual inspections of all NTC Unit Mailrooms (UMRs). The purpose of the inspections will be to determine if the requirements of reference (b) are being met. An inspection report will be forwarded to the Commanding Officer/Activity Head of the inspected UMR within two weeks of the inspection. The following items will be included in the UMR inspection:

UNIT MAILROOM INSPECTION CHECKLIST (All references referred to below are explained in reference (a)).

1. A copy of the following manuals are on hand with all changes properly posted.

	SAT	UNSAT
a. OPNAVINST 5112.6B	()	()
b. OPNAVINST 5218.7A	()	()
c. DODINST 4525.6M (Vol I & II)	()	()
d. NTCGLAKESINST 5112.1C	()	()

2. Have all unit mail personnel been properly designated? (Chapter 3, subsection C1) () ()

a. Copy of DD Form 285 is in the possession of each unit or alternate mailclerk or mail orderly, and is on file with the unit records. (Chapter 3, subsection E2 and 3) () ()

b. DD Form 285 of former mailclerks or mail orderlies are revoked, voided and filed. (Chapter 3, section F) () ()

3. Designated mailclerks or mail orderlies have received adequate postal training. (Chapter 3, section D) () ()

4. Mailclerks or mail orderlies have sufficient time to efficiently fulfill unit mail duties. (Chapter 3, paragraph G1b) () ()

5. United States Postal System mailbags are used for transporting U. S. mail only, are emptied promptly, and returned daily to the source from which received. (Chapter 3, paragraph G2J) () ()

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UNIT MAILROOM INSPECTION PART I (CONT'D)

	SAT	UNSAT
6. A separate and secure room with sufficient space and equipment is provided to operate the UCM.	()	()
7. Unauthorized personnel are denied access to UMRs. Chapter 3, subsection J5)	()	()
8. Duplicate keys and combinations are properly retained and secured. (Chapter 3, paragraph J6c)	()	()
9. Required protection is afforded mail in transit to and from the UMR. (Chapter 3, subsection J7)	()	()
10. Mailclerks or mail orderlies are familiar with instructions governing delivery or mail. (Chapter 3, section K)	()	()
a. Damaged articles are properly rewrapped and endorsed. (Chapter 3, subsection K3)	()	()
b. Personal mail is properly delivered only to the addressee or authorized agent. (Chapter 3, subsection K5 and 12)	()	()
c. Mail addressed to "Commander of" is delivered as official mail. (Chapter 3, subsection K8)	()	()
d. Personal mail for unit mailclerks or mail orderlies is handled properly. (Chapter 3, subsection K19)	()	()
11. Receipts are obtained for official accountable mail. (Chapter 3, subsections L3, 4, 5, 7 and 9)	()	()
12. The Unit Postal Officer supervisor has developed Standard Operating Procedures (SOPs) to cover mail security, emergency destruction of mail, and delivery of mail during field exercises. (Chapter 3, paragraph G2a)	()	()
13. Mailclerks or mail orderlies are familiar with reporting procedures for known or suspected postal offenses. (Chapter 3, paragraphs G3g and 4e, Chapter 6, figure 6-1)	()	()
14. Daily and weekly inspections are being conducted. (Chapter 3, section H)	()	()

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NAVY OFFICIAL MAIL MANAGEMENT INSPECTION CHECK LIST (PART II)

(All references referred to below are listed in reference (c))

	SAT	UNSAT
1. Has a Command Official Mail Management Program (COMMP) been established. (Paragraph 104.1)	()	()
2. Has an Official Mail Control Officer (OMCO) been appointed in writing? (Paragraph 203)	()	()
3. Are all personnel involved in the processing of official mail thoroughly trained and knowledgeable of the pertinent portions of this instruction? (Paragraph 204.2)	()	()
4. Are the regulations concerning the authorized/ unauthorized use of official mail understood and is UMR in compliance? (Chapter 3, section 4)	()	()
5. Is all official mail originated by the command processed through one office? (Paragraphs 703.1 and 703.2)	()	()
6. Are all official mailings originated on one day and destined for the same addressee being consolidated by class into the least number of mailings? (Paragraphs 703.5 and 802.3)	()	()
7. Are the Navy's policies regarding the use of express mail understood and being followed? (Paragraph 408)	()	()
8. Are the Navy's policies regarding the use of first-class and priority mail understood and being followed? (Paragraphs 801.1, 801.2 and 801.3)	()	()
9. Are the Navy's policies regarding the use of the special postal services of registered, certified, insured, special handling, special delivery and collect on delivery mail understood and being followed? (Paragraphs 502.6, 503.5, 504.2 and 505)	()	()
10. Are the Navy's policies regarding the use of the supplemental postal services of return receipt, restricted delivery and certificates of mailing understood and being followed? (Paragraphs 520.5, 521.2 and 522.2)	()	()

Enclosure (3)

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NAVY OFFICIAL MAIL MANAGEMENT INSPECTION CHECKLIST (PART II)
(CONTINUED)

	SAT	UNSAT
11. Are standard letter-size envelopes being used to the maximum extent possible? (Paragraph 802.1)	()	()
12. Are commercial contracts for printing and mailing providing sufficient lead time to allow for mailing under the Navy G-9 permit imprint at the most economical postage rate possible? (Paragraphs 204.7, 326 and 801.17)	()	()
13. Are maximum savings being achieved by use of all available postal rate options? (Paragraphs 204.7, 326 and 801.17)	()	()
14. Are regulations concerning the procurement and use of mailing permit imprints understood and being utilized? (Chapter 3, section 2)	()	()
15. Are mailing lists being reviewed and updated to preclude unnecessary mailing. (Paragraphs 204.5 and 802.5)	()	()
16. Is the command OMCO maintaining liaison with appropriate USPS and/officials to ensure all of the command's official mailings are being prepared for dispatch at the most economical postage rates possible? (Paragraph 204.10)	()	()
17. Have any mail management cost saving practices been instituted since the last inspection? If so describe them.	()	()

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**DESIGNATION/QUALIFICATION/RESPONSIBILITIES OF
MAILCLERKS/MAIL ORDERLIES**

1. Mailclerks/mail orderlies may be designated by the activity Postal Officer or other responsible officer for those offices and activities requiring mail orderly service. Designation shall be accomplished using DD Form 285 prior to personnel assuming mail handling duties. The number of designated mailclerk alternates should be held to the minimum amount needed to efficiently and effectively handle the mail.

2. Personnel being selected for mail handling duties must meet the following qualifications:

a. Be trustworthy in character. Persons who are repeated military offenders shall not be assigned mail handling duties. Personnel who have been convicted by courts-martial, administered punishment under the Uniform Code of Military Justice (UCMJ) (Article 15 within the last 3 years involving a postal related incident) or civil convictions, other than minor traffic violation, or who are disciplined for any reason reflecting unfavorably upon their integrity, shall not be assigned mail handling duties.

b. Those having a history of psychiatric disorder, alcoholism, or drug abuse may be designated if medical evaluation determines the condition no longer exists.

c. Have not been relieved of postal duties for cause.

3. Training Requirements

a. Prior to entering into mail handling duties, all selected personnel shall be properly trained. Training shall emphasize the importance of postal services, individual responsibility and the serious consequences of negligence in performance of duty.

b. Prior military postal clerks, having performed postal duties within the past 12 months, may be exempted from this requirement.

4. Duties and Responsibilities

a. Provide mail service and operate the mailroom using references (a) and (b).

b. Safeguard mail at all times. Control entry of UMRS to only those persons authorized by the CO/OIC, or by higher command instruction.

Enclosure (4)

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DESIGNATION/QUALIFICATION/RESPONSIBILITIES OF MAILCLERKS/
MAIL ORDERLIES (CONT'D)

c. Deliver accountable mail and maintain accountable mail records properly.

d. Report known or suspected postal offenses to the unit postal officer or CO/OIC immediately.

e. Deliver personal mail to addressees only and official mail to individuals authorized by the CO/OIC.

f. Ensure USPS equipment is used only for its intended purpose. USPS mail bags shall be used for transporting mail only. Empty mail bags shall be returned to the serving postal activity daily.

g. Undeliverable mail shall either be placed in a specifically provided securely locked container and delivered later or returned daily to the mailroom or post office, as applicable, prior to closing. If returned to the mailroom of post office, give reason for nondelivery.

h. Mailclerks are not authorized to transact financial business. Therefore, mail orderlies shall not accept funds for the purchase of money orders for other individuals nor accept personal letters or packages and carry them to the post office for the completion of the transaction on behalf of the sender. This does not preclude mail orderlies from accepting stamped, or official ordinary outgoing mail.

i. Mailclerks shall treat U. S. mail as inviolable. Tampering with, or depredations against, mail matters are offenses against the United States Government. An article is U. S. Mail from the time it is deposited in an authorized civilian post office or an authorized locked mail depository, or is given to an authorized mail orderly for posting, until it is delivered to the addressee in person, or to a representative of an addressee authorized by him/her in writing.

5. Mailclerk Procedures

a. Mailclerks will receive incoming mail from the Postal Transportation driver. Mail shall be delivered to addressees in person, or to their designated internal mailclerks. Mail shall not be left unprotected in open boxes, tables, pigeon holes or similar places. Mail for addressees who are temporarily absent, such as leave, TAD, liberty or mail for prospective gains will be held in the respective activity mailroom until it is deliverable.

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**DESIGNATION/QUALIFICATION/RESPONSIBILITIES OF MAILCLERKS/
MAIL ORDERLIES (CONT'D)**

b. All mailrooms will maintain a mail directory file. Cards will be filed alphabetically, regardless of rank/rate or status. OPNAV Form 5110/5 (Notice of Change of Address Card) or similar record system will be used. They will be corrected daily or as changes occur, to reflect all changes in status. Upon the detachment or transfer of individuals, directory cards will be retained for 12 months and then destroyed. Cards for personnel attached to the activity will show the last name, first name, middle initial, rank or rating, social security number, present address and previous mailing address. Divisions, building number, class number, or component of the command should also be shown on the card. In the case of mailrooms serving recruits, rosters may be utilized in the place of card files.

c. When mail is received for personnel who are not attached.

(1) Draw a single line through the incorrect portion of the address. Do not obliterate the person's name, rate/rank, or social security number.

(2) Enter the notation "not at (show your activity) date and initials of mailclerk/mail orderly in the lower left corner of the envelope".

(3) Return the letter to Postal Directory Services Building 112 on next delivery or pick-up. SEE EXAMPLE 1 BELOW:

EXAMPLE 1:

Return Address

H J ROBERTS
845 W MALONE AVE
LOS ANGELES CA 90045-1111

Not at PSA
1/21/85 JM

To:

SN JOHN J ROE USN 6811 (Last 4 SSN)
PERSONNEL SUPPORT ACTIVITY
315A BRONSON AVE
GREAT LAKES IL 60088-5500

d. Mail received in error, and addressed to another location shall be marked with the words "MISSENT (your activity)", date and initials of mail orderly in the lower left corner of the envelope. DO NOT draw a line through the address. The letter should be returned to the post office immediately for proper delivery. (SEE EXAMPLE 2) In cases where large quantities of

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DESIGNATION/QUALIFICATION/RESPONSIBILITIES OF MAILCLERKS/
MAIL ORDERLIES (CONT'D)

mail are received such as ties (bundles) or bags, Postal Transportation shall be notified immediately by telephone, ext. 5392.

EXAMPLE 2 (This letter was delivered to Bldg. 200-H although clearly addressed to Bldg. 73)

RETURN ADDRESS

G F FLEMING
1300 S 85TH ST
MILWAUKEE WI 53219-1000

Missent to Bldg. 200H
Not at 200H
2/21/79 NEC

To:
LT HARRY ZILCH
DENTAL DEPT BLDG 73
NAVAL DENTAL CENTER
2730 SAMPSON RD
GREAT LAKES IL 60088-5258

e. Undeliverable mail when returned to Directory Service, Building 112, shall be bundled separately from outgoing mail and clearly labeled "Directory Service" on a separate piece of paper attached to the bundle. All first class mail will be bagged separate from 2nd class mail. This mail should be put into bundles not to exceed 4" high.

f. Mail for personnel who are in the status of AWOL, UA, BRIG and DECEASED will be returned to the Directory Service. This shall be bundled separately from all other mail and labeled with AWOL, UA, DESERTER, DECEASED, etc., as applicable. Such notations SHALL NOT be made on the letters or articles, but on a separate label attached to the bundle.

g. Mail orderlies should thoroughly check all mail bags to ensure all mail has been removed prior to returning them to the Postal Transportation. Mail bags shall be used only for mail and not for other uses, such as burn bags, personal clothes, sporting equipment, etc.

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SPECIAL HANDLING REGULATIONS FOR U.S. MAIL

1. Registered, Certified, and Insured Mail

a. Registered, Certified, and Insured mail with the exception of "Insured-Minimum Fee" articles, shall be covered by an unbroken chain of receipts from the time of acceptance until final delivery. Mailclerks shall not relinquish possession of such mail without obtaining a receipt therefore; nor shall they turn it over to any person without first satisfying themselves that the person is authorized to receive it.

b. Mailclerks shall check the registered, certified and insured mail turned over to them against the delivery bills to make certain all articles listed are actually received, and shall then give a receipt to the post office or postal transportation driver for the articles received. The mailclerk shall also examine such mail when received to see that the envelopes and/or covers are in good condition and show no signs of tampering. If such mail is not in apparently good condition or does not bear a suitable notation such as "Received in Bad Condition", or "Re-wrapped", a notation shall be made on the receipt given for it and the matter shall immediately be brought to the attention of the person from whom received.

c. Only official registered, certified, and insured mail, will be delivered to mailrooms. For personal registered, certified, and insured mail a DOD Form 3849 (Mail Arrival Notice) will be sent to the addressee via the mailclerk. The addressee or a person having written authorization to receive such mail will be able to pick up the article at place designated on the form.

d. Delivery of registered, certified, or insured mail shall be made only to the addressee, or to a person bearing the addressee's written order therefore. If the addressee is not known personally to the mail orderly, positive identification shall be required before delivery is made. When delivery is made, the addressee will sign the name of the addressee as well as his own name on the receipt. Mail orderlies shall at all times be able to account for registered, certified, and insured mail for which they have signed, by producing either the article or a receipt for the article.

e. When mail arrival notice is undeliverable as addressed, a suitable notation shall be made in the space provided on the reverse side of the form. The form shall then be updated, signed by the mail orderly, and returned immediately to the Postal Transportation Administrative Department, NTC. Suitable notations are as follows - "On Leave Hold for Return Date", "Transferred", "Due to Report", etc.

Enclosure (5)

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SPECIAL HANDLING REGULATIONS FOR U. S. MAIL (CONT'D)

2. Parcels or packages endorsed "Insured-Minimum Fee" do not require a receipt for delivery. Parcels or packages will be delivered as ordinary mail.

3. Outgoing official U. S. mail will be tied in bundles of no more than 4" high or 50 letters and arranged so that all addressees, are faced the same way, super-imposed one on top of another and into bundles according to classes. All special delivery letters will be placed on top of the respective bundles.

4. The following is a breakdown of how the outgoing mail must be bundled. Mail not sorted correctly will not be picked up by Postal Transportation.

a. Category I:

Letter Size

Metered separate from

Stamp Mail - personal mail-never been through the system.

b. Category II:

Flat Mail

Metered separate from

Stamp Mail - personal mail-never been through the mail system.

c. Category III:

Parcel Post

Metered separate from

Stamp Mail - personal mail-never been through the mail system.

5. If any questions arise as to how to handle mail, call ext. 5392 or 2197.



DEPARTMENT OF THE NAVY
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NTCGLAKESINST 5112.1C CH-1
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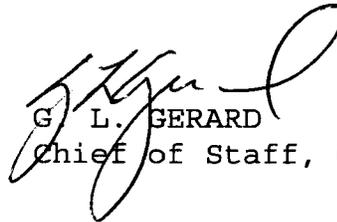
OCT 13 1999

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5112.1C CHANGE TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: MAIL HANDLING AND POSTAL SERVICE PROCEDURE

1. Purpose. To issue Change 1 to the basic instruction.
2. Action. Make the following pen and ink changes to basic instruction:
 - a. Page 1, references, change reference (a) to read "OPNAVINST 5112.6C".
 - b. Page 1, references, change reference (b) to read "DOD 4525.6-M (Vol I & II)".
 - c. Page 1, references, change reference (c) to read "OPNAVINST 5218.7B".


G. L. GERARD
Chief of Staff, Operations

Distribution:
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