DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

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USNA INSTRUCTION 5930.2N

From: Superintendent

Subj: YARD MAIL AND SPECIAL WASHINGTON, DC MESSENGER SERVICE

Encl: (1) Alphabetical Listing of Yard Mail Stops
(2) Yard Mail Delivery Schedule and Stop Numbers

1. Purpose. To publish information and instructions on the operation of the Yard Mail and special Washington, DC messenger service.

2. Cancellation. USNAINST 5930.2M. This directive is a complete revision and should be reviewed in its entirety; no special markings appear because changes are extensive.

3. Yard Mail Service

a. Service Stops. There are 25 major Yard Mail stops. Enclosure (1), an Alphabetical Listing of Yard Mail Stops, is provided for ready reference. Organizational components listed in enclosure (2) will provide easily accessible sites for messenger mail pickup and delivery. The messenger will deliver incoming mail and pick up outgoing mail only at established sites. Organizational components are responsible for further local distribution in a timely manner to the various alphabetized sub-stops.

b. Schedule. The Yard Mail messenger departs the Administration Building daily by 0750, Monday through Friday. The messenger will adhere strictly to the schedule provided in enclosure (2). Although each STOP will be visited at approximately the same time each day, a precisely-timed schedule cannot be maintained due to wide fluctuations in the volume of mail sorted enroute. Numerals indicate the separate points of delivery and pickup. Letters indicate offices served at each STOP. To ensure prompt delivery USE STOP NUMBERS. Send requests for changes to the schedule to the Administrative Officer, Stop 1e.

c. Procedures

(1) Place Yard Mail in U.S. Government Messenger Mail envelopes, if possible. These envelopes can be ordered through General Services Administration. Sorting is done during the course of the run to speed up the service by eliminating a portion of Mail Center sorting upon completion of a run. To ensure direct delivery and to aid in the sorting of mail in the vehicle enroute, the use of correct names, correct internal addresses, and STOP NUMBERS is essential.

(2) Official mail to be metered must be placed in a separate box marked "Official U.S. Mail" in the same location as the "Yard Mail" box. Do Not place in Yard Mail envelopes.

(3) Authorized Uses of Yard Mail

(a) Matter relating exclusively to official business of the Naval Academy.

(b) Bulk material or packages weighing less than 10 pounds, or 1 cubic foot or less in size.

(c) Official mail to be sent by U.S. Postal Service which requires postage.

(4) Unauthorized Uses of Yard Mail

(a) Examinations.

(b) Personal matters.

(c) Mail not relating to official business of the Naval Academy.

(d) Bulk material or packages weighing more than 10 pounds, or larger than 1 cubic foot.

(e) Miscellaneous articles, such as clothing, etc.

(f) Books to be returned to Nimitz Library.

(g) Currency or other valuable articles.

(h) Mail addressed to personal residences.

(i) Delivery of incoming/outgoing message traffic.

4. Special Messenger Service to Washington, DC

a. Schedule. A Public Works driver will run special messenger trips to Washington, DC for pickup and delivery of official mail. The driver will depart the Naval Academy on Tuesday and Thursday at 0930 for pickup and delivery at the following locations:

(1) Pickup/Delivery Points at USNA:

Superintendent	- Mail Center in basement, Superintendent's Office
Leahy Hall	- Room 105 - first floor (Mail Center) - Room 208 - second floor
Halligan Hall	- Public Works Mail Room - first floor
Perry Center	- Transportation

(2) Pickup/Delivery Points in Washington, DC Metropolitan Area:

Washington Navy Yard	- Building 200 (Mail Center, fourth floor) - Building 212 (Mail Center, first floor) - Building 28 (second floor)
Anacostia Navy Yard	- Building 150 Field Support Activity
Crystal City	- Crystal Mall 2 (Room 606) - Crystal Mall 3 (Room 201) (Room 206) (Room 228) (Room 315) (Room 321) - National Center (buildings 1, 2, & 3)
Pentagon	- Mail Center (fourth floor) - 4E Room 652, 4D Room 680
Navy Annex	- Room 1633 - 4015 Wilson Blvd. Navy Recruiting Command (buildings 1, 2, & 3)

Any deviations will be directed to the Flag Secretary; Administrative Officer, Administrative Department; or Administrative Officer, Public Works Department.

b. Procedures, Capabilities, and Limitations. Arrangements may be made for the messenger to pick up material in the Washington, DC area. Requests for pickup or delivery should be directed to PWD, Transportation Division, ext. 35727. Packages should include a specific address with a room number and should reach the Office Services Branch, Administration Building by 0800 on Tuesday or Thursday. This service messenger can visit only a limited number of Washington offices in a single day. Use of this service is authorized only under special circumstances for delivery/pickup of extremely time-sensitive material. It is not authorized for personal use.

M. E. McWatters

M. E. McWATTERS
Deputy for Operations

Distribution:
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ALPHABETICAL LISTING OF YARD MAIL STOPS

STOP	LOCATION
10n	Academic Budget Office
2c	Academic Center/Ward Hall
13e	Academic Center/Mahan Hall
1c	Academic Dean & Provost (AD&P)
1e	Administrative Department
11b	Aerospace Engineering Department
1h	Alumni Association
13c	Alumni Hall
21h	American Federation Government Employees (AFGE) Local 896
10h	Archives
16a	Bachelor Officers' Quarters (BOQ)
3b	Band
20a	Base Supply
20h	Beverley Robinson Collection
3j	Bookstore
3d	Branch Dental Clinic
17f	Candidate Guidance Office (CGO)
7j	Ctr for Study of Professional Mil. Ethics
6a	Chaplain's Office
3n	Character Development Office
9b	Chemistry Department
20e	Command Evaluation Office (CEO)
3a	Commandant of Midshipmen
20f	Comptroller
11g	Computer Aided Design/Interactive Graphics (CADIG)
9f	Computer Science Department
23j	Construction Battalion Unit 403 (CBU-403)
18a	Customer Service Desk (CSD)
17a	Dean of Admissions
19	Defense Automated Printing Service, (DAPS) Annapolis
23c	Defense Commissary Agency (DECA)
18d	Defense Investigative Service (DIS)
20g	Deputy Equal Employment Opportunity Office (DEEOO)
1b	Deputy for Finance
1d	Deputy/Chief of Staff (D/COS)
10m	Director of Research & Scholarships
1j	Director, Special Events
11a	Division of Engineering & Weapons
12a	Division of Humanities & Social Sciences
9a	Division of Mathematics & Science
7a	Division of Professional Development
10d	Economics Department
14b	Electrical & Computer Engineering Department
12b	English Department
18e	Fire Department
23k	Fleet & Family Support Center
4e	Football Ofc/Athletic Recruiting Offices
18c	Fraternal Order of Police Lodge 9F
9g	Graduate Education Office (Midn Programs)
12c	History Department
23g	Housing Office
20b	Human Resources Department (HRD)
11h	Hydromechanics Lab
2a	Information Technology Services
2b	Institutional Research
18e	International Assn Fire Fighters Local F254
25a	Joint Spectrum Center (JSC)
10c	Language Studies
21d	Laundry
20d	Leadership, Education & Development Program (LEAD)
7b	Leadership, Ethics, & Law Department
10a	Library
21e	Maintenance
18j	Marine Barracks
9e	Mathematics Department
11c	Mechanical Engineering Department
3r	Midshipmen Development Center
3h	Midshipmen Disbursing Office
3c	Midshipmen Financial Advisor
3e	Midshipmen Food Service Division
3g	Midshipmen Recreational Facility/Drydock
3p	Midshipmen Supply
23e	Morale, Welfare & Recreation (MWR)
10f	Multimedia Support Center (MSC)
15c	Museum
13d	Music Department
3q	NAF - Accounting
3k	NAF - Repair Tailor, Uniforms, Cobbler, & Textbooks
4d	Naval Academy Athletic Association (NAAA)
10b	Naval Academy Foreign Affairs Conference (NAFAC)/Cox/History Symposium
18g	Naval Academy Foundation
3m	Naval Academy Nonappropriated Fund Programs
17b	Naval Academy Preparatory School (NAPS)
5a	Naval Academy Sailing
3f	Naval Academy Store/Dairy
11d	Naval Architecture & Ocean Engineering Department (NA&OE)
20c	Naval Criminal Investigative Service Office (NCISO)
20j	Naval District Washington, East (NDW)
18f	Naval Institute
18	Naval Medical Clinic, Annapolis
23	Naval Station
24a	NAVSEASYS
23d	Navy Exchange
23h	Navy Relief
17g	Nominations & Appointments
9d	Oceanography Department
13b	Office of Legal Counsel
16	Officers' & Faculty Club
1k	Personnel Officer
10g	Photo Lab
4a	Physical Education Department
9c	Physics Department
10e	Political Science Department
21c	Power Plant
22a	Primary School
7e	Professional Programs
24b	Property Disposal
1g	Public Affairs Office (PAO)
21a	Public Works Department (PWD)
22	Radio Transmitting Facility
10k	Registrar's Office
18b	Safety Office
7c	Seamanship & Navigation Department
18c	Security
18h	Security Manager
23a	Small Craft Department
1f	Staff Judge Advocate (SJAG)
1a	Superintendent's Staff
24	Supply Department Receiving Section
7g	Technical Programs Department
11e	Technical Support Department
13a	Telephone Office
7d	Training Office (Pro Dev)
21b	Transportation
23f	U.S. Naval Sailing Association/Navy Sailing
5b	Vandergrift Cutter Shed
4c	Visitor Center
14a	Weapons & Systems Engineering Department

YARD MAIL SCHEDULE AND STOP NUMBERS

STOP LOCATION

#1 - ADMINISTRATION BUILDING
a - Superintendent's Staff
b - Deputy for Finance
c - AD&P
d - D/COS
e - Administrative Dept
f - SJAG
g - PAO
h - Alumni Association
j - Director, Special Events
k - Personnel Officer

#2 - WARD HALL
a - Div of Information Technology Services
b - Institutional Research
c - Academic Center/Ward Hall

#3 - BANCROFT HALL & DAHLGREN HALL
a - Commandant of Midshipmen
b - Band
c - Midshipmen Financial Advisor
d - Branch Dental Clinic
e - Midshipmen Food Service Div
f - Naval Academy Store/Dairy
g - Midshipmen Recreational Facility/Drydock
h - Midshipmen Disbursing
j - Bookstore
k - NAF - Repair Tailor, Uniforms, Cobbler, & Textbooks
m - Naval Academy Nonappropriated Fund Programs
n - Character Development
p - Midshipmen Supply
q - NAF - Accounting
r - Midshipmen Development Center (Formerly 6b)

#4 - LEJEUNE HALL & RICKETTS HALL
a - Physical Education Dept
b - (Not Used)
c - Visitor Center
d - NAAA
e - Football Ofc/Athletic Recruiting Offices

#5 - SAILING CENTER
a - Naval Academy Sailing
b - Vandergrift Cutter Shed

#6 - MITSCHER HALL
a - Chaplain's Office
b - (Not Used)

#7 - LUCE HALL (RENOVATION)
a - Div of Professional Development
b - Leadership, Ethics, & Law Dept
c - Seamanship & Navigation Dept
d - Training Ofc (Pro Dev)
e - Professional Programs
f - (Not Used)
g - Technical Programs Dept
h - (Not Used)
j - Ctr for Study of Professional Mil. Ethics

#8 - (NOT USED)

#9 - MICHELSON HALL & CHAUVENET HALL
*a - Div of Mathematics & Science (Reloc. to Preble Hall)
*b - Chemistry Dept (Reloc. to Preble Hall)
*c - Physics Dept (Reloc. to Ricketts Hall)
*d - Oceanography Dept (Reloc. to Nimitz)
e - Mathematics Dept
f - Computer Science Dept
*g - Graduate Education Office (Midn Progs) (Reloc. to Preble Hall)

#10 - NIMITZ LIBRARY
a - Library
b - NAFAC/Cox/History Symposium
c - Language Studies
d - Economics Dept
e - Political Science Dept
f - MSC
g - Photo Lab
h - Archives
j - (Not Used)
k - Registrar
m - Director of Research & Scholarships
n - Academic Budget Office

#11 - RICKOVER HALL
a - Div of Engineering & Weapons
b - Aerospace Engineering Dept
c - Mechanical Engineering Dept
d - NA&OE
e - Technical Support Dept
f - (Not Used)
g - CADIG
h - Hydromechanics Lab

STOP LOCATION

#12 - SAMPSON HALL
a - Div of Humanities & Social Sciences
b - English Dept
c - History Dept

#13 - MAHAN HALL & ALUMNI HALL
a - Telephone Offic
*b - Ofc of Legal Counsel (Reloc. to Dahlgren Hall-2nd Deck)
c - Alumni Hall
d - Music Dept
e - Academic Center/Mahan Hall

#14 - MAURY HALL
a - Weapons & Systems Engineering Dept
b - Electrical & Computer Engineering Dept

#15 - PREBLE HALL
a - (Not Used)
b - (Not Used)
c - Museum

#16 - OFFICERS' & FACULTY CLUB
a - BOQ

#17 - LEAHY HALL
a - Dean of Admissions
b - NAPS
c - (Not Used)
d - (Not Used)
e - (Not Used)
f - CGO
g - Nominations and Appointments

#18 - NAVAL MEDICAL CLINIC, ANNAPOLIS
a - Customer Service Desk

PUBLIC SAFETY BUILDING
b - Safety Office
c - Security
c - Fraternal Order of Police Lodge 9F
d - DIS
e - Fire Dept
e - Int'l Assoc of Fire Fighters Local F254

BEACH HALL
f - Naval Institute
g - Naval Academy Foundation

PUBLIC SAFETY BUILDING
h - Security Manager

FULLER HALL
j - Marine Barracks

#19 - DAPS, ANNAPOLIS (Print Shop)

#20 - HALLIGAN HALL
a - Base Supply
b - HRD
c - NCISO
d - LEAD Program
e - CEO
f - Comptroller
g - DEEOO
h - Beverley Robinson Collection
j - Naval District Washington, East (NDW)

#21 - HALLIGAN HALL
a - Public Works Dept
b - Transportation
c - Power Plant
d - Laundry
e - Maintenance
f - (Not Used)
g - (Not Used)
h - AFGE Local 896

#22 - RADIO TRANSMITTING FACILITY
a - Primary School

#23 - NAVAL STATION
a - Small Craft Dept
b - (Not Used)
c - DECA
d - Navy Exchange
e - MWR
f - U. S. Naval Sailing Assoc/Navy Sailing
g - Housing Office
h - Navy Relief
j - CBU-403
k - Fleet & Family Support Center

#24 - SUPPLY DEPT RECEIVING SECTION
a - NAVSEASYS
b - Property Disposal

#25 - (Not Used)
a - JSC

*Temporarily Relocated (continue to use current stop#)