



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 5930.3A
28/AO

MAY -7 2008

USNA INSTRUCTION 5930.3A

From: Superintendent

Subj: YARD MAIL STOP NUMBERS

Encl: (1) Alphabetical Listing of Yard Mail Stops
(2) Yard Mail Stop Numbers By Building

1. Purpose. To publish Yard Mail stop numbers.

2. Cancellation. USNAINST 5930.2N and USNAINST 5930.3. This directive is a complete revision and should be reviewed in its entirety.

3. Yard Mail Stops

a. Service Stops. There are 24 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. Office Moves. Notify the Administrative Department, Stop 1e, x31577 or donithan@usna.edu when an office permanently relocates to assure the proper Yard Mail stop number reflects your new location. To ensure uninterrupted mail service also contact the Mail Center at x31590.

c. Schedule. The Yard Mail messenger departs the Mail Center daily by 0830, Monday through Friday. 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.

d. Procedures

(1) Place Yard Mail in U.S. Government Messenger Mail envelopes, if possible. 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 official mail in Yard Mail envelopes addressed to Mail Center.

(3) Authorized Uses of Yard Mail:

- (a) Matters 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.

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- (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.
- (j) Personal mail.

/S/
J. L. FOWLER

Distribution:
All Non Mids (electronically)

ALPHABETICAL LISTING OF YARD MAIL STOPS

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<u>STOP</u>	<u>LOCATION</u>	<u>STOP</u>	<u>LOCATION</u>
9h	Academic Budget Office	3r	Midshipmen Development Center
10j	Academic Center	3h	Midshipmen Disbursing Office
1c	Academic Dean & Provost (AD&P)	3c	Midshipmen Financial Advisor
1e	Administrative Department	3e	Midshipmen Food Service Division
11b	Aerospace Engineering Department	3g	Midshipmen Recreational Facility/Drydock
1h	Alumni Association	3p	Midshipmen Supply
13c	Alumni Hall	3s	Midshipmen Welfare Fund (MWF)
21h	American Federation Gov't Employees (AFGE) Local 896	23e	Morale, Welfare & Recreation (MWR)
10h	Archives	10f	Multimedia Support Center (MSC)
16a	Bachelor Officers' Quarters (BOQ)	15c	Museum
3b	Band	13d	Music Department
20a	Base Supply	3q	NABSD - Accounting
20h	Beverly Robinson Collection	3k	NABSD - Repair Tailor, Uniforms, Cobbler & Textbooks
3j	Bookstore	4d	Naval Academy Athletic Association (NAAA)
3d	Branch Dental Clinic	3m	Naval Academy Business Services Division (NABSD)
17f	Candidate Guidance Office (CGO)	10b	Naval Academy Foreign Affairs Conference (NAFAC)/Cox/History Symposium
7j	Ctr for Ethical Leadership	18g	Naval Academy Foundation
13g	Ctr for Middle East & Islamic Studies (CMEIS)	17b	Naval Academy Preparatory School (NAPS)
6a	Chaplain's Office	5a	Naval Academy Sailing
9b	Chemistry Department	3f	Naval Academy Store
20e	Command Evaluation Office (CEO)	11d	Naval Architecture & Ocean Engineering Department (NA&OE)
3a	Commandant of Midshipmen	20c	Naval Criminal Investigative Service Office (NCISO)
20f	Comptroller	18	Naval Health Clinic, Annapolis
11e	Computer Aided Design/Interactive Graphics (CADIG)	18f	Naval Institute
9f	Computer Science Department	24a	Naval Sea Systems Command (NAVSEASYS)
18a	Customer Service Desk (CSD)	23	Naval Support Activity (NSA), Annapolis
17a	Dean of Admissions	23d	Navy Exchange
23c	Defense Commissary Agency (DECA)	23h	Navy Relief
18d	Defense Investigative Service (DIS)	17g	Nominations & Appointments
20g	Deputy Equal Employment Opportunity Office (DEEOO)	9d	Oceanography Department
1b	Deputy for Finance/Chief Financial Officer	13b	Office of Legal Counsel
1d	Director, Diversity & Government Affairs	3n	Officer Development
3n	Director, Sexual Assault Victim Intervention (SAVI)	16	Officers' & Faculty Club
4b	Director, Special Events	1k	Personnel Officer
2a	Division, Information Technology Services/Chief Information Officer	4f	Photo Lab
11a	Division of Engineering & Weapons	4a	Physical Education Department
12a	Division of Humanities & Social Sciences	9c	Physics Department
9a	Division of Mathematics & Science	10e	Political Science Department
7a	Division of Professional Development	21c	Power Plant
19	Document Automation & Production Service (DAPS)	22a	Primary Schol
10d	Economics Department	7e	Professional Programs
14b	Electrical & Computer Engineering Department	24b	Property Disposal
12b	English Department	1g	Public Affairs Office (PAO)
10m	Faculty Enhancement Center	21a	Public Works Department (PWD)
18e	Fire Department	22	Radio Transmitting Facility
23k	Fleet & Family Support Center	10k	Registrar's Office
4e	Football Ofc/Athletic Recruiting Offices	18b	Safety Office
18c	Fraternal Order of Police Lodge 9F	7c	Seamanship & Navigation Department
9g	Graduate Education Office (Midn Programs)	18c	Security
12c	History Department	18h	Security Manager
23g	Housing Office	23a	Small Craft Department
20b	Human Resources Department (HRD)	1f	Staff Judge Advocate (SJAG)
11h	Hydromechanics Lab	1a	Superintendent's Staff
2b	Institutional Research	24	Supply Department Receiving Section
18e	International Assn Fire Fighters Local F254	7g	Technical Programs Department
13f	International Programs Office	11e	Technical Support Department
10c	Language Studies	13a	Telephone Office
21d	Laundry	7d	Training Office (Pro Dev)
7b	Leadership, Education & Development Program (LEAD)	21b	Transportation
7b	Leadership, Ethics & Law Department	4g	USNA Pass & ID
10a	Library	23f	U.S. Naval Sailing Association/Navy Sailing
21f	Mail Center	5b	Vandergrift Cutter Shed
21e	Maintenance	4c	Visitor Center
9e	Mathematics Department	14a	Weapons & Systems Engineering Department
11c	Mechanical Engineering Department		

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YARD MAIL STOP NUMBERS BY BUILDING

- #1 - Administration Building**
a - Superintendent's Staff
b - Deputy for Finance/Chief Financial Officer
c - Academic Dean & Provost (AD&P)
d - Director, Diversity & Government Affairs
e - Administrative Department
f - Staff Judge Advocate (SJAG)
g - Public Affairs Office (PAO)
h - Alumni Association
k - Officer Personnel
- #2 - Ward Hall**
a - Division of Information Technology Svcs/Chief Info Ofcr
b - Institutional Research
- #3 - Bancroft Hall & Dahlgren Hall**
a - Commandant of Midshipmen
b - Band
c - Midshipmen Financial Advisor
d - Branch Dental Clinic
e - Midshipmen Food Service Division
f - Naval Academy Store
g - Midshipmen Recreational Facility/Drydock
h - Midshipmen Disbursing
j - Bookstore
k - NABSD - Repair Tailor, Uniforms, Cobbler & Textbooks
m - Naval Academy Business Services Division (NABSD)
n - Officer Development
n - Director, Sexual Assault Victim Intervention (SAVI)
p - Midshipmen Supply
q - NABSD - Accounting
r - Midshipmen Development Center
s - Midshipmen Welfare Fund (MWF)
- #4 - Lejeune Hall, Halsey Field House & Ricketts Hall**
a - Physical Education Department
b - Director, Special Events
c - Visitor Center
d - Naval Academy Athletic Association (NAAA)
e - Football Office/Athletic Recruiting Offices
f - Photo Lab
g - USNA Pass & ID
- #5 - Sailing Center**
a - Naval Academy Sailing
b - Vandergriff Cutter Shed
- #6 - Mitscher Hall**
a - Chaplain's Office
- #7 - Luce Hall**
a - Division of Professional Development
b - Leadership, Ethics & Law Department
b - Leadership, Education & Development Program (LEAD)
c - Seamanship & Navigation Department
d - Training Office (Professional Development)
e - Professional Programs
g - Technical Programs Department
j - Center for Ethical Leadership
- #8 - (Not Used)**
- #9 - Michelson Hall & Chauvenet Hall**
a - Division of Mathematics & Science
b - Chemistry Department
c - Physics Department
d - Oceanography Department
e - Mathematics Department
f - Computer Science Department
g - Graduate Education Office (Midshipmen Programs)
h - Academic Budget Office
- #10 - Nimitz Library**
a - Library
b - Naval Academy Foreign Affairs Conf (NAFAC)/Cox/History Symposium
c - Language Studies
d - Economics Department
e - Political Science Department
f - Multimedia Support Center (MSC)
h - Archives
j - Academic Center
k - Registrar
m - Faculty Enhancement Center
- #11 - Rickover Hall**
a - Division of Engineering & Weapons
b - Aerospace Engineering Department
c - Mechanical Engineering Department
d - Naval Architecture & Ocean Engineering Dept (NA&OE)
e - Technical Support Department
e - Computer Aided Design/Interactive Graphics (CADIG)
h - Hydromechanics Laboratory
- #12 - Sampson Hall**
a - Division of Humanities & Social Sciences
b - English Department
c - History Department
- #13 - Mahan Hall & Alumni Hall**
b - Office of Legal Counsel (Dahlgren Hall)
c - Alumni Hall
d - Music Dept
f - International Programs Office
g - Center for Middle East & Islamic Studies (CMEIS)
- #14 - Maury Hall**
a - Weapons & Systems Engineering Department
b - Electrical & Computer Engineering Department
- #15 - Preble Hall**
c - Museum (Reloc. to Halligan Hall)
- #16 - Officers' & Faculty Club**
a - Bachelor Officers' Quarters (BOQ)
- #17 - Leahy Hall**
a - Dean of Admissions
b - Naval Academy Preparatory School (NAPS)
f - Candidate Guidance Office (CGO)
g - Nominations & Appointments
- #18 - Naval Health Clinic, Annapolis**
a - Customer Service Desk (CSD)
Public Safety Building
b - Safety Office
c - Security
c - Fraternal Order of Police Lodge 9F
d - Defense Investigative Service (DIS)
e - Fire Department
e - International Assoc of Fire Fighters Local F254
Beach Hall
f - Naval Institute
g - Naval Academy Foundation
Public Safety Building
h - Security Manager
- #19 - Document Automation & Production Service (DAPS)**
- #20 - Halligan Hall**
a - Base Supply
b - Human Resources Department (HRD)
c - Naval Criminal Investigative Service Office (NCISO)
e - Command Evaluation Office (CEO)
f - Comptroller
g - Deputy Equal Employment Opportunity Office (DEEOO)
h - Beverley Robinson Collection
- #21 - Halligan Hall**
a - Public Works Department (PWD)
b - Transportation
c - Power Plant
d - Laundry
e - Maintenance
f - Mail Center
h - American Federation Gov't Employees (AFGE) Local 896
- #22 - Radio Transmitting Facility**
a - Primary School
- #23 - Naval Support Activity (NSA), Annapolis**
a - Small Craft Department
c - Defense Commissary Agency (DECA)
d - Navy Exchange
e - Morale, Welfare & Recreation (MWR)
f - U. S. Naval Sailing Assoc/Naval Sailing
g - Housing Office
h - Navy Relief
k - Fleet & Family Support Center
- #24 - Supply Department Receiving Section**
a - Naval Sea Systems Command (NAVSEASYS)
b - Property Disposal



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USNAINST 5930.3A CH-1
28/AO

JUL -2 2008

USNA INSTRUCTION 5930.3A CHANGE TRANSMITTAL 1

From: Superintendent

Subj: YARD MAIL STOP NUMBERS

Encl: (1) Alphabetical Listing of Yard Mail Stops
(2) Yard Mail Stop Numbers by Building

1. Purpose. To publish change 1 to subject instruction.
2. Action. Enclosures (1) and (2) have been incorporated into original instruction and posted on the USNA Instructions/Notices web site. The complete change transmittal can be viewed at the end of the original instruction.

/S/
J. L. FOWLER

Distribution:
All Non Mids (electronically)

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1h	Alumni Association	3p	Midshipmen Supply
13c	Alumni Hall	3s	Midshipmen Welfare Fund (MWF)
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10h	Archives	10f	Multimedia Support Center (MSC)
16a	Bachelor Officers' Quarters (BOQ)	15c	Museum
3b	Band	13d	Music Department
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3j	Bookstore	4d	Naval Academy Athletic Association (NAAA)
3d	Branch Dental Clinic	3m	Naval Academy Business Services Division (NABSD)
17f	Candidate Guidance Office (CGO)	10b	Naval Academy Foreign Affairs Conference (NAFAC)/Cox/History Symposium
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