



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-3000

USNAINST 5218.3E
4/AO/OMM
22 JUL 2004

USNA INSTRUCTION 5218.3E

From: Superintendent, U.S. Naval Academy/Annapolis Area Coordinator

Subj: NAVAL ACADEMY OFFICIAL MAIL MANAGEMENT

Ref: (a) OPNAVINST 5218.7B
(b) DOD 4525.8-M, Department of Defense (DOD) Official Mail Manual of 26 Dec 01 (NOTAL)
(c) USNAINST 5930.2P
(d) USNAINST 5216.1L
(e) SECNAVINST 5602.6A

Encl: (1) Official Mail Management Instructions

1. Purpose. To issue regulations and policies on the handling and preparation of official mail in compliance with references (a) through (e) and to announce the relocation of the Official Mail Center to 51 County Rd, Annapolis, MD 21402-1310.

2. Cancellation. USNA/AACINST 5218.3D.

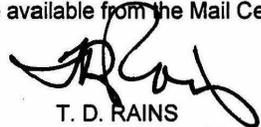
3. Information. This directive is a complete revision and should be reviewed in its entirety. Revised areas are not marked in the margins because of extensive changes.

4. Action

a. All personnel associated with originating, handling, and preparation of Navy official mail should become familiar with this instruction, references (a) and (b), and comply with all regulations governing official mail management.

b. This instruction supplements reference (a). Enclosure (1) gives details applicable to the Naval Academy and Annapolis area activities. Consult both references (a), (b) and this instruction for guidance in managing official mail.

5. Forms. U.S. Postal Service (USPS) forms are available from the Mail Center, x31571/31591.


T. D. RAINS
Deputy/Chief of Staff

Distribution:
AA
Mail Control Officers

OFFICIAL MAIL MANAGEMENT INSTRUCTIONS

	Page
Chapter 1 - Introduction	1
Chapter 2 - Official Mail Management Cost Control Program	2
Chapter 3 - Control of Official Mail	3
Figure 3-1 - Envelope showing outgoing address format	9
Figure 3-2 - Sample standard envelope showing return address format	10
Figure 3-3 - Courier Envelope	11
Appendix A - Alphabetical listing of addresses and zip + 4 codes	12

22 JUL 2004

OFFICIAL MAIL MANAGEMENT INSTRUCTIONS

CHAPTER 1

INTRODUCTION

101. General

1. The Naval Academy/Annapolis Area Official Mail Management Instruction is issued as a supplement to reference (a) to establish local policies and procedures and provide guidance for the preparation, receipt, and dispatch of official mail. It also establishes the Naval Academy Cost Control Program emphasizing positive mail management techniques to reduce postal costs.

2. This instruction provides information for the proper handling and dispatching of official mail by the majority of our divisions/departments and area activities. Divisions/departments or activities with a large volume of mailings involving more complex operations may require more detailed information on postal regulations and should consult with the Official Mail Manager (OMM), x31570 or Assistant Official Mail Manager (AOMM), x31577.

102. Definition of Official Mail

Official mail is any letter, publication, or parcel relating exclusively to the business of the U.S. Government. This material will be mailed using an official mailing permit, official postage meter, or by using an overnight service; i.e., Federal Express (FedEx).

103. Administration of Official Mail Management

Official mail management is conducted through the chain of command. The responsibility for official mail management at this command is charged to the Naval Supply Systems Command, Fleet & Industrial Supply Center, Norfolk Detachment, Washington D.C.

Enclosure (1)

22 JUL 2004

CHAPTER 2

OFFICIAL MAIL MANAGEMENT COST CONTROL PROGRAM

201. **General**

The objective of the Official Mail Management Cost Control Program is to reduce the Navy's overall postal costs. This is to be accomplished through closer supervision and education of mailers and personnel involved in the official mail handling process.

202. **Establishment of the Official Mail Management Cost Control Program**

1. Official Mail Manager (OMM)

a. The Management Assistant, Administrative Department, Deputy/Chief of Staff under the supervision of the Administrative Officer, is designated as the OMM. The Mail and File Clerk, Administrative Department, and Mail Center Supervisor, Candidate Guidance Office, are designated as the Assistant OMMs (AOMMs).

b. The OMM is responsible for:

- (1) Establishing a command official mail management program reviewing local mailing practices to make sure all official mailings are prepared following United States Postal Service (USPS) regulations and this instruction.
- (2) Instituting and maintaining operating/control procedures to make sure proper and expeditious delivery, preparation and dispatch of official mail.
- (3) Maintaining proper safeguards and security controls to prevent the depredation of official mail and/or the compromise of classified materials.
- (4) Initiating controls to prevent the unauthorized use of official mail.
- (5) Monitoring and ensuring incidents of unexplained missing, misdirected, or delayed official mail are reported to appropriate USPS or Military Postal Service (MPS) authorities.
- (6) Conducting training on an annual basis for Mail Control Officers.

2. Mail Control Officer (MCO)

a. Each division/department/activity will appoint an MCO who should have a thorough knowledge of reference (a) and this instruction. The OMM is to be notified, in writing, of the name of the individual assigned as their MCO. The MCO should work closely with the OMM to make sure proper mailing procedures are being followed in their respective division/department/activity.

22 JUL 2004

CHAPTER 3**CONTROL OF OFFICIAL MAIL****301. Background**

1. Official mail may be used when mailing matter or material which relates exclusively to the business of the U.S. Government. Official mail is subject to the weight and size limits of its class. Official mail must conform to the limits of size and weight applicable to international mailings of the public when addressed to another country.

2. Official mail is delivered by the USPS, FedEx, and the Postal Operations Division (POSTOPNSDIV), Fleet & Industrial Supply Center (FISC).

3. Envelopes used for official mailings are available from Defense Automated Printing Service (DAPS), Annapolis. The return address is preprinted, not typewritten, handwritten, or stamped, in the top left hand corner of the envelope to include "Department of the Navy" and the statement "Official Business."

302. Business Reply Mail (BRM)

When a return response is required from a non-government agency, Navy activities will use BRM. The address of the activity to whom the BRM is being returned is printed in the address area of the card, envelope, or gummed address label. Handwritten addresses are not permitted. Consult reference (a), the OMM, x31570 or AOMM, x31577 for further information on BRM or to obtain BRM labels. Use of BRM must be strictly limited.

303. Permit Imprints

1. Permit imprints provide a means of achieving positive accountability for postage charged involved in a mailing without having to affix postage stamps or individuals metering each piece of mail. Mail presorted and presented for mailing per specified regulations of the USPS may qualify for significant postage rate discounts, aiding in reducing overall postal costs.

2. Consult reference (a) or the OMM/AOMM for further information on permit imprints.

304. Postage Meters/Mailing Systems

Postage meters provide a means of achieving positive accountability by imprinting the exact amount of postage paid either directly on an envelope or on a tape to be affixed to the mailing. The meter records the value of postage paid for official mailings. All U. S. mail will now be metered at the POSTOPNSDIV. Plan accordingly, expecting a day delay.

305. Use of Official Mail

Official mail should be used for mail relating exclusively to the official business of the U.S. Government. Refer to reference (b) or the OMM/AOMM for specific guidelines on authorized and unauthorized uses of official mail. Filing of job applications is considered to be a personal matter, not official government business, and does not qualify for use of official mail. Such personal mail is subject to the payment of postage by the individual. Questionable outgoing mail may be searched or seized by the OMM/AOMM before being passed to POSTOPNSDIV for metering.

22 JUL 2004

306. **Mail Classification**

1. **Classes of Mail**

Mail is classified according to size, weight, contents, and service to be received. The same classification standards that apply to civilian mail also apply to official mail. All mail in the USPS domestic postal system is grouped in one of five mail classes: First-class, Periodicals, Standard Mail A, Standard Mail B, and Priority Mail. Consult with the OMM/AOMM when in doubt as to proper class of mail to use.

2. **Domestic Mail**

Mail addressed for delivery to a point within the United States, its territories or possessions, or to an FPO/APO address.

3. **International Mail**

Mail addressed for delivery to a civil address in a foreign country. International Mail must comply with the weight, size, and customs requirements of the country to which addressed. You must obtain proper customs forms from the local post office (either the U. S. Post Office, 7th Wing Bancroft or City of Annapolis) and properly complete and affix to the article being mailed. All International Mail should be stamped "air mail." Last line of international address must be in English and include the **name of the country**.

307. **Special Postal Services**

1. Special postal services are available for use if the nature of the mailing warrants paying the extra fee, in addition to normal postage. Special postal services are:

a. Registered Mail.

b. Certified Mail.

c. Other. Special handling, special delivery, collect on delivery, and insured mail are not authorized for use by Navy activities. In certain cases, insured mail is authorized for use by Navy activities.

2. Consult reference (a) and the OMM/AOMM for specific information on special postal services.

308. **Supplemental Mail Services**

1. Supplemental mail services are:

a. Return receipts.

b. Delivery confirmation.

c. Restricted delivery.

d. Signature confirmation.

Enclosure (1)

22 JUL 2004

- e. Certificate of mailing.
- f. Services other than USPS.

(1) Federal Express (FedEx).

(a) FedEx is a premium service offered by a private carrier. It offers same day or next day delivery service. FedEx is not available to FPO/APO addresses or to a P. O. Box. FedEx International delivery is 3-5 days (not guaranteed).

(b) **FedEx is not to be used within the D. C. corridor.**

(c) Division/Department Head/Activity Head (academic departments submit written justification from their department head) should provide justification to the OMM for using FedEx mail.

(d) Deliver material to Mail Center by 1300 for processing. If you cannot meet the delivery time, call the Mail Center, x31570.

(2) Postal Operations Division (POSTOPNSDIV), Fleet & Industrial Supply Center (FISC).

(a) POSTOPNSDIV, FISC Norfolk Det Washington, DC is responsible for all official mail distribution throughout the Naval District Washington (NDW) North, South, Central, East, & West Regions and also manages the Courier Service between those locations.

(b) POSTOPNSDIV picks up from the Mail Center daily between 1000 and 1030. If you missed the yard mail pickup and it needs to go out that day, the mail should be brought to the Mail Center by 0930 so it can be prepared for pickup.

(c) Courier mail **can not** be placed in yard mail envelopes. All courier mail **must** have a complete official return address with the name and phone number of the sender. It **must** also have a complete official address with the recipient's name and phone number. All envelopes **must** be marked with the word "Courier." Sample envelope is shown in Figure 3-3.

(d) Courier mail service is only available for the following locations:

COMPROLLER
BUDGET/TRAVEL CLAIMS
1014 N ST SE STE 401
WASHINGTON NAVY YARD DC 20374-5011

NAVAL AIR STATION CMF
2268 CEDAR POINT ROAD
PATUXENT RIVER MD 20670-1154

NAVAL DISTRICT WASHINGTON ADMINISTRATION
1014 N ST SE
WASHINGTON NAVY YARD DC 20374-5021

NDW DAHLGREN MAIL CENTER
17320 DAHLGREN RD
DAHLGREN VA 22448-5100

NDW INDIAN HEAD MAILROOM
101 STRAUSS AV
INDIAN HEAD MD 20640-1542

NDW SUPPLY & FISCAL
3086 EAST PERIMETER RD
ANDREWS AIR FORCE BASE MD 20762

PERSONAL PROPERTY DIVISION
2691 MITSCHER RD SW
ANACOSTIA ANNEX DC 20373-5805

REGIONAL BUSINESS OFFICE NDW
1014 N ST SE STE 401
WASHINGTON NAVY YARD DC 20374-5011

Enclosure (1)

USNAINST 5218.3E

22 JUL 2004

PERSONNEL SUPPORT ACTIVITY
DETACHMENT WASHINGTON
235 WICK DR SW
ANACOSTIA ANNEX DC 20373-5805

REGIONAL BUSINESS OFFICE NDW
1014 N ST SE STE 401
WASHINGTON NAVY YARD DC 20374-5011

2. Consult reference (a) and the OMM/AOMM for specific information on supplemental mail services.

309. Preparation

All mail should be sealed, forms completed, and packaged properly with full address including **ZIP+4 code** before sending to Mail Center. Registered mail should be sealed with paper tape **only** (put on all seams of the envelope/package). USPS **will not** accept if it is not taped properly.

310. Classified Material

Secret, confidential and For Official Use Only material may be sent via USPS and FedEx. Consult the Security Manager, x35681/2, for additional information on mailing classified material.

311. Consolidation

Combine all mailings that are directed to the same addressee on the same day into one container and forward them as one piece of mail. Additional information on consolidation can be found in reference (a).

312. Policy

Department of the Navy mailing policies are explained in reference (a).

313. Official Outgoing Mail

1. Official outgoing mail must be properly addressed, including Zip+4 code, as shown below. Zip+4 codes can be obtained from the Mail Center, x31570. See sample envelope in Figure 3-1 or consult reference (a) for additional information. To be compatible with USPS automation requirements, all addresses on official mail **must** be typed or printed by other mechanical means in capital letters. No punctuation except for the hyphen (-) in the ZIP+4 code, slash (/), and ampersand (&) sign will be used. Official mail addresses (both delivery and return) should be limited to 5 lines, formatted with a uniform left margin, and limited to a maximum of 47 characters per line, including spaces. If an "Attention" line is needed, it is typed on the first line of the address:

ATTN JOHN PAUL	(Attention line)
FINANCIAL MANAGEMENT DIVISION	(Title of official in charge)
CHIEF OF NAVAL OPERATIONS	(Name of DOD activity)
2000 NAVY PENTAGON	(Delivery address line)
WASHINGTON DC 20350-2000	(City State ZIP+4 Code)

Mail which is not formatted as shown above and in Figure 3-1 or which does not meet USPS requirements will be returned to sender.

2. Official mail should be properly prepared for mailing per Chapters 1 and 3 of reference (b).

Enclosure (1)

22 JUL 2004

3. Mail Center personnel pickup mail between 0830 and 1330 each day. Each pickup point will be visited at approximately the same time each day. If, because of unforeseen circumstances, the daily pickup is missed, the mail can be hand carried to the Mail Center by 0930 the following day for processing and pick up by POSTOPNSDIV. POSTOPNSDIV picks up all Official Mail between 1000 and 1030 the day after it is picked up by Mail Center personnel. The mail is then taken to the Anacostia Annex, DC for processing. Offices should plan ahead when mailing correspondence to ensure that deadlines will be met and keep in mind the one day delay for pickup from the Mail Center by POSTOPNSDIV.

4. Departments should have three mail boxes clearly marked as follows: (1) FedEx Mail, (2) Official U.S. Mail, and (3) Yard Mail. They must all be in the same location. Keeping mail separated into these designated boxes should assist in the mail being processed as expeditiously as possible. If you miss the Mail Center pickup, for a FedEx package, it **must** be hand carried to the Mail Center by 1300 for processing and pickup by the FedEx driver.

5. Mail requiring special handling may be delivered to the Mail Center at 51 County Rd between 0800 and 1330. Large mailings (200 pieces or more) should be coordinated by the division/department/activity MCO with the OMM/AOMM. Large mailings should be anticipated well in advance of the required mailing date to allow sufficient time to determine the best mailing method. Large mailouts should be placed in plastic bins, available through the Mail Center, and delivered to the Mail Center for processing.

6. Mail should be banded or boxed with a label indicating the division/department/activity (sender). Large mailings (placed in boxes or plastic bins) and large boxes should be delivered to the Mail Center, 51 County Rd, for processing. All mail, except first-class mail in a standard letter size (Number 10) envelope, must be marked with the mail classification you desire (i.e., first-class, priority, periodicals, standard mail A, standard mail B). This mark should appear about 2 inches down from top right hand corner, below where postage is affixed. Mailings without a class-of-mail marking, except those in a Number 10 envelope, will be assumed to contain no first-class material and will be sent at the lowest possible class of service. Mail not properly prepared and marked will be returned to the originator for proper packaging.

7. The standard Naval Academy envelope is to be used for all official mailings. Offices authorized to have envelopes bearing the name of their organizational component are designated in reference (d). Envelopes bearing the exact address format shown in section 313, paragraph 1, and in Appendix A to enclosure (1) of this instruction may be printed at DAPS, Annapolis. NOTE: Certain portions of the return address; i.e., "DEPARTMENT OF THE NAVY" and "OFFICIAL BUSINESS," cannot be typed or done on a label since it must be printed using a specified type and size print per reference (e). If a stamp is used, it must be manufactured using the specified type and size print. Contact the OMM, x31750, before ordering printed envelopes or stamps. A sample showing the format for envelopes is shown in Figure 3-2.

8. Anything larger than letter size, flats, and padded envelopes (14 1/2 x 20 inches) are considered packages. If you have a package weighing 70 pounds or more, contact the Supply Department, x39297, for shipping information.

314. Incoming Official Mail

1. Incoming official mail addressed to an individual by name must be addressed as follows:

Name	(COMMANDER JOHN J JONES)
Division/department	(MATHEMATICS DEPT)
U.S. Naval Academy	(US NAVAL ACADEMY)
Street address	(118 MARYLAND AVE)
Annapolis MD 21402-****	(ANNAPOLIS MD 21402-5002)

USNAINST 5218.3E

22 JUL 2004

Use complete mailing address and nine digit zip code as shown in Appendix A.

2. Official mail is considered delivered when received from the serving post office by a person authorized to open official mail for the command. That official is the Management Assistant who also serves as the OMM for the command, or other designated Mail Center personnel.
3. All official mail received is provided adequate security from time of receipt in the Mail Center until pickup by POSTOPNSDIV.
4. All official registered mail is delivered to the Command Security Manager. The person to whom the mail is addressed will then be notified by the Security Manager to come to the Security Manager's office for pickup.
5. Other accountable mail will be signed for by the person to whom it is addressed.
6. Mail addressed to the activity or "Commander/Commanding Officer/Superintendent," etc. will be opened in the Mail Center by the OMM or other designated Mail Center personnel.
7. Mail addressed to individuals by name and not containing the words "Commander/Commanding Officer/Superintendent," etc. as part of the address will be treated as personal and delivered to the addressee unopened. Mail will be marked "return to sender, addressee unknown" if Mail Center personnel cannot locate the individual on locator lists available for their use. Individuals should ensure their complete address is given as shown in paragraph 314.1 and Appendix A to ensure the fastest delivery of mail.

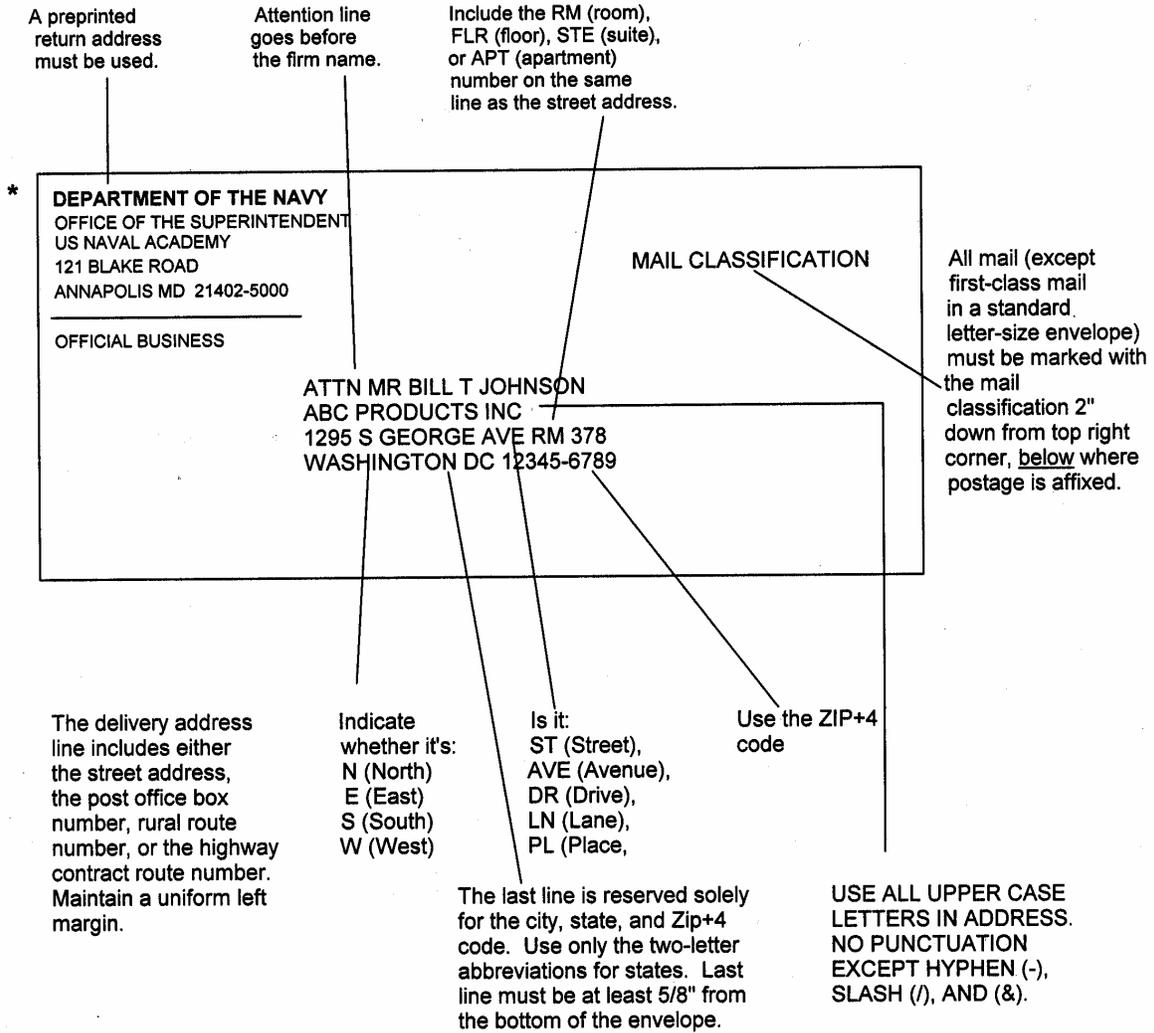
315. **Personal Mail**

1. Personal mail should be sent to the home address, not to the Naval Academy or other business address.
2. If a piece of mail appearing to be official, based on the address, is opened and found to be personal, or a piece of personal mail is inadvertently opened by mistake, it will be resealed and forwarded to the addressee along with a note of explanation.
3. Personal mail **must not** be placed with outgoing official U.S. mail and **will not** be picked up by Mail Center personnel. Deliver to USPS or drop in a USPS drop box around the yard.

316. **Funding**

Funds for official postage are allotted by POSTOPNSDIV. Every effort must be made to conserve postage costs and to send mail by the most cost-effective means.

Enclosure (1)



* Use Office of the Superintendent envelope for business letters signed only by the Superintendent.

Figure 3-1. ENVELOPE

USNAINST 5218.3E

22 JUL 2004

<p>DEPARTMENT OF THE NAVY</p> <p>U S NAVAL ACADEMY 121 BLAKE ROAD ANNAPOLIS MD 21402-5000</p> <hr/> <p>OFFICIAL BUSINESS</p>

Envelopes can be ordered from Defense Automated Printing Service, Annapolis. All divisions/departments are required to use standard Naval Academy envelopes.

Figure 3-2. RETURN ADDRESS FORMAT FOR ENVELOPES.

Enclosure (1)

USNAINST 5218.3E

22 JUL 2004

DEPARTMENT OF THE NAVY

(DEPARTMENT)
US NAVAL ACADEMY
(ADDRESS)
ANNAPOLIS MD 21402-(+4)
(NAME OF SENDER)
(PHONE NUMBER OF SENDER)

Courier

PERSONNEL SUPPORT ACTIVITY
101 STRAUSS AVE
INDIAN HEAD MD 20640-1542
PN3 CHRISTINE ROAN USN
301-555-5555

Figure 3-3. COURIER ENVELOPE

Enclosure (1)

22 JUL 2004

Alphabetical Listing of Addresses and ZIP+4 Codes

<i>ACTIVITY</i>	<i>BLDGNAME</i>	<i>STREET</i>	<i>ZIPCODE</i>
ACADEMIC CENTER	WARD HALL	290 BUCHANAN RD	21402-5045
ACADEMIC DEAN & PROVOST	ADMINISTRATION BLDG	121 BLAKE RD	21402-5000
ADMINISTRATIVE DEPT	ADMINISTRATION BLDG	121 BLAKE RD	21402-5000
ADVANCED TECHNOLOGIES	RICKOVER HALL	590 HOLLOWAY RD	21402-5042
AEROSPACE ENGINEERING DEPT	RICKOVER HALL	590 HOLLOWAY RD	21402-5042
ALUMNI ASSOCIATION		247 KING GEORGE ST	21402-5068
ALUMNI HALL	ALUMNI HALL	675 DECATUR RD	21402-5086
AMERICAN FEDERAL GOVERNMENT EMPLOYEES LOCAL 896	HALLIGAN HALL	181 WAINWRIGHT RD	21402-5011
ARCHIVES	NIMITZ HALL	589 MCNAIR RD	21402-5033
BACHELOR ENLISTED QUARTERS		566 BROWNSON RD	21402-5085
BACHELOR OFFICERS QUARTERS		2 CLUB RD	21402-5048
BAND, USNA	BANCROFT HALL	101 BUCHANAN RD	21402-5080
BASE SUPPLY	HALLIGAN HALL	181 WAINWRIGHT RD	21402-5007
BEVERLEY ROBINSON COLLECTION	HALLIGAN HALL	181 WAINWRIGHT RD	21402-5012
BRANCH DENTAL CLINIC	BANCROFT HALL	101 SANDS RD	21402-5077
BRIGADE OF MIDSHIPMEN	BANCROFT HALL	SEE NOTE BELOW	21412-****
CANDIDATE GUIDANCE	LEAHY HALL	117 DECATUR RD	21402-5018
CHAPLAIN	MITSCHER HALL	101 COOPER RD	21402-5027
CHARACTER DEVELOPMENT	BANCROFT HALL	101 BUCHANAN RD	21402-5005
CHEMISTRY DEPT	MICHELSON HALL	572M HOLLOWAY RD	21402-5026
COMMANDANT OF MIDSHIPMEN	BANCROFT HALL	101 BUCHANAN RD	21402-5100
COMMISSARY STORE		321 KINKAID RD	21402-5065
COMPROLLER	HALLIGAN HALL	181 WAINWRIGHT RD	21402-5008
COMPUTER AIDED DESIGN/INTERACTIVE GRAPHICS	RICKOVER HALL	590 HOLLOWAY RD	21402-5042
COMPUTER SCIENCE DEPT	MICHELSON HALL	572M HOLLOWAY RD	21402-5002
CONSTRUCTION BATTALION UNIT 403		60 BULLARD BLVD	21402-5060
CTR FOR STUDY OF PROFESSIONAL MILITARY ETHICS	LUCE HALL	112 COOPER RD	21402-5022
CUSTOMER SERVICE DESK		251 WOOD RD	21402-5051

Enclosure (1)
Appendix A

USNAINST 5218.3E

22 JUL 2004

<i>ACTIVITY</i>	<i>BLDGNAME</i>	<i>STREET</i>	<i>ZIPCODE</i>
DEAN OF ADMISSIONS	LEAHY HALL	117 DECATUR RD	21402-5017
DEFENSE AUTOMATED PRINTING SERVICE, ANNAPOLIS		187 VANDERGRIFT RD	21402-5049
DEPUTY EQUAL EMPLOYMENT OPPORTUNITY OFFICE	HALLIGAN HALL	181 WAINWRIGHT RD	21402-5015
DEPUTY FOR FINANCE	ADMINISTRATION BLDG	121 BLAKE RD	21402-5000
DEPUTY/CHIEF OF STAFF	ADMINISTRATION BLDG	121 BLAKE RD	21402-5000
DIRECTOR OF RESEARCH & SCHOLARSHIPS	NIMITZ HALL	589 MCNAIR RD	21402-5031
DIRECTOR, NAVAL ACADEMY SAILING	ROBERT CROWN SAILING CTR	601 BROWNSON RD	21402-5043
DIVISION OF ENGINEERING AND WEAPONS	RICKOVER HALL	590 HOLLOWAY RD	21402-5042
DIVISION OF HUMANITIES AND SOCIAL SCIENCES	SAMPSON HALL	107 MARYLAND AVE	21402-5044
DIVISION OF MATH AND SCIENCE	MICHELSON HALL	572M HOLLOWAY RD	21402-5026
DIVISION OF PROFESSIONAL DEVELOPMENT	LUCE HALL	112 COOPER RD	21402-5022
ECONOMICS DEPT	NIMITZ HALL	589 MCNAIR RD	21402-5030
ELECTRICAL AND COMPUTER ENGINEERING DEPT	MAURY HALL	105 MARYLAND AVE	21402-5025
ENGLISH DEPT	SAMPSON HALL	107 MARYLAND AVE	21402-5044
ENLISTED BARRACKS, NAVAL STATION		168 BENNION RD	21402-5055
FIRE DEPT	PUBLIC SAFETY BLDG	257 LONGSHAW RD	21402-5037
FLEET & FAMILY SUPPORT CENTER	STRATTON HALL	348 KINKAID RD	21402-5073
FOOTBALL OFFICE	RICKETTS HALL	566 BROWNSON RD	21402-5046
GLENN WARREN SOCCER FACILITY		150 SANTEE RD	21402-1360
GRADUATE EDUCATION OFFICE	PREBLE HALL	118 MARYLAND AVE	21402-5026
HISTORY DEPT	SAMPSON HALL	107 MARYLAND AVE	21402-5044
HOUSING WELCOME CENTER/SELF-HELP STORE		349 KINKAID RD	21402-1044
HUMAN RESOURCES DEPT	HALLIGAN HALL	181 WAINWRIGHT RD	21402-5009
HYDROMECHANICS LABORATORY	RICKOVER HALL	590 HOLLOWAY RD	21402-5042
INFORMATION TECHNOLOGY SERVICES	WARD HALL	290 BUCHANAN RD	21402-5045
INSTITUTIONAL RESEARCH	WARD HALL	290 BUCHANAN RD	21402-5045
JOINT SPECTRUM CENTER (JSC)		120 WORTHINGTON BASIN	21402-5064
LANGUAGE STUDIES DEPT	NIMITZ HALL	589 MCNAIR RD	21402-5030
LAUNDRY & DRYCLEANING PLANT		580 KINGWOOD ST	21402-5052
LEADERSHIP, ETHICS, AND LAW DEPT	LUCE HALL	112 COOPER RD	21402-5022

Enclosure (1)
Appendix A

22 JUL 2004

<i>ACTIVITY</i>	<i>BLDGNAME</i>	<i>STREET</i>	<i>ZIPCODE</i>
LIBRARY	NIMITZ HALL	589 MCNAIR RD	21402-5029
MAIL CENTER		51 COUNTY RD	21402-1310
MATHEMATICS DEPT	PREBLE HALL	118 MARYLAND AV	21402-5002
MECHANICAL ENGINEERING DEPT	RICKOVER HALL	590 HOLLOWAY RD	21402-5042
MESSAGE BRANCH	WARD HALL	290 BUCHANAN RD	21402-5045
MIDSHIPMEN DEVELOPMENT CENTER	BANCROFT HALL	101 COOPER RD	21402-5070
MIDSHIPMEN DISBURSING		101 BUCHANAN RD	21402-5024
MIDSHIPMEN FINANCIAL ADVISOR	BANCROFT HALL	101 SANDS RD	21402-5078
MIDSHIPMEN FOOD SERVICE DIVISION	BANCROFT HALL	101 SANDS RD	21402-5079
MIDSHIPMEN RECREATIONAL FACILITY/DRYDOCK	DAHLGREN HALL	103 FULLAM CT	21402-5003
MIDSHIPMEN SUPPLY	BANCROFT HALL	101 BUCHANAN RD	21402-5024
MORALE, WELFARE & RECREATION DEPT		330 KINKAID RD	21402-5071
MULTIMEDIA SUPPORT CENTER	NIMITZ HALL	589 MCNAIR RD	21402-5031
MUSEUM	PREBLE HALL	118 MARYLAND AVE	21402-5035
MUSIC DEPT	ALUMNI HALL	675 DECATUR RD	21402-5086
NAF- ACCOUNTING	BANCROFT HALL	101 WILSON RD	21402-5081
NAF- REPAIR TAYLOR, UNIFORMS, COBBLER & TEXTBOOKS	BANCROFT HALL	101 WILSON RD	21402-5081
NAVAL ACADEMY ATHLETIC ASSOCIATION	RICKETTS HALL	566 BROWNSON RD	21402-5040
NAVAL ACADEMY DAIRY		P.O. BOX 186, GAMBRILLS	21054-0186
NAVAL ACADEMY FOUNDATION	BEACH HALL	291 WOOD RD	21402-5001
NAVAL ACADEMY GOLF COURSE		74 GREENBURY PT RD	21402-5059
NAVAL ACADEMY NONAPPROPRIATED FUND PROGRAMS	DAHLGREN HALL	103 FULLAM CT	21402-5047
NAVAL ACADEMY STORE	BANCROFT HALL	101 WILSON RD	21402-5081
NAVAL ACADEMY STORE WAREHOUSE		128 GREENBURY PT RD	21402-1104
NAVAL ARCHITECTURE & OCEAN ENGINEERING DEPT	RICKOVER HALL	590 HOLLOWAY RD	21402-5042
NAVAL COMMAND, CONTROL & OCEAN SURVEILLANCE CTR		5 BULLARD BLVD	21402-5005
NAVAL CRIMINAL INVESTIGATIVE SERVICE	HALLIGAN HALL	181 WAINWRIGHT RD	21402-5014
NAVAL DISTRICT WASHINGTON, EAST	HALLIGAN HALL	181 WAINWRIGHT RD	21402-1236
NAVAL INSTITUTE	BEACH HALL	291 WOOD RD	21402-5034
NAVAL MEDICAL CLINIC, ANNAPOLIS		250 WOOD RD	21402-5050

USNAINST 5218.3E

22 JUL 2004

<i>ACTIVITY</i>	<i>BLDGNAME</i>	<i>STREET</i>	<i>ZIPCODE</i>
NAVAL SEA SYSTEMS COMMAND		234 HALLIGAN RD	21402-5074
NAVAL STATION ADMINISTRATIVE OFFICE		58 BENNION RD	21402-5054
NAVY FEDERAL CREDIT UNION, MIDSHIPMEN BRANCH	BANCROFT HALL	101 WILSON RD	21402-5082
NAVY FEDERAL CREDIT UNION, NAVAL STATION		321 KINKAID RD	21402-5063
NAVY LODGE		347 KINKAID RD	21402-1057
NAVY RELIEF		46 BENNION RD	21402-5057
NAVY RESALE ACTIVITY		321 KINKAID RD	21402-5066
NOMINATIONS & APPOINTMENTS	LEAHY HALL	117 DECATUR RD	21402-5019
OCEANOGRAPHY DEPT	NIMITZ HALL	589 MCNAIR RD	21402-5026
OFFICE OF LEGAL COUNSEL	DAHLGREN HALL	103 FULLAM CT	21402-5023
OFFICE OF THE SUPERINTENDENT	ADMINISTRATION BLDG	121 BLAKE RD	21402-5000
OFFICER PERSONNEL DEPT	ADMINISTRATION BLDG	121 BLAKE RD	21402-5000
OFFICERS' & FACULTY CLUB		2 TRUXTUN RD	21402-5047
PHOTO LAB	NIMITZ HALL	589 MCNAIR RD	21402-5031
PHYSICAL EDUCATION DEPT	LEJEUNE HALL	628 COOPER RD	21402-5021
PHYSICS DEPT	RICKETTS HALL	566 BROWNSON RD	21402-5026
POLITICAL SCIENCE DEPT	NIMITZ HALL	589 MCNAIR RD	21402-5030
PRIMARY SCHOOL		74 GREENBURY PT RD	21402-5061
PROFESSIONAL PROGRAMS	LUCE HALL	112 COOPER RD	21402-5022
PUBLIC AFFAIRS/PUBLICATIONS OFFICE	ADMINISTRATION BLDG	121 BLAKE RD	21402-5000
PUBLIC WORKS DEPT	HALLIGAN HALL	181 WAINWRIGHT RD	21402-5006
RADIO TRANSMITTING FACILITY		5 BULLARD BLVD	21402-5005
RECREATIONAL SERVICES, NAVAL STATION		89 BENNION RD	21402-5058
REGISTRAR	NIMITZ HALL	589 MCNAIR RD	21402-5031
RESIDENT OFFICER-IN-CHARGE OF CONSTRUCTION	HALLIGAN HALL	181 WAINWRIGHT RD	21402-5013
SAFETY	PUBLIC SAFETY BLDG	257 LONGSHAW RD	21402-5038
SEAMANSHIP & NAVIGATION DEPT	LUCE HALL	112 COOPER RD	21402-5022
SECURITY	PUBLIC SAFETY BLDG	257 LONGSHAW RD	21402-5036
SECURITY MANAGER	PUBLIC SAFETY BLDG	257 LONGSHAW RD	21402-5036
SMALL CRAFT DEPT		66 HALLIGAN RD	21402-5062

Enclosure (1)

Appendix A

22 JUL 2004

ACTIVITY	BLDGNAME	STREET	ZIPCODE
STAFF JUDGE ADVOCATE	ADMINISTRATION BLDG	121 BLAKE RD	21402-8000
SUPPLY DEPARTMENT RECEIVING SECTION		234 HALLIGAN RD	21402-5070
TECHNICAL SUPPORT DEPT	RICKOVER HALL	590 HOLLOWAY RD	21402-5042
TELEPHONE OFFICE	MAHAN HALL	106 MARYLAND AVE	21402-5023
VANDERGRIFT CUTTER SHED		144 SIMS RD	21402-1324
VISITOR CENTER	ARMEL-LEFTWICH VISTR CTR	52 KING GEORGE ST	21402-8053
WEAPONS & SYSTEMS ENGINEERING DEPT	MAURY HALL	105 MARYLAND AVE	21402-5025