



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
197 ELLIOT STREET, WING ONE
NEWPORT, RI 02841-1519

NAPSINST 5110.1B

N1

28 Feb 12

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 5110.1B

From: Commanding Officer, Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL MAIL MANAGEMENT PROGRAM

Ref: (a) DOD 4525.6M
(b) DOD 4525.8M, 26 December 2001
(c) DOD 4525.08, 11 August 2006
(d) OPNAVINST 5112.6D, 19 March 07

Encl: (1) Mail Orderly Appointment Letter
(2) Letter of Designation for Mail Orderlies

1. Purpose. To promulgate policies and procedures for the operation of the Naval Academy Preparatory School (NAPS) Mail Management Program (MMP) and to disseminate instructions necessary for the proper handling, safeguarding, preparation, and distribution of official, staff, and Midshipman Candidates mail.

2. Cancellation. NAPSINST 5110.1A.

3. Applicability. The provisions of this instruction are defined under the authority of references (a) through (d) and apply to all NAPS staff, faculty and Midshipman Candidates.

4. Information. As an extension of the U.S. Postal Services (USPS), the NAPS MMP receives, sends, and distributes large quantities of mail each day. The NAPS MMP will be supervised by the Command Official Mail Manager (OMM), Mail Orderlies (MOs), and Platoon Mail Orderlies (PMOs).

5. Policy

a. Proper safeguarding procedures will be implemented for the receipt and transportation of mail.

b. All mail awaiting distribution to respective staff and Midshipman Candidates shall be stored in a secure and locked space at all times for prompt and proper distribution.

c. Proper supervision of mail handling procedures will be maintained at all times.

d. All personnel involved with the handling and processing of mail will receive training on the following topics within 15

days of their appointment. Training will include but is not limited to the following:

- (1) Material that cannot be mailed;
- (2) Classification of mail;
- (3) Special postal services and discounts;
- (4) International mail requirements;
- (5) Postal and fees required;
- (6) Penalties for private use of official mail;
- (7) Protection of mail;
- (8) Performing mail surveys;
- (9) Addressing mail;
- (10) Cost Saving methods;
- (11) Handling of suspicious mail.

6. Role and Responsibilities

a. NAPS Official Mail Manager (OMM) shall:

(1) Be commissioned, warrant, non-commissioned officer (E-7 and above) or DOD civilian (GS-6 or above) appointed via an official appointment letter and the DD Form 285. The DD Form 285 will be sent to the Consolidated Mail Facility (CMF) Newport Official Mailroom Supervisor, the official appointment letter will be maintained on file for the duration of the appointment.

(2) Be responsible to the Commanding Officer for official mail functions of the command.

(3) Ensure the proper training and certification of all MOs and PMOs.

(4) Oversee all handling and processing of mail.

(5) Report misuse of mail or alleged violations to the Commanding Officer.

b. Assistant Official Mail Manager (AOMM) shall:

(1) Be a commissioned, warrant, or non-commissioned officer (E-6 and above) or DOD civilian (GS-6 or above) appointed via an official appointment letter, and the DD Form 285. The DD 285 will be sent to the Consolidated Mail Facility (CMF) Newport Official Mailroom Supervisor, the official appointment letter will be maintained on file for the duration of the appointment.

(2) Act as OMM supernumerary.

(3) Supervise and enforce mail procedures.

(4) Train all MOs and PMOs in the mail handling proper procedures for all MOs and PMOs.

(5) Be responsible for the issue of mail cards to MOs and PMOs.

(6) Establish control of postal expenditures to create a cost effective mail management program.

c. NAPS Mail Orderlies (MO) shall:

(1) Be appointed via Form DD 285 as personnel authorized to pick-up mail from CMF Newport Official mailroom. Mail Orderly appointment letters will be sent to the CMF Newport mail Supervisor and a copy will be maintained on file.

(2) Receive training on mail handling procedures and on how to input receipt of all packages in the package accountability log.

(3) Be responsible for receiving and transporting all mail to the Ripley Hall mailroom.

(4) Be responsible for sorting all mail into staff and student categories.

(5) Ensure all PMOs are properly trained to sort and distribute mail.

(6) Immediately report all violations abuses and/or mistakes in the handling of mail. Failure to do so will result in administrative disciplinary actions.

d. Platoon Mail Orderlies (PMOs) shall:

(1) Be appointed via Form DD 285 as the only personnel within the NAPS Battalion authorized to handle, sort, and distribute mail from the Ripley Hall Mailroom and a copy will be maintained on file.

(2) Be responsible for sorting the daily mail into their respective platoons for proper distribution.

(3) Receive training from the command MOs on proper distribution of mail and mail security prior to holding the position of PMO. After training is completed, PMOs will receive mail cards from the OMM or AOMM.

(4) Immediately report all violations abuses and/or mistakes in the handling of mail.

e. Company Officers and Senior Enlisted Leaders shall be responsible for appointing two PMOs per platoon.

f. The Command Duty Officer (CDO) shall:

(1) Ensure that only authorized PMOs enter the mail room.

(2) Ensure mail is sorted in an orderly manner.

(3) Distribute mail in accordance with references (a) through (d).

(4) No mail will be discarded as trash or thrown away.

(5) Ensure no mail is left unattended and all mail for personnel not available to receive will be put back in the Ripley Hall mailroom.

(6) Immediately report all violations, abuses, and/or mistakes in the handling of mail.

4. Procedures

a. Daily Receipt and Distribution of Packages

(1) All packages will be delivered to the NAPS Supply Office.

(2) The Supply MO logs the receipt in the Daily Package Accountability Log.

(3) The Supply MO will send an email to the respective students to inform them to pick up their package from the Nimitz Hall mail room during lunch break. The CDO of the day will be courtesy copied on e-mails for package pickups.

(4) All packages shall be secured in the Nimitz Hall Mail Room. No packages will be left unattended in the passageways.

(5) MO will ensure the daily package accountability log is complete and on hand for package call.

(6) The MO shall ensure all packages are accounted for in the Nimitz Hall Mail Room and initial on the respective line within

the Daily Package Accountability Log for each package. Any discrepancies shall be reported to the supply MO and the AOMM immediately.

(7) Midshipman Candidates who receive an email shall pick their package up during package call from 1115-1215 in the Nimitz Hall mail room. If the PMO is not available at the time, the Midshipman Candidate shall request the CDO to retrieve the respective package.

(8) PMOs or the CDO shall have the respective Midshipman Candidate sign the Daily Accountability Log for all packages received.

(9) The PMOs leave the Daily Accountability Log for the supply MOs to pick up the following day.

b. Daily Receipt and Distribution of Letter Mail

(1) The Delivery MO shall pick-up all mail from CMF Newport (Building 47) no later than 1500 Monday through Friday.

(2) The Delivery MO shall transport all letter mail to the Ripley Hall mail room immediately after pick-up from CMF Newport.

(3) The Delivery MO shall sort letter mail into staff, Midshipman Candidates, circular, return and junk mail.

(4) The Delivery MO shall store Midshipman Candidate mail in its respective bin for further processing by MPOs.

(5) The Delivery MO shall transport all non-Midshipman Candidates letter mail to the supply storeroom.

(6) The Delivery MO shall distribute the staff mail to their respective mail boxes no later than 0800 the following day.

(7) The Supply MO shall perform the following on all returned mail:

- (a) Stamp "Returned to Sender" on envelope.
- (b) Check off applicable box on the stamp.
- (c) Scratch off barcode on envelope with an oil pencil.
- (d) Place all returned mail in the Returned Mail box.

(8) The delivery MO shall transport all returned mail to CMF Newport no later than 1500 the following day.

(9) The Supply MO shall perform the following on all presorted mail:

(a) Ensure no Midshipman Candidates, staff, and returned mail is contained within the collection.

(10) The NAPS CDO shall open the Ripley Hall Mail Room for the MPO after evening study and oversee all mail processing performed by MPOs.

(11) PMOs shall sort all student letter mail and packages by platoon.

(12) PMOs shall deliver all letter mail to the respective Midshipman Candidates within their platoons.

(13) PMOs will return all letter mail to the Ripley Hall mail room for next day distribution if the respective Midshipman Candidates is not present. Mail shall not be left with roommate. Mail will only be delivered to the person it is addressed to.

c. Mail Preparation and Acceptance

(1) All mail is dispatched through the United States Postal Service (USPS) in accordance with reference (b) and (c).

(2) Official Mail. Official mail will be properly addressed in the following manner.

(a) The return address will be typed or printed by other mechanical means in upper case (capital) letters. Handwritten, rubberized stamp, script, italics or any other specialized prints in the addresses are not authorized. No punctuation except for in the zip code is acceptable.

(b) The return address must be placed in the upper left corner of the envelope to include the zip + four. The return address will be written as follows:

DEPARTMENT OF THE NAVY
NAVAL ACADEMY PREPARATORY SCHOOL
197 ELLIOT STREET WING 1
NEWPORT RI 02841-1534

(c) Addresses are limited to five lines in upper case (capital) letters and should be written as follows:

TITLE OF OFFICIAL IN CHARGE
OPTIONAL LINE
NAME OF COMMAND/ACTIVITY
NUMBER and STREET NAME or POST OFFICE BOX
CITY STATE and ZIP CODE

(d) Each line should contain no more than 40 characters, including spaces, for return and delivery addresses. No punctuation can be used except for the hyphen in the zip code.

(3) Certified Mail

(a) This service can only be used for CONUS facilities.

(b) This service can be acquired by properly filling out PS Form 3800 for certified mail services.

(c) CMF Newport does not retain forms for these services, therefore a duplicate copy is not required.

(d) Certified mail may be used for the following:

1. Letters to establishments being declared "off limits."
2. Controlled test materials.
3. Instructional materials marked "For Faculty Use Only."
4. Items requiring shipment by Priority mail when the certified fee is less than the fee for other services that provide proof of delivery.
5. Equal employment opportunity case material mailed to complainants and their representatives.
6. Reduction in force notices sent to civilian employees on authorized absence.
7. Traffic or driving violations.
8. Final decision on contracting officer issued under the dispute clause of a government contract.
9. Summons or subpoenas.

10. Adverse personnel action for military and civilian personnel.

11. Illegally held identification cards.

12. The following legal matters:

a. Records of trial for all Special and General Courts Martial.

b. Decision of the courts of military review.

c. Officer elimination cases.

d. Any other communication, receipt of which is essential to create or preserve the rights granted to the U.S. Government in connection with criminal proceedings.

e. Claims and litigation proceedings documents.

(4) Proof of Delivery

(a) APS form 3811 can be used to receive proof of delivery on non-government addresses. When proof of delivery is required for mail going to another government agency an internal receipt (OPNAVINST 5511/10, Record of receipt) can be used.

(b) APS form 3811 and OPNAVINST 5511/10 will be prepared by the originator. All information on the receipt will be typed; not hand written. The return address will be the command's complete mailing address.

(5) Expedited Mail Services

(a) Expedited Mail Services are provided by FedEx or UPS.

5. Postal Offenses

a. All postal offenses must be reported to the OMM or AOMM as soon as possible.

b. Postal offenses are events that violate the laws, agreements, or USPS and DOD regulations. These offenses jeopardize the security of mail and other USPS property.

c. Postal offenses include the following activities.

- (1) Mailing of illegal drugs and other prohibited matter.
- (2) Theft, rifling, delay, destruction, or interception of mail while under the jurisdiction or custody of the MPS, at all levels.
- (3) Alteration, destruction, or other unauthorized disposition of postal records.
- (4) Use of mail to defraud.
- (5) Robbery, burglary or forceful entry of military postal activities, or USPS facilities located on military installations operated by military personnel.
- (6) Abuse or unauthorized use of MPS privileges (i.e., allowing unauthorized personnel to use your address to receive mail).
- (7) Alternating, counterfeiting, forging or fraudulently passing money orders and other postal paper.
- (8) Unless criminal intent is suspected, do not report postal losses when immediate restitution is made.

d. Initial report of postal offenses will be made within 72 hours of discovery to the OMM or AOMM. Updates will be made every 30 days until the case is closed.

e. OMM or AOMM will report all USPS postal offense to CMF Newport within 72 hours of discovery. An investigation will be conducted and responsible personnel will be removed from postal duties and can face disciplinary actions.

f. Mail cards will be returned to OMM or AOMM at the time postal privilege are revoked.

g. CMF Newport will conduct all investigation outside of NAPS and will update OMM or AOMM monthly on status of investigations.

h. NAPS will assign an Investigating Officer to conduct internal investigation for all postal offenses. All parties will provide a statement to the Investigating Officer and will support

the Investigation Officer in everyway. Any personal found who fail to follow these instructions will be held accountable by the chain of command.



J. J. CUNHA

NAPSINST 5110.1B
28 Feb 12

5110
Ser NAPS/XXX
5 Jan 12

From: Commanding Officer, Naval Academy Preparatory School
To: LS1 Joe A. Navy, USN, XXX-XX-0904

Subj: APPOINTMENT AS MAIL ORDERLY

Ref: (a) NAPSINST 5110.1B
(b) OPNAVINST 5218.7C
(c) OPNAVINST 4525.8 Series
(d) DOD 4525.6M
(e) DOD 4525.8M

Encl: (1) DD Form 285 (Mail Orderly Card)
(2) OPNAV 5112/1 (Offense Against the Mail and
Mail Orderly Designation Form)

1. As per references (a) through (e), you are hereby designated as a command mail orderly. You will familiarize yourself with the contents of references (a) through (e) and any other pertinent directives in the performance of your duties.

Enclosure (1) must be on your person when conducting postal duties.

2. You are authorized to receive the following types of mail:

- | | |
|--|--|
| <input type="checkbox"/> Official (All) | <input type="checkbox"/> Official (Except accountable) |
| <input type="checkbox"/> Personal (All) | <input type="checkbox"/> Personal (Except accountable) |
| <input type="checkbox"/> Official Pouches Only | |

3. This designation will remain in effect until the time of your detachment or until otherwise revoked and supersedes all previous designation letters.

4. If there are any questions, please contact the Admin Officer LSC Girard at (401) 841-1340.

J. J. CUNHA

Copy to:
File
Installation OMM
Mailroom files

Encl (1)

Letter of Designation for Mail Orderlies

From: Commanding Officer, Naval Academy Preparatory School
To: Mail Orderly

Subj: GUIDANCE FOR THE COLLECTION AND DISTRIBUTION OF MAIL

Ref: (a) NAPSINST 5110.1B

1. SCOPE. Your designation as a Mail Orderly is an important tasking which serves the command and its members in accomplishing the mission by providing an efficient and reliable mail service while promoting good morale. The official status of the mail has existed since the founding of our nation and the trust in which we have in our postal system is an integral part of our national character. As Mail Orderly, you are the legal bearer of the U.S. Mail for your assigned purpose.

2. GUIDANCE. The following is not all inclusive, but does offer basic precepts to observe in the handling of the mail. When in doubt, feel free to seek additional guidance from staff members.

a. Only designated Mail Orderlies will pick up mail for persons other than themselves.

b. Mail will be picked-up at the designated times and place and subsequently distributed in accordance with current policy. Thereafter, all undeliverable mail will be returned to the appropriate staff authority. Mail will not be passed through third parties in order to reach the addressee. Mail is not to be left on bunks or other furnishings in rooms or common spaces. Mail will not be passed to another unit, but will be returned to the appropriate staff authority for re-routing when required.

c. The mail and its contents are private. No one may divulge the contents of any article of mail in their trust.

I have read and fully understand both the contents and the intent of the above and will bear that in mind as I carry out the duties and responsibilities of my tasks as Mail Orderly.

Signature of Mail Orderly Date

Encl (2)