



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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WASHINGTON, DC 20350-2000

OPNAVINST 5112.6E
N4
22 Oct 2013

OPNAV INSTRUCTION 5112.6E

From: Chief of Naval Operations

Subj: NAVY POSTAL INSTRUCTION

Ref: (a) DoD 4525.6-M, Department of Defense Postal Manual,
15 August 2002

1. Purpose. To issue supplemental policy to reference (a), and provide guidance for the administration and operation of the Military Postal Service (MPS) in the Navy. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 5112.6D.

3. Responsibilities

a. The Deputy Chief of Naval Operations, Fleet Readiness and Logistics (N4) directs the MPS within the Navy and provides liaison between the Navy and the Military Postal Service Agency (MPSA) per reference (a). Commander, Naval Supply Systems Command (NAVSUPSYSCOM) coordinates the MPS within the Navy. All correspondence to or from MPSA or higher authority on military postal matters that impact more than one major command (MAJCOM) or area of responsibility (AOR) will be forwarded to NAVSUPSYSCOM, Supply Operations and Logistics Policy (N3/4) for formulation of a single Navy response.

b. Commander, U.S. Fleet Forces Command; Commander, U.S. Pacific Fleet; Commander, Military Sealift Command (COMSC); and Commander, NAVSUPSYSCOM Global Logistics Support (GLS) are designated major postal commands within the Navy and shall:

(1) Designate by letter a commissioned officer, warrant officer or chief petty officer in the grade of E-9 or above, or U.S. Department of Defense (DoD) civilian employee in grade GS-12 or above, as the Fleet Postal Officer.

(2) Be the mail routing authority in their AORs.

(3) Monitor unit mail routing instructions (MRI) and joint military postal activity (JMPA) mail changes. Provide changes in procedures for the routing and dispatch of Navy mail to the serving JMPA and other commands, as appropriate. Review AOR mail on hand reports generated by each fleet mail center (FMC), mail control activity (MCA), postal concentration center, consolidated mail facility (CMF) and cargo on hand reports for mail awaiting movement.

(4) Be responsible for the postal advisor program and inspections of the post offices in their respective areas and provide funds for operational support and temporary additional duty travel.

(5) Designate area mail coordinators.

(6) Monitor postal offenses, postal net alerts and Military Automated Transit Time Information System (MATTIS) reports, finance operations, postal claims and inquiries, and product tracking system.

(7) Provide written critique after review of quarterly audits.

(8) Ensure inspections and assist visits of all postal activities are conducted as required by reference (a), or when otherwise needed utilizing OPNAV 5119/2 Postal Assessment Checklist. Inspection results for Navy post offices shall be submitted to NAVSUPSYSCOM N3/4 each month.

4. Command Responsibilities. Each command afloat or ashore is responsible for the planning, organization, operation, inspection, security, supervision and coordination of the MPS within its jurisdiction per reference (a), and this instruction. Commanding officers shall:

a. Designate by letter a commissioned officer, warrant officer or chief petty officer in the grade of E-7 or above, or U.S. DoD civilian employee in grade GS-11 or above, as the postal officer for the command. The postal officer is responsible to the commander or commanding officer for overall supervision of postal functions of the command. Shore

activities within the Continental United States (CONUS) served by a civilian post office may designate a U.S. DoD civilian employee (GS-7 or above) as Postal Officer.

b. Provide mail service within the command either by establishment of a post office, mailroom or the use of mail orderlies. A combination of the three methods may be used. Adequate training of personnel assigned to postal duties is required in reference (a).

c. Act as an afloat mail coordinator for ships such as aircraft carriers and at sea replenishment ships. This involves processing mail to and from ships and units that are in company. Assign additional mail handling personnel and provide additional secure stowage space based upon the volume of mail to be handled.

d. Institute and maintain operating and control procedures to ensure the proper and expeditious delivery, processing and dispatching of mail and to preserve the inviolability of official and personal mail. Command procedures will be submitted to NAVSUPSYSCOM N3/4 for review.

e. Maintain proper safeguard and security controls to prevent embezzlement of postal funds and effects.

f. Provide current MRI to mail routing authorities.

g. Ensure mail service to the command is continually evaluated and unexplained incidents of missing, misdirected or delayed mail are reported to the applicable MAJCOM, JMPA, FMC, MCA, CMF and any other concerned command(s).

h. Ensure the maintenance of a complete and effective mail directory service for the command.

i. Furnish all personnel with their correct zip code plus four digits mailing address while attached to the command and their correct zip code plus four digits change of address upon transfer. All personnel should be encouraged to keep their correspondents informed of their complete and accurate mailing address.

- j. Make provisions in contingency plans and instructions for the handling of mail.
- k. Keep personnel informed as to the character and status of mail service that can be expected.
- l. Establish procedures that will ensure complaints, inquiries and suggestions relative to improving mail service can be voiced and that such matters are given proper attention. Personnel should be encouraged to advise correspondents to consult their local postal authorities in regard to inquiries, complaints or claims concerning mail service to military personnel. Complaints that cannot be satisfactorily corrected locally or within local United States Postal Service (USPS) channels should be made known to the applicable MAJCOM.
- m. Issue standard operating procedures in the form of a postal directive or instruction citing pertinent information relative to mail services and facilities of the command. Minimum information required for commands is contained in reference (a).
- n. Institute and maintain control procedures to ensure money orders and money order funds, stamps and stamp funds and accountable postal equipment are administered and accounted for per reference (a), and USPS regulations to prevent unauthorized practices.
- o. Ensure monthly and quarterly audits of post offices are conducted as required by reference (a), or when otherwise needed using OPNAV 5112/2 Cash and Stamp Stock Count and Summary. Submit required reports promptly to higher authority through the commanding officer.
- p. Designate Monies Audit Board members by appointment letter listing their associated responsibilities.
- q. Overseas shore based military post offices (MPO) accepting personal checks must ensure a copy of the most recent bad check listing is available at each finance window.
- r. Ensure a current missing or stolen money order list is posted at each postal finance window when cashing money orders.

s. Ensure unannounced weekly inspections of postal activities are conducted utilizing OPNAV 5119/1 Postal Officer's Weekly Inspection Checklist.

5. Assignment and Responsibilities of Navy Postal Personnel

a. Before being permitted to perform postal duties, all military postal clerks (MPC), mail clerks and mail orderlies must complete an OPNAV 5112/1 Offenses Against the Mail Notice of Acknowledgement Statement. The signed form will be placed in the post office files. OPNAV 5112/1 must be witnessed and updated annually by all designated MPCs only.

b. Shipboard division officers or department heads are responsible for nominating individuals as divisional or departmental mail orderlies and ensuring prospective mail orderlies meet the qualifications in reference (a).

c. Navy personnel assigned as an MPC will be designated on DD Form 2257 Designation/Termination MPC-FPC-COPE-PFO, and all personnel assigned to postal duties will be issued a DD Form 285 Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly, per reference (a), and this instruction. DD Form 285 must be issued by the command in which the member, civilian and or local national (LN) is assigned and revoked when reassigned to a new duty station or zip code.

d. Ships and overseas activities operating a post office and having only one MPC shall designate an additional MPC for training as a prospective relief in absence of the primary clerk.

e. Financial operations of Navy post offices shall not be performed by officers even if they are designated as the postal officer.

f. LNs and non postal designated U.S. citizens may work as bulk mail handlers, laborers, drivers and mail sorters for non-registered mail. When employed in the post office, such personnel will be under direct supervision of a designated MPC.

g. Commanders may appoint U.S. citizens and LNs as custodian of postal effects (COPE) and MPCs if they meet all other criterion in reference (a).

6. COMSC

a. COMSC ships are authorized use of the MPS and use the same type of address as commissioned Navy ships. All official mail is addressed to the ship's master. COMSC is authorized to prescribe a local address in the case of those ships based in or operating from a CONUS port when such an address will facilitate the delivery of mail. Mail routing authorities will issue no routing instructions for mail so addressed. Arrangements for the handling of this mail should be made with local military or postal officials providing mail service.

b. General agency agreements and consecutive voyage charters under contract to COMSC are authorized use of the MPS to effect the delivery of unregistered priority, unregistered first-class and certified mail for the civilian crews of these ships. These types of merchant ships are classified as time charter (TC) vessels.

(1) The address for official and personal mail for military personnel comprising a military department in ships of these categories is the address of the military activity to which the unit or individual is permanently assigned. The permanently assigned activity will process priority and first-class mail and, if indicated, readdress and forward it to the ship in care of the appropriate fleet post office (FPO). Periodicals, standard mail and package services class mail may be similarly forwarded when delivery cannot otherwise be affected within a reasonable time.

(2) The single exception is for those chartered ships assigned to the afloat pre-positioning force. Ships in this category will be assigned individual zip codes by MPSA. These ships are authorized all MPS services.

c. Military Sealift Command (MSC) shipping agreement ships are not authorized to use the MPS.

d. Company agents are responsible for obtaining mail from military postal authorities and ensuring delivery to ships. MSC representatives will maintain liaison with company agents, advise them of ship arrivals and render all possible assistance in obtaining mail for ships. In the absence of company agents, MSC representatives will render all possible assistance to

masters in obtaining mail that may be on hand for their ships. Overseas company agents usually are not U.S. citizens; they should be designated to pick up mail of companies operating ships under a TC or general agency agreement for the account of MSC. MSC representatives in overseas areas will endorse these letters of authorization. Accordingly, upon presentation of a letter of authorization, MPCs should deliver mail to the master or the designated representative.

7. Shore Facilities and Services

a. NAVSUPSYSCOM shall pay the transportation charges of authorized carriers of FPO mail transported beyond CONUS to areas where USPS does not operate and between foreign destinations unless other specific provisions have been made, excluding intra-theater mail delivery.

b. Postal facilities ashore required for support of the fleet or deployed forces shall, to the extent practicable, be established and operated as a function of the activity providing principal logistics support to an area, port or military situation.

8. FMCs and CMFs

a. FMCs and CMFs are Navy postal activities designated as centers for consolidation and dispatch of mail. FMCs, CMFs and MPOs tasked to perform such functions will be assigned by the respective MAJCOM and operated under the cognizance of designated subordinate commands.

b. Commanders, commanding officers and officers in charge of activities where post offices are designated as FMCs, CMFs or having the responsibility for the concentration, consolidation and dispatch of mail, shall perform the following functions:

(1) Process in transit mail to and from the area and redispach mail to its destination or effect delivery to local activities.

(2) Provide postal support for units as may be required by MAJCOMs.

9. Noncombatant Evacuation Operations (NEO). Ships involved in NEOs are authorized to accept mail from the evacuees. If the evacuees do not have funds to pay for the postage on letter mail and free mail has been authorized for the AOR, the postal clerk is authorized to accept letters as free mail. If an evacuee is required to mail personal or official items, the ship is authorized to place official postage on parcels. The official mail manager will then prepare a request for reimbursement from the Department of State and forward it via NAVSUPSYSCOM GLS and NAVSUPSYSCOM N3/4 for approval.

10. Action. Addressees will ensure thorough knowledge and compliance with this instruction by all personnel associated with the administration and operation of the MPS within the Navy.

11. Change Recommendations. Send recommendations through the chain of command via email to navsup_hq_postal@navy.mil.

12. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

13. Forms and Reports Control

a. The following forms are available for download from the official DoD Forms Management Program Web Site at <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>:

(1) DD Form 285 Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly.

(2) DD Form 2257 Designation/Termination MPC-FPC-COPE-PFO.

b. The following forms are available from Naval Forms OnLine (NFOL) at <https://navalforms.documentservices.dla.mil/web/public/home>:

(1) OPNAV 5119/1 Postal Officer's Weekly Inspection Checklist

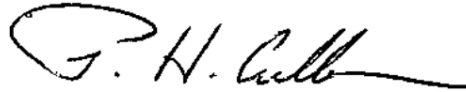
(2) OPNAV 5119/2 Postal Assessment Checklist

(3) OPNAV 5112/1 Offenses Against the Mail Notice of Acknowledgement Statement

(4) OPNAV 5112/2 Cash and Stamp Stock Count and Summary

c. For a complete listing of DoD and postal forms required for use see reference (a).

d. Reporting requirements within this instruction are exempt from reports control per SECNAV Manual 5214.1 of December 2005, part IV, paragraphs 7j and 7n.



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