



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

P.O BOX 357068
NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 5110.1C CH-1

22 AUG 1996

FASOTRAGRUPAC INSTRUCTION 5110.1C CHANGE TRANSMITTAL 1

Subj: AVAILABILITY, OPERATION AND USE OF U.S. MAIL HANDLING
FACILITIES AND SERVICES AT FASOTRAGRUPAC HEADQUARTERS

1. Purpose. To update subject instruction with Change 1.
2. Action. Incorporate the following pen and ink changes to subject instruction:
 - a. Page 2, paragraph 5.b. second line change "1300" to "1230" and on third line change "1300" to "0900".
 - b. Page 2 paragraph 5.c. fourth line change "1300" to "1230"
 - c. Page 2 paragraph 5.c.(2) second line after "mail room" add "Bldg 646" and on the fifth line before "502", add "646, 335".
3. Cancellation. Upon completion of required action.


M. T. SERHAN

Distribution:
FASOTRAGRUPACINST 5216.2V
Lists A and B



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31 AUG 1995

FASOTRAGRUPAC INSTRUCTION 5110.1C

Subj: AVAILABILITY, OPERATION AND USE OF U. S. MAIL HANDLING FACILITIES AND SERVICES AT FASOTRAGRUPAC HEADQUARTERS

Ref: a) OPNAVINST 5112.6B (Department of the Navy Postal Instructions)

1. Purpose. To delineate the U. S. Mail handling facilities and internal mail handling services available at FASOTRAGRUPAC Headquarters and to standardize procedures for their operation and use.

2. Cancellation. FASOTRAGRUPACINST 5110.1B. Changes appearing in this instruction are extensive as to require a complete review. Therefore, revisions, deletions and additions have not been specifically identified.

3. Background. FASOTRAGRUPAC, as a tenant command, is supported by the NAS North Island, Branch Post Office within the U. S. Postal system. U. S. Mail delivery and individual locator directory service for the normal volume of mail received by the command is available and adequate. The FASOTRAGRUPAC Headquarters Administrative Department operates a separate mailroom, manned by designated mail orderlies to perform mail handling duties under the supervision of a designated Postal Officer. The Postal Officer shall be a commissioned officer, CPO, or civilian equivalent, who is designated in writing by the Commanding Officer on a collateral duty basis, and shall ensure compliance with reference (a) in the operation of the mailroom and in the handling of all U. S. mail within the cognizance of the command.

4. Security of mail. All mail is inviolable, and all mail handling operations shall be performed by designated personnel only. Mail pending delivery shall be secured in the mailroom until delivery or other proper disposition can be accomplished. All persons other than the Commanding Officer, Executive Officer, Postal Officer, and mail orderlies designated by the Postal Officer are prohibited access to the mailroom. Exceptions may be authorized only by the Postal Officer.

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5. Mailroom Services. FASOTRAGRUPAC mail orderlies are unbonded; therefore, no fund transactions (stamps or money orders) are authorized in the operation of the mailroom and the handling of registered mail addressed to individuals is not authorized. Similarly, there are no provisions for handling outgoing personal mail or packages on which postage is not prepaid and pre-affixed. Those services which require the handling of funds are available at the Branch Post Office.

a. Window Hours. In order to provide routine mail delivery service to staff and student personnel, window hours will be 0745-1100 and 1300-1600 Monday through Friday, except for official holidays.

b. Guard mail. A station guard mail run will be made 0900 and 1300, Monday through Friday. PSD guard mail runs will be normally made at 1300. Other guard mail runs must be approved by the Postal Officer.

c. Mail Handling Procedures. The mailroom is designed to handle all outgoing official mail and only that outgoing personal mail deposited with prepaid postage attached. Dispatches will be made daily at 0900 and 1300, Monday through Friday.

(1) Official Registered Mail. The Classified Files Clerk shall have all outgoing official registered mail prepared sufficiently in advance of the regularly scheduled mail trip to allow timely sorting and delivery to the North Island, Postal Directory by the FASOTRAGRUPAC mail orderly. Official registered mail addressed to the command shall be delivered to Classified Files Clerk. A continuous chain of receipts for official registered mail shall be maintained as required by reference (a).

(2) Official Non-registered Mail. Outgoing non-registered official mail shall be delivered to the mailroom by a designated mail orderly of the Administrative Department. A mail orderly will pick-up outgoing non-registered mail at Buildings 502, 618 and 707 during regularly scheduled mail runs. As with registered mail, this shall be accomplished in a timely manner which will allow for sorting by the mail orderly prior to the regularly scheduled trip to the Postal Directory.

(a) Consolidation of Official Non-registered Mail. The mailroom will process and consolidate all outgoing mail. Just prior to final close-out each day, consolidate that mail generated for recurring addresses, by class, into the minimum number of mailings possible. Accordingly, official non-registered mail envelopes should not be sealed. Consolidation and/or sealing of envelopes will be accomplished by the mailroom.

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(3) Incoming Mail (Except Registered or Insured).

Mail arrives at the FASOTRAGRUPAC mailroom at approximately 1045 daily, Monday through Friday. After sorting, it will be distributed in the following manner:

(a) Personal mail for staff personnel will be picked up only by an authorized department or division mail orderly nominated, in writing, by the department head or division officer to the Postal Officer. The Postal Officer will designate mail orderlies by issuing a DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly Card). This card shall be carried by the mail orderly when undelivered U. S. Mail is in their possession. The mail orderly is required to return the card to the Postal Officer upon transfer from that department/division or from the command. Mail will be delivered by the department or division mail orderly to the addressee only. If the addressee is on leave or liberty, the mail will be kept secure in a locked device, other than a safe containing classified material, until the following working day. If it remains undeliverable, it must be returned to the FASOTRAGRUPAC mailroom for safekeeping until delivery is possible or until routine disposition can be made.

(b) Mail addressed to students at FASOTRAGRUPAC will be sorted by name and issued only to the addressee. Verification or identification will be made by Military Identification Card.

(c) Personal registered or insured mail. As a follow-up action on the "Notice of the Arrival of Registered or Insured Mail Form" distributed to the addressee from the Branch Post Office, the FASOTRAGRUPAC mail orderly will make telephone notification to the person concerned of the arrival of personal registered mail at the Branch Post Office. The addressee is then required to go to the Branch Post Office in person and sign a delivery receipt for the registered or insured item.

(d) Official mail addressed to civilian employees will include official title and department. Failure to advise correspondents of proper methods of directing of official mail to civilian personnel may result in mail being returned to the sender, since there is no directory service for civilian personnel. Civilian employees will not have personal mail directed to their work address.

(4) Undeliverable mail. Undeliverable mail addressed to personnel who have been transferred will be provided directory service and readdressed within 24 hours in accordance with reference (a). Mail for which no forwarding address is available will be held for 15 days, unless information is received that the

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addressee may be expected to report, or the addressee has requested that their mail be held for a specific reason up to a maximum of 60 days. All mail on hand will be checked against directory files daily and, if determined to be undeliverable, will be returned to sender.

(5) Directory service. Positive control of the input of Change of Address cards is necessary in order to provide up-to-date directory service. This control will be accomplished as follows:

(a) Upon check in, all staff personnel will be instructed to prepare their mail address cards to indicated their official FASOTRAGRUPAC address as follows:

AT1 John H. Jones, USN, 123-45-9745
Fleet Aviation Specialized Operational Training
Group, Pacific Fleet
Box 357068
Staff Code _____
San Diego, CA 92135-7068

(b) Staff and student check-out procedures shall include preparation of three Notice of Change of Address Cards (OPNAV Form 5110/5). One will be forwarded to the member's new duty station. The second card will be retained by the FASOTRAGRUPAC mail orderly for inclusion in the master directory to indicate the new forwarding address. The third card will be retained by the North Island, Postal Directory. It should be noted that the FASOTRAGRUPAC mail orderly is permitted to forward mail only if the required Notice of Change of Address card, signed by the individual concerned, has been received. Upon detachment, individual directory cards will be retained for a minimum period of one year and then destroyed.

6. Complaints. Complaints regarding delay, mishandling, or non-delivery of mail will be made to the FASOTRAGRUPAC Postal Officer. The envelope, wrapper, box, or other covering as applicable, should be retained and presented as evidence of improper handling to facilitate investigation and corrective action.

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7. Inspection. The Postal Officer will conduct monthly inspections of the mailroom and forward results to the Administrative Officer. All inspections will include a review of postal records and directory files to ensure that a record of personnel received by or transferred from the command is being maintained. A careful scrutiny of facilities will be made to ensure that mail is being properly handled.



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