OPNAV INSTRUCTION 5112.6F

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 Navy’s administration and operation of the Military Postal Service (MPS). This instruction is being reissued with a new date, updated version and signature authority to meet Chief of Naval Operations' age requirement for Office of the Chief of Naval Operations (OPNAV) instructions.

2. **Cancellation.** OPNAVINST 5112.6E.

3. **Applicability.** The provisions of this instruction apply to all Navy activities that administer and operate the Navy MPS.

4. **Responsibilities**

   a. The Deputy Chief of Naval Operations (Fleet Readiness and Logistics) (CNO N4) directs the MPS within the Navy and provides liaison between the Navy and the Military Postal Service Agency (MPSA), per reference (a).

   b. Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) coordinates the MPS within the Navy. All correspondence to or from MPSA or higher authority on military postal matters will be forwarded to COMNAVSUPSYSCOM, Supply Chain Management Policy & Performance (COMNAVSUPSYSCOM N4). Additionally, COMNAVSUPSYSCOM operates fleet mail centers (FMC) overseas and Navy regional mail centers in the United States.

      (1) FMCs receive, distribute, consolidate, transfer, and dispatch military mail for transportation to, from, and within overseas areas, commands, and ships.

      (2) Navy regional mail centers receive, distribute, consolidate, transfer, and dispatch military mail for transportation to, from, and within stateside commands, and ships.

   c. Commander, U.S. Fleet Forces Command; Commander, U.S. Pacific Fleet; Commander, Military Sealift Command; and COMNAVSUPSYSCOM are designated major postal commands within the Navy and will:

      (1) designate by letter, a master chief petty officer or U.S. Department of Defense (DoD) civilian employee in grade GS-13 or above, as the major command postal officer.
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(2) coordinate the mail routing requirements, address management, and advise United States Postal Service (USPS) of Navy Ships in ports using OPNAV 5119/3 Do Not Return to ORD (tag) and OPNAV 5119/4 Do Not Return to ORD (sticker).

(3) monitor unit mail routing instructions and mail changes. Review area of operation mail on hand reports generated by each FMC, mail control activity, and regional mail center.

(4) conduct annual postal inspection program for area of responsibility using appropriate afloat or ashore inspection checklists listed in subparagraph 4c(7) and provide funds for operational support and temporary additional duty travel. Evaluate contracted mail operations that fail inspections for contract termination.

(5) monitor Automated Military Postal System reports.

(6) designate postal advisors by letter to COMNAVSUPSYSCOM N4. Postal advisors are senior military postal clerks (MPC) or DoD civilian employees assigned by fleet postal officers to selected commands with large concentrations of ships in the United States and overseas. Postal advisors provide guidance to commanders and postal officers, and provide additional training to assist MPCs with daily post office operations. Each Navy post office should be visited by a postal advisor at least once every 12 months. Every ship with a post office will have a postal advisor visit before scheduled deployments for completion of OPNAV 5119/5 Deployment Checklist.

(7) ensure afloat and shore inspections of postal activities are conducted annually by designated postal advisors using OPNAV 5119/2 Afloat Postal Inspection Checklist for afloat operations; continental United States (CONUS) official mail centers will use OPNAV 5119/6 Ashore CONUS Official Mail Inspection Checklist; and outside the continental United States (OCONUS) ashore operations will use OPNAV 5119/7 Ashore OCONUS Inspection Checklist.

(8) ensure postal activities use OPNAV 5119/1 Afloat Postal Officer Weekly Checklist for afloat operations, and OPNAV 5119/8 Ashore OCONUS Postal Officer Weekly Inspection Checklist for OCONUS operations.

(9) ensure ships scheduled for deployment will use OPNAV 5119/5 which includes postal pre-deployment checklist items starting 180 days prior to deployment with incremental actions every 30 to 60 days prior to deployment for United States Ships and United States Naval Ships.

(10) establish guidance in the form of standard operating procedure or instruction.

(12) host, at least annually, Navy postal strategic planning meetings with Navy regional postal managers and fleet postal officers.

d. Commanding officers of each command afloat or ashore are responsible for the planning, organization, operation, inspection, security, supervision, and coordination of the MPS within their jurisdiction per reference (a), and this instruction. Commanding officers will:

(1) designate by letter a commissioned officer, warrant officer, or chief petty officer in the grade 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. Postal officer duties include:

   (a) knowledge of USPS, DoD, and Navy postal directives, regulations, and instructions.

   (b) review post office records and inspect postal facilities weekly.

   (c) periodically check mail directory service to ensure compliance with the DoD Postal Manual, reference (a).

   (d) oversee all postal audits.

(2) 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 per reference (a).

(3) act as an afloat mail coordinator for ships such as aircraft carriers and combat logistics force ships, including processing mail to and from ships and units in company of the primary ship. Assign additional mail handling personnel and provide supplementary secure stowage space based upon mail volume.

(4) institute and maintain operating and control procedures to ensure the proper and expeditious delivery, processing, and dispatching of mail to preserve the security and reliability of official and personal mail.

(5) maintain proper safeguard and security controls to prevent embezzlement of postal funds and effects.

(6) submit mobile unit mail routing instructions at the appropriate classification level annually or as operational requirements require to COMNAVSUPSYSCOM Navy mail routers.
(7) ensure mail service to the command is continually evaluated, and unexplained incidents of missing, misdirected, or delayed mail are reported to the applicable major command and entered into Automated Military Postal System.

(8) ensure the maintenance of a complete mail directory service for the command.

(9) furnish all personnel with an individual standardized mailing address (Postal Service center or unit number, virtual or actual box number, and 5-digit Zone Improvement Plan Code) while attached to the command.

(10) keep personnel informed on expected status of mail service.

(11) 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. Complaints that cannot be satisfactorily corrected locally or within local USPS channels should be made known to the applicable major command.

(12) 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).

(13) ensure monthly, quarterly, or special audits of post offices are conducted as required by reference (a). Submit USPS retail sales system audit report promptly to higher authority through the commanding officer.

(14) ensure unannounced weekly or monthly inspections of postal activities are conducted using applicable afloat or ashore checklist.

e. FMCs, mail control activities, consolidated mail facilities, and military post offices are Navy postal activities, assigned by the respective major command and operated under the cognizance of designated subordinate commands tasked to consolidate, process, dispatch mail, and will:

(1) process in-transit mail to and from the area and dispatch mail to its destination.

(2) provide postal support for units as required by major commands.

5. Assignment of Navy Postal Personnel

a. Before being permitted to perform postal duties, MPC, mail clerks, and mail orderlies must complete an OPNAV 5112/1 Offenses Against the Mail & Postal Designation (Notice and Acknowledgement). The signed form will be placed in the post office files. OPNAV 5112/1 must be signed and updated annually.
b. Division officers, department heads, officers in charge, and official mail managers are responsible for nominating individuals as divisional, departmental, or command mail orderlies, and ensuring prospective mail orderlies meet the qualifications in reference (a).

c. Personnel assigned postal duties will be designated on DD Form 2257, Designation/Termination MPC-FPC-COPE-PFO; OPNAV 5112/1; and 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 service member, civilian, or local national is assigned, and revoked when reassigned.

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

e. Local nationals and non-postal designated U.S. citizens may work as mail handlers, laborers, drivers, and mail sorters for non-registered mail. Such personnel will be under direct supervision of a designated MPC.

f. Commanders may appoint U.S. citizens or local nationals as custodians of postal effects and MPCs if they meet criteria in reference (a).

6. **Military Sealift Command Ship.** Ships with fleet post office addresses assigned from the Automated Military Postal System, and submitting mail routing instructions, are authorized MPS users. All official Military Sealift Command ship’s mail is addressed to the ship’s master or respective department head (e.g., supply officer or chief engineer). All personal mail is addressed to the respective civilian mariner or contract mariner using assigned Navy standardized addresses.

7. **Shore Facilities and Services**

a. COMNAVSUPSYSCOM will pay the transportation charges of authorized air and surface carriers for fleet post office mail transported beyond CONUS to areas where USPS does not operate and between foreign destinations unless other specific provisions have been made. Use Transportation Account Code 0002 on DD Form 1384 to transport Navy and Marine Corps mail aboard air mobility command flights.

b. Fleet logistic centers’ Navy regional mail centers will provide mail support to the fleet or deployed forces. Fleet logistic centers will purchase initial tri-walls for mail transportation; however, supported units will provide funding for stock replenishment.

8. **Noncombatant Evacuation Operations.** Postal activities involved in NEOs are authorized to accept mail from the evacuees.
9. **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.

10. **Change Recommendations.** Send recommendations through the chain of command to COMNAVSUPSYSCOM N4.

11. **Records Management**

   a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at [https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx](https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx).

   b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/AA DRMD program office.

12. **Review and Effective Date.** Per OPNAVINST 5215.17A, Supply, Ordnance, and Logistics Operations Division (OPNAV N41) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

13. **Forms and Information Management Control**


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

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

   b. The forms in subparagraphs 13b(1) through 13b(9) are available from Naval Forms Online (NFOL) at [https://forms/documentservices.dla.mil/order/](https://forms.documentservices.dla.mil/order/)
(1) OPNAV 5112/1 Offenses Against the Mail & Postal Designation (Notice and Acknowledgement)

(2) OPNAV 5119/1 Afloat Postal Officer Weekly Checklist

(3) OPNAV 5119/2 Afloat Postal Inspection Checklist

(4) OPNAV 5119/5 Deployment Checklist

(5) OPNAV 5119/6 Ashore CONUS Official Mail Inspection Checklist

(6) OPNAV 5119/7 Ashore OCONUS Inspection Checklist

(7) OPNAV 5119/3 Do Not Return to ORD tag

(8) OPNAV 5119/4 Do Not Return to ORD label

(9) OPNAV 5119/8 OCONUS Ashore Weekly Inspection Checklist

c. For a complete listing of USPS and DoD 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, subparagraphs 7j and 7n.

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Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site https://www.secnav.navy.mil/doni/default.aspx