



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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COMMERCIAL
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IN REPLY REFER TO:

5218
Ser 54A/11
MAR 19 2002

From: Commander, Naval Supply Systems Command

Subj: DESIGNATION OF UNIT MAIL CLERKS AND MAIL ORDERLIES

Ref: (a) DOD Postal Manual, DOD 4525.6-M, Vol II
(b) DOD Official Mail Manual, DOD 4525.8-M

1. In accordance with reference (a), chapter 3, paragraph 303.1, Commanders or their designated representatives shall designate unit mail clerks, or mail orderlies.
2. Prior to entering into mail-handling duties, all selected personnel shall receive training in the importance of safeguarding mail, handling of accountable mail, timely delivery, and the serious consequences of negligence of duty.
3. In accordance with reference (a), chapter 3, paragraph 304.3, training shall be accomplished through proficiency training programs and locally developed training courses or instructions.
4. Before designating individuals as mail clerks or mail orderlies ensure all personnel meet the employee qualifications in reference (b), chapter 2, paragraph C2.4.
5. The appointment of mail clerks or mail orderlies is accomplished by using DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly.
6. Guidance for these designations as they apply to personnel working in the official mail program is as follows:
 - a. Personnel working in a consolidated mail facility or other mail center will be designated as mail clerks.
 - b. Personnel responsible for picking up mail from a Navy mail center, mail room, another military facility, or direct from a U.S. Postal Service facility will be designated as mail orderlies.
7. Request you forward this letter to all activities under your cognizance advising your official mail managers of the requirements of references (a) and (b).

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8. Direct questions on the appointment of unit mail clerks and mail orderlies to Mr. Alan L. Hass, 717-605-5894 or DSN 430-5894.


E. DEMECKY
By direction

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