



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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COMMERCIAL
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IN REPLY REFER TO:
5218
Ser 54A/1
JAN 18 2002

From: Commander, Naval Supply Systems Command

Subj: OFFICIAL MAIL MANAGER DESIGNATIONS

Ref: (a) DOD 4525.8 (DOD Official Mail Management Instruction)
(b) OPNAVINST 5218.7B (Navy Official Mail Management Instruction)

1. Reference (a), enclosure (4), E4.3.1.1, and reference (b), paragraph 6b and 6e require installations, activities, and staff elements appoint Official Mail Managers (OMMs). Compliance with this requirement is not always being met.

2. The designation of OMMs is necessary to ensure all personnel involved in official mail operations such as the Director of Operations at Consolidated Mail Facilities, and installation OMMs know whom to contact when there is a need to resolve mail problems, report discrepancies in mail preparation, disseminate information and schedule training, etc.

3. Request you forward this letter to the activities in your chain of command advising them of this requirement. Appointment letters should include the appointees' telephone number (voice and fax), as well as, official mailing and e-mail addresses. A copy of appointment letters must be forwarded to the OMM at the next level in the chain of command, with appointment letters for Navy Regions, Systems Commands, and major claimant OMMS forwarded to COMNAVSUPSYSCOM (SUP 54A).

4. Questions on the appointment of OMMs and their responsibilities can be directed to Mr. Alan L. Hass, Department of the Navy Official Mail Manager, 717-605-5894 or DSN 430-5894.


E. DEMETLEY
By direction

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Subj: OFFICIAL MAIL MANAGER DESIGNATIONS

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