



**DEPARTMENT OF THE NAVY**  
NAVAL DENTAL CENTER SOUTHWEST  
2310 CRAVEN ST.  
SAN DIEGO, CALIFORNIA 92136-5596

NDCSWINST 5112.1G  
02OPM  
30 Oct 02

NAVDENCEN SOUTHWEST INSTRUCTION 5112.1G

Subj: PROCEDURES FOR HANDLING THE U.S. MAIL

Ref: (a) OPNAVINST 5112.6C  
(b) NDCSWINST 5218.2C

Encl: (1) Mailing addresses for NDCSW Branch Dental Clinics  
(2) Branch Dental Clinics Current Mail Policy

1. Purpose. To provide procedures for the operation of Naval Dental Center Southwest (NDCSW) U.S. Mail service to Headquarters, Branch Dental Clinics (Northern and Southern) as directed in references (a) and (b). Further, this instruction serves to clarify issues left unclear by past instructions.

2. Cancellation. NAVDENCENS DIEGOINST 5112.1F.

3. U.S. Mailbox. A U. S. mailbox is located inside building 3232 to the left of the main entranceway. Deposited mail will be picked up once daily during workdays as indicated on the front of the mailbox at about 0715.

4. Postal Officer. Head, Operating Management Department will be designated as the official mail manager for Naval Dental Center Southwest. He/she will be responsible for the overall supervision and management of the mailroom and its personnel per reference (b).

5. Command Mail Clerk(s). Command mail clerks will be persons authorized by the Postal Officer, in accordance with reference (b), to receive, sort and distribute mail from the U.S. Postal Service. Command mail clerks will operate the Naval Dental Center Southwest mailroom in strict conformance with references (a) and (b).

6. Clinic/Department Mail Orderly. Mail orderlies will be persons authorized by their SEL to receive and distribute mail. They will be designated mail orderlies by completion of DD form 285 (appointment of military postal clerk, unit clerk, or mail orderly). Mail orderlies will carry DD form 285 on their person while in the performance of such duties.

7. Mailroom Location and Hours of Operation. Naval Dental Center Southwest's mailroom is located in Building 3232. Hours of operation are from 0715-1130 and 1300-1600, Monday-Thursday and Fridays 0730-1200. Actual manning times vary due to the delivery and pick of mail.

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8. Mail Security. The command mail clerk will deliver all southern branch clinics' mail to an authorized mail orderly. The branch mail orderly will immediately distribute the mail to the addressee only. Undeliverable mail will be secured in a locked area. U.S. Mail will be considered inviolable and will not be subject to delay, interception, seizure, rifling or confiscation by any person. Any loss of U.S. Mail will be reported immediately to the command Postal Officer.

9. Delivery of Mail. Command mail clerks will pick-up U.S. Mail once daily Monday-Friday, from building 3410, Naval Station Dockside Mail Delivery. Mail will be brought back to Naval Dental Center Southwest's mailroom for sorting and distribution. Mail will be sorted by department and placed into locked boxes. A key and DD Form 285 will be issued to the department mail orderlies. The mail orderlies will pickup mail at least once daily. Once the mail has been distributed, the security of the mail becomes the responsibility of the mail orderly. The mail orderly will deliver mail to the addressee only. At no time will mail be left unprotected or unattended while awaiting delivery. Undeliverable mail will be returned to the mailroom the day it is received.

10. Action

a. Enclosure (1) lists the appropriate mailing address for Naval Dental Center Southwest personnel broken down by clinic.

b. Upon receipt of official notification of personnel ordered to the dental facility for duty, the individuals name will be put on a prospective gains list including rank, previous duty station and projected arrival date. Head, Personnel Administrative Department will then forward a copy of the prospective gains list to the command mailroom. Mail will not be held for a period of longer than 30 days unless specific information is received showing the addressee is due to report to the command.

c. Upon transfer, the command mail clerk, ensuring that all information is correct and present will provide two OPNAV 5110/5 (notice of change of address) cards. The command mail clerk will indicate receipt by affixing his/her initials upon the transferee's check in/out sheet. The command mail clerk will then forward an OPNAV 5110/5 card to the individual's next command via official mail.

11. Mail for the Northern and Southern Branch Dental Clinics. Each host command has a policy established for tenant command mail. Branch dental clinics are responsible for adhering to all regulations and policies established by their host command. Enclosure (2) details relevant procedures to be followed by each branch dental clinic. Northern branch dental clinics will be responsible for maintaining all receipts associated with accountable official mail. Receipts will be maintained for two years after the date received.

12. Official Mail. Official mail will be handled in accordance with reference (b). Official mail will not be opened by the command mail clerks in the mailroom. Official mail will be delivered to the Administration Office.

13. Accountable Mail. Official and personal registered, insured, and certified mail will be covered by receipts. The command mail clerk is directed to maintain a record of all official and personal accountable mail and to obtain the recipient's signature for such mail prior to release. Notification of registered, insured, and certified personal mail will be done using a PS Form 3849 (notification of accountable mail.) Under no circumstances will the mail orderly pick-up or deliver personal accountable mail without the signature of the addressee on the PS Form 3849, giving authorization.

14. Express Mail. Express mail will only be used when it is the most cost-effective way to accomplish a mission. Written authorization must be received from the Postal Officer to use Official express mail. Northern clinics will go through their host command's post office for procedures on express mail. Southern clinics may use either the Command Postal Officer or their host command. Headquarters, Area Dental Laboratory, and Naval Station will use the Command Postal Officer for all express mail.

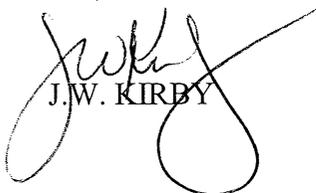
15. Directory

a. Directory service will be completed by the command mail clerk on a daily basis to ensure timely redelivery to addressee.

b. Mail bearing incomplete or incorrect addresses and mail for personnel not present in the command will be processed against the directory listing in the forwarding address files. Mail of personnel for whom there is no listing on file will be suitably endorsed and promptly returned to the source from which received.

c. It is the responsibility of the individual to notify the command mail clerks when they are going to be on TAD or leave if they want or need their mail forwarded.

16. Purchase of Money Orders, Stamps, and Mailing of Personal Packages. The duties of the command mail clerk will not include accepting personal funds for the purchase of money orders or stamps. NDCSW postal personnel will not conduct mailing of personal packages or other personal services.

  
J.W. KIRBY

Distribution:  
List I, Case 1, 2

MAILING ADDRESSES FOR NDCSW BRANCH DENTAL CLINICS

NAVAL BASE CORONADO  
BRANCH DENTAL CLINIC  
PO BOX 357037  
SAN DIEGO CA 92135-7035

NAVAL BASE CORONADO  
BRANCH DENTAL ANNEX  
3538 BOUGAINVILLE ROAD  
SAN DIEGO CA 92155-5491

NAVAL BASE SAN DIEGO  
NAVAL STATION  
BRANCH DENTAL CLINIC  
2310 CRAVEN ST  
SAN DIEGO CA 92136-5596

NAVAL POST GRADUATE SCHOOL  
BRANCH DENTAL CLINIC  
1 UNIVERSITY CIR RM 419  
MONTEREY CA 93942-5026

NAVAL WEAPONS STATION  
BRANCH DENTAL CLINIC  
NAVAL AIR WEAPONS STATION  
CHINA LAKE CA 93555-6001

NAVAL BASE POINT LOMA ANNEX  
BRANCH DENTAL ANNEX  
140 SYLVESTER RD  
SAN DIEGO CA 92155

MARINE CORP RECRUIT DEPOT  
BRANCH DENTAL CLINIC  
43000 MIDWAY DR  
SAN DIEGO CA 92140-5592

FISC  
BRANCH DENTAL ANNEX  
937 N HARBOR DR  
SAN DIEGO CA 92132-5100

NAVAL AIR STATION  
BRANCH DENTAL CLINIC  
926 FRANKLIN AVE  
LEMOORE CA 93246-5005

VENTURA COUNTY  
BRANCH DENTAL CLINIC  
720 23<sup>RD</sup> AVE  
PORT HUENEME CA 93043-4312

NAVAL AIR STATION FALLON  
BRANCH DENTAL CLINIC  
4755 PASTURE RD NO 11  
FALLON NV 89406-5000

NAVAL AIR FACILITY  
BRANCH DENTAL ANNEX  
EL CENTRO CA 92243-5015

NAVAL DENTAL CENTER SOUTHWEST  
HEADQUARTERS  
2310 CRAVEN ST  
SAN DIEGO CA 92136-5596

## BRANCH DENTAL CLINICS CURRENT MAIL POLICY

NAVAL BASE CORONADO ANNEX - The Mail Orderly is responsible for picking-up and delivery of the mail from the Naval Base Annex host command post office.

MARINE CORPS RECRUIT DEPOT (MCRD) – Mail cards (DD285) are issued by the host command post office and the mail orderly from Branch Dental Clinic MCRD is responsible for going to the post office to pick-up and deliver the mail.

NAVAL BASE POINT LOMA – The Base Administration Office is responsible for picking-up and sorting the mail. The mail orderly from Branch Dental Clinic SUBASE will pick up the mail from the Base Administration Office.

POINT LOMA ANNEX - The Branch Dental Annex Leading Petty Officer (LPO) picks-up the mail from the host command post office and delivers the mail to the Annex.

FLEET INDUSTRIAL SUPPLY CENTER (FISC) ANNEX – A cypher code is issued from the mailroom located inside FISC. The cipher code is assigned to the Branch Dental Annex FISC LPO and he/she is responsible for picking-up and delivering the mail.

SHORE INTERMEDIATE MAINTENANCE ACTIVITY (SIMA) - The Branch Dental Annex SIMA LPO picks-up the mail from the Administration Office located within SIMA for delivery to the Annex.

MONTEREY, FALLON, LEMOORE, EL CENTRO, CHINA LAKE, VENTURA COUNTY - Mail cards (DD 285) are issued by the host post office. Branch Dental Clinics are responsible for pick-up and delivery of the mail.

POINT MUGU - The host post office delivers and picks-up mail from the Branch Dental Clinic twice a day.