



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

NDCSWINST 5218.2C
02OPM
09Apr 03

NAVDENCEN SOUTHWEST INSTRUCTION 5218.2C

Subj: OFFICIAL MAIL MANAGEMENT AND PROCEDURES

Ref: (a) OPNAVINST 5218.7B
(b) NDCSWINST 5112.1G
(c) DOD 4525.6M Postal Manual

1. Purpose. To provide policies, procedures, and guidance for processing, receipts, and dispatch of official mail in accordance with references (a) through (c).

2. Cancellation. NAVDENCENS DIEGOINST 5118.2B.

3. Definition. Official mail is any letter, publication or parcel relating exclusively to the business of the United States Government which is mailed using the postage meter or official mail stamps. By law (39 USC 3202), only officials of the U.S. Government are authorized to send items as official mail. The penalty for misuse of official mail is \$300.00.

4. Preparation

a. Inadequate packing is the most common cause for loss and damage in the mail. Therefore, all items shall be packaged to withstand the mail handling process, transportation environment and in a manner that their contents will not harm personnel, equipment or other mail.

b. All official mail must be clearly and legibly addressed. A return address must be on all correspondence. Official mail entered into the postal system of the Command without a return address will be opened by the Official Mail Manager (OMM) to ascertain the originator. The OMM will inform the Director for Administration (DFA) of all unauthorized use of official mail.

c. All official mail shall be endorsed to show the class of mail service desired.

d. All official mail addresses (both delivery and return) will utilize the following format:

(1) Maximum of 47 characters per line, including spaces.

(2) Address shall be in all capital letters and must be typed, computer generated or printed on a label.

(3) No punctuation except the dash between zip code and four-digit extension is allowed.

(4) Maximum of 5 lines for address.

NDCSWINST 5218.2C
09 Apr 03

9. Offenses. All offenses involving official mail shall be reported to the Command Official Mail Manager who shall coordinate the investigation of all offenses involving official mail



J. D. KARAMAN
Acting

Dist:
List I, Case 1, 3