



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
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GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 5218.1G

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5 Oct 15

NAVCRUITDIST NEW YORK INSTRUCTION 5218.1G

Subj: OFFICIAL MAIL MANAGEMENT PROGRAM

Ref: (a) OPNAVINST 5218.7C
(b) COMNAVCRUITCOMINST 4400.1E

Encl: (1) Emergency Station Postage Usage Log
(2) Emergency Stamp Requisition

1. Purpose. To publish regulations and policies on the handling and processing of Official Mail within Navy Recruiting District New York.

2. Cancellation. NAVCRUITDISTNYINST 5218.1F

3. Action. Per references (a) and (b), all personnel who originate, handle or process official mail, will comply with this instruction.

4. Responsibilities

a. In addition to the responsibilities identified in reference (b), the Administrative Officer (AO) is the Official Mail Manager and is responsible for maintaining an emergency log, enclosure (1), to be utilized in the event of postage metering equipment failure or malfunction. In the event that the postage meter machine is inoperable, the Supply Department will procure stamps for the AO to maintain.

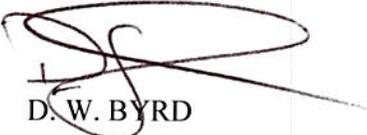
b. In addition to the responsibilities identified in reference (b), the Officer Programs Officer, Enlisted Processing Division Supervisor and Leading Petty Officer of each Navy Recruiting Station is responsible to the Official Mail Control Officer (OMCO) for maintaining an Emergency Postage Usage Log enclosure (1). During a period of equipment malfunction or failure, enclosure (1) will be used and a copy will be forwarded to the OMCO along with all unused postage stamps.

5. Emergency Stamp Requisition Procedure

a. Postage Stamps

(1) Postage stamps shall be requested and signed for using enclosure (2), and shall be picked up from the requesting individual.

(2) Each user of postage stamps is responsible for ensuring that proper postage is placed on each piece of official mail. As a guide, a standard letter size envelope and up to four (4) sheets of paper can be mailed using a single first class stamp.


D. W. BYRD

EMERGENCY STATION POSTAGE USAGE LOG

	Postage Carried Forward	Postage Used	Discrepancies
Division 1			
Garden City			
Huntington			
Hempstead			
Hicksville			
Freeport			

Division 2			
Flushing			
Elmhurst			
Richmond Hill			
Jamaica			
Harlem			
Tribeca			
Metro			

Division 3			
Fort Schuyler			
Fordham Road			
Westchester Square			
Yonkers			

Division 4			
Bay Ridge			
Downtown Brooklyn			
Crown Heights			
Kings Plaza			
Floyd Bennett Field			

Division 5			
East Brunswick			
Earle			
Plainfield			
Tinton Falls			
Somerville			
Woodbridge			

	Postage Carried Forward	Postage Used	Discrepancies
Division 6			
Jersey City			
East Orange			
Newark			
Elizabeth			
Staten Island			

Division 7			
Hackensack			
Morristown			
Newton			
North Haledon			

Division 8			
Bay shore			
Farmingdale			
Patchogue			
Selden			

ADMIN			
MEPS			

5 Oct 15

Emergency Stamp Requisition

Date: _____

From: Last, First, MI, (SSN), (NRS Location)

To: NAVCRUITDIST New York (Attn: Official Mail Manager)

Subj: MAIL STAMPS REQUISITION REQUEST

Ref: (a) COMNAVCRUITCOMINST 4400.1E

1. Per reference (a), I request Mail Stamps in the following quantity by denomination be issued to RESID number _____:

(Request any value and quantity that the U.S. Postal Service issues and which bona fide need exists)

Signature

From: NAVCRUITDIST, New York, Official Mail Manager

To: Last, First, MI, (SSN), (NRS Location)

Subj: MAIL STAMPS REQUISITION REQUEST

1. The above quantity and denominations of Mail Stamps have been issued and you signature below indicates receipt of same:

(Request any value and quantity that U.S. Postal Service issues and which bona fide need exists)

(Signature of OMM)

Received by: _____
(Signature)

Date: _____

Enclosure (2)