



DEPARTMENT OF THE NAVY

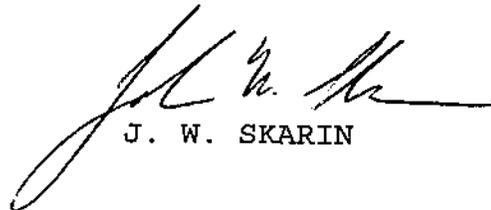
NAVY RECRUITING DISTRICT NEW YORK
990 STEWART AVENUE
2ND FLOOR, SUITE 220
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 5218.1F CH-1
40
22 Mar 13

NAVCRUITDIST NEW YORK INSTRUCTION 5218.1F CHANGE TRANSMITTAL 1

Subj: OFFICIAL MAIL MANAGEMENT PROGRAM

1. Purpose. To publish regulations and policies on the handling and processing of Official Mail within Navy Recruiting District New York.
2. Action. All holders of basic directive are to make the following pen and ink changes:
 - a. Cover page, under Ref (a), change instruction from 5218.7B to 5218.7C. Also under Ref (b), change instruction from 4400.1 (Series) to 4400.1D.
 - b. Cover page, number 4 subparagraph a, change the word Chief Administrator to Admin Officer. Subparagraph b, change title from Recruiter in Charge (RinC) to Leading Petty Officer (LPO).
 - c. Enclosure (1), change the word Zone to Division. Under Division, change station names.
 - d. Enclosure (2), under Ref (a), change instruction from 4400.1 (Series) to 4400.1D.


J. W. SKARIN



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NAVCUITDIST NEW YORK INSTRUCTION 5218.1F CH-1

Subj: OFFICIAL MAIL MANAGEMENT PROGRAM

Ref: (a) OPNAVINST 5218.7C
(b) COMNAVCUITCOMINST 4400.1D

Encl: (1) Emergency Station Stamp Usage Log
(b) 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. NRDNYINST 5218.1E

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 Chief Administrator is the Official Mail Manager (OMM), and is responsible for maintaining an emergency log, enclosure (1), to be utilized in the event of postage metering equipment failure or malfunction.

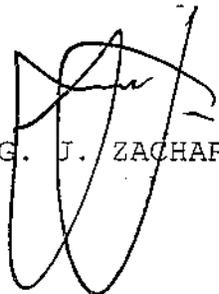
b. In addition to the responsibilities identified in reference (b), the Officer Programs Officer, Enlisted Processing Division Supervisor and Leading Petty Officer (LPO) of each Navy Recruiting Station (NRS) is responsible to the Official Mail Control Officer (OMCO) for maintaining an Emergency Stamp 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. Procedures

a. Postage Stamps

(1) Postage stamps shall be requested and signed for using enclosure (2), and shall be picked up or mailed via certified mail by the OMM to 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.



G. J. ZACHARSKI

Distribution:
NRDNYINST 5216.1F
List I and II

EMERGENCY STATION STAMP USAGE LOG

	Postage Carried Forward	Postage Used	Discrepancies
Division 1			
Garden City			
Bayshore			
Hempstead			
Hicksville			
Farmingdale			
Patchogue			
Freeport			

Division 2			
Flushing			
Elmhurst			
Richmond Hill			
Jamaica			
Ridgewood			
Long Island City			
Harlem			
Tribeca			
Metro			

Division 3			
Fort Schuyler			
Fordham Road			
Westchester Sq.			
White Plains			
Yonkers			

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

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	Postage Carried Forward	Postage Used	Discrepancies
Division 5			
East Brunswick			
Earle			
Elizabeth			
Plainfield			
Tinton Falls			
Woodbridge			

Division 6			
Jersey City			
East Orange			
Newark			
Staten Island			

Division 7			
Hackensack			
Morristown			
Newton			
North Haledon			
North Bergen			

Admin			
MEPS			

22 Mar 13

Emergency Stamp Requisition

Date: _____

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

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

Subj: MAIL STAMPS REQUISTION REQUEST

Ref: (a) COMNAVCRUITCOMINST 4400.1D

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:

Subj: MAIL STAMPS REQUISTION REQUEST

1. The above quantity and denominations of Mail Stamps have been issued and your 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)