



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR MAINTENANCE TRAINING UNIT
9287 SEVENTH AVE.
NORFOLK, VIRGINIA 23511-4292

NAMTRAUNORVAINST 5110.1D
Code 00

26 OCT 2000

NAMTRAU NORFOLK VA INSTRUCTION 5110.1D

Subj: MAIL HANDLING PROCEDURES/CORRESPONDENCE CONTROL

Ref: (a) COMNAVREGMIDLANT 5218.2

Encl: (1) Originator codes at NAMTRAU Norfolk

1. Purpose. To promulgate proper mail handling procedures for NAMTRAU Norfolk per reference (a).

2. Cancellation. NAMTRAGRUDETNORVAINST 5110.1C.

3. Action.

a. The Administrative Officer is responsible to the Commanding Officer for general administration of Unit mail and supervision of designated mail clerks and mail orderlies.

b. The Administrative Supervisor is responsible to the Administrative Officer for ensuring proper security in the delivery, sorting, distribution, and storage of mail.

4. Duties of Command Mail Clerks.

a. Report to Student Control to check out duty van keys each working day for the official mail run.

b. Pick up and deliver U.S. Official Guard Mail to NAVSTA Guard Mail Distribution Office, in Bldg. U-132. All outgoing official mail must be metered at Bldg. U-132. Any official mail which needs to be metered and is received after 1300, must be taken to Bldg. W313 to be metered.

c. Deliver and pick up all certified, registered, insured and any U.S. Official Mail from Naval Station Post Office Bldg. U-132. Personal mail will not be dropped off; however, it will be picked up at this point. Pick up guard mail from the designated box at PSD Sewells Point, 2nd deck, Bldg S-29.

d. On an "as needed" basis, combined with the base guard mail/U.S. Mail run, make runs to:

S-29 (PERSUPPDET Sewells Point)
Travel section pick-up and/or drop off official TAD orders for advances or liquidations for **military** personnel.

- Service records section (as required).
- During pay days pick-up DDS/LES.

Note: Other stops as directed by the Administrative Supervisor.

e. Deliver all incoming U.S. Official Mail and guard mail addressed to Commanding Officer to the Admin office.

f. Deliver all incoming classified mail (if any) to the Security Manager.

g. All personal/official mail will be sorted by Admin personnel, date stamped and routed. Enclosure (1) provides codes for proper mail distribution and routing.

h. The Admin office will retain all undeliverable mail (personnel on leave, TAD, prospective check-in's, etc.) in a secured space for redistribution upon their return/arrival.

5. Duties of Department Mail Orderlies and Alternate Mail Orderlies.

a. Pick up incoming guard mail from the department basket in the Admin office checking a minimum of twice daily and personal mail from the mailbox (located in Student Control) at least once daily.

b. Return all undeliverable incoming personal mail to the Admin office for proper storage and redistribution. Personal U.S. Mail will not be left unguarded in slots or "in baskets".

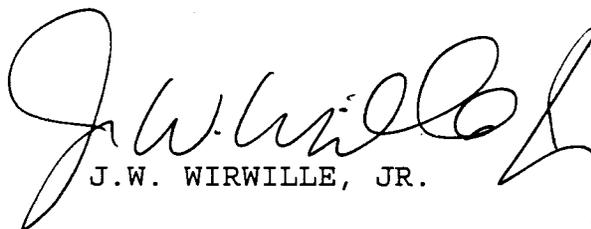
6. Outgoing Mail. Official outgoing mail can be delivered to the Admin office for distribution between the hours of 0700 and 1530 Monday through Friday. Admin does not deliver personal outgoing mail to the Post Office.

7. Address. The following mailing address will be used on all official mail. The address must be typed or pre-printed on a label or envelope for delivery.

Commanding Officer
Naval Air Maintenance Training Unit
9287 Seventh Ave
Norfolk, VA 23511-4292

8. Appointment of Mail Clerks and Department Mail Orderlies and Alternate Mail Orderlies.

- a. The Admin Officer shall appoint mail clerks.
- b. Mail clerks will familiarize themselves with reference (a), and any other pertinent information issued by the Naval Station Post Office.



J.W. WIRWILLE, JR.

Copy to:
All Departments/MTUs

NAMTRAU Norfolk Originator Codes

00 - Commanding Officer
01 - Executive Officer
01A - Command Master Chief
10 - Administrative Officer (Admin LCPO, Supervisor, ESO, Legal, Career Counselor)
Sup - Supply
TS - Training Support, Facilities Manager, BEQ Manager, Quality Assurance, Technical Publications Library, Maintenance Control, PJT A/C, Trainer Maintenance
TIS - Technical Information Systems
SA - Student Affairs (FMS, Student Control, NITRAS, Holding Company)
CIS - Curriculum and Instructional Standards
FTS - Senior Civilian Advisor (Field Training Specialist)
MTU 1026 - Maintenance Training Unit 1026 (E-2C Unit)
MTU 1031 - Maintenance Training Unit 1031 (MH/CH-53 Unit)
MTU 3040 - Maintenance Training Unit 3040 (Aviation Boatswains' Mate Unit)
MTU 4032 - Maintenance Training Unit 4032 (Air Launch Weapons Unit)