



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
HELTRARON TWENTY EIGHT  
7180 USS LONG ISLAND STREET SUITE 320  
MILTON FL 32570-6101

IN REPLY REFER TO

HT-28INST 5110.1B  
00  
15 Jul 13

### HELTRARON TWENTY-EIGHT INSTRUCTION 5110.1B

Subj: U.S. MAIL HANDLING INSTRUCTIONS

Ref: (a) OPNAVINST 5112.6D  
(b) OPNAVINST 5218.7C  
(c) NASWFINST 5112.1G

1. Purpose. To establish procedures for handling U.S. Mail.
2. Cancellation. HT-28INST 5110.1A
3. Responsibility. The Postal Officer is responsible to the Commanding Officer for the efficient operation of squadron mail services per reference (a). The Postal Officer shall normally be assigned as a collateral duty to the Assistant Administrative Officer.
4. Action
  - a. The Postal Officer shall ensure mail orderlies are trained and are fully aware of their responsibilities.
  - b. Squadron Mail Orderlies shall:
    - (1) Be thoroughly familiar with mail handling duties and responsibilities outlined in references (a) through (c).
    - (2) Be designated on DD Form 285 "Mail Orderly Card" and shall carry this card at all times per reference (b). Upon transfer from the Squadron or Administrative Office the mail orderly card will be returned to the Postal Officer.
    - (3) Draw and deposit Squadron mail at 1100 but not later than 1200 each working day.
    - (4) Sort all departmental mail and ensure its security.
    - (5) Properly annotate and return all undeliverable mail to the Station Post Office. Mail for designated incoming personnel shall be held until his or her arrival. Mail for personnel on leave shall be held until his or her return.

(6) Maintain an up-to-date directory file for all officer and enlisted personnel per reference (b).

(7) Mail orderlies will distribute mail; if personnel are not available, mail will be returned to the Administrative Office and locked up at the time of securing.

(8) Forward mail to individuals not attached by the next mail call.

c. Reference (b) addresses the proper use of OPNAV Form 5110/5 for personnel ordered to a new duty station, personnel reporting aboard, personnel ordered for further assignment, and on-station transfers. The squadron mail orderly shall maintain directory files and shall be guided by reference (b).

d. Mail which cannot be delivered within eight hours shall be checked against the Squadron Directory Files. If the Squadron Directory Service cannot locate the addressee, the mail shall be returned to the post office.

e. Per reference (a), mail orderlies shall neither accept funds for the purchase of money orders or stamps nor accept personal letters or packages which are to be registered or insured.

f. Markings such as "DESERTER," "KILLED IN AIRCRAFT ACCIDENT," "BRIG," etc. shall not be placed upon undeliverable mail. Instructions and explanations may be paper clipped to mail and the mail enclosed in a larger envelope addressed to the NAS Whiting Directory Service for processing. Specific assistance concerning individual cases may be obtained from the Squadron Postal Officer or Squadron Mail Orderly.



C. L. PESILE

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