JUDGE ADVOCATE GENERAL/COMMANDER, NAVAL LEGAL SERVICE COMMAND INSTRUCTION 5218.1A

From: Judge Advocate General of the Navy Commander, Naval Legal Service Command

Subj: OFFICE OF THE JUDGE ADVOCATE GENERAL AND NAVAL LEGAL SERVICE COMMAND HEADQUARTERS MAIL MANAGEMENT PROGRAM

Ref: (a) OPNAVINST 5218.7D 
(b) OPNAVINST 5112.6F 
(c) JAGINST 3030.4C 
(d) SECNAV-M 5210.1

Encl: (1) FedEx Authorized User Designation Template 
(2) Federal Express (FedEx) Procedures 
(3) Forms

1. **Purpose.** To promulgate rules governing the operation of mail and courier services within the combined headquarters of the Office of the Judge Advocate General (OJAG) and Naval Legal Service Command (NLSC) in accordance with references (a) and (b).

2. **Roles and Responsibilities**

   a. **Assistant Judge Advocate General (Operations and Management).** The Assistant Judge Advocate General for Operations and Management shall:

      (1) Oversee the OJAG/NLSC HQ mail management program;

      (2) Designate an OJAG/NLSC Headquarters (HQ) Official Mail Manager (OMM) to manage official mail functions for OJAG/NLSC HQ; the OMM should also be designated for additional duty as the OJAG/NLSC HQ Federal Express (FedEx) Administrator; and

      (3) Designate an OJAG/NLSC HQ Mail Clerk and two alternate Mail Clerks to manage the day-to-day operations of the OJAG/NLSC HQ mail room, retrieve incoming mail, and deliver mail in accordance with the procedures outlined herein.

   b. **OJAG/NLSC Combined HQ OMM.** The OMM is responsible for all official mail functions for OJAG/NLSC Headquarters. The OMM is also responsible for the implementation of all Navy official mail cost control program policy in accordance with reference (a). The OMM shall:
(1) Be designated in writing. A copy of the designation letter will be provided to COMNAVSUPSYSCOM, Postal Policy Division, OMM (NAVSUP 42);

(2) Develop a training program for all personnel responsible for processing mail in accordance with reference (a); and

(3) Serve concurrently as the OJAG/NLSC HQ FedEx Administrator.

c. OJAG/NLSC Combined HQ FedEx Administrator. The FedEx Administrator oversees the use of OJAG/NLSC FedEx accounts for sending official mail. The FedEx Administrator is responsible for controlling cost and maintaining accountability through the proper and cost-effective use of OJAG-funded FedEx services. The FedEx Administrator shall:

(1) Be designated in writing;

(2) Maintain the OJAG/NLSC HQ FedEx.com account;

(3) Conduct regular audits of FedEx billing statements;

(4) Maintain a roster of FedEx.com authorized users appointed in writing by their respective Division Director/Special Assistant;

(5) Create FedEx usernames and temporary passwords for appointed authorized users;

(6) Provide training to authorized users on the use of FedEx services; and

(7) Maintain records of all FedEx billing statements, OJAG/NSLC Private Carrier Shipping Forms, and FedEx shipping labels.

d. OJAG/NLSC Combined HQ Mail Clerk. The Mail Clerk is responsible for the administration of United States Postal Service (USPS) mail services, including official mail and guard mail, to OJAG and NLSC at the Washington Navy Yard (WNY) and the Pentagon. The Mail Clerk shall:

(1) Be designated in writing using DD Form 285 and OPNAV 5112/1 Offenses Against the Mail and Mail Orderly Designation Form (Notice and Acknowledgement);

(2) Be trained and authorized by the Command Security Manager to perform courier functions using DD Form 2501 Courier Authorization;

(3) Manage the day-to-day operations of the OJAG/NLSC HQ mail room and maintain the room in an orderly condition;

(4) On a daily basis, retrieve all mail from the NAVFAC mailroom located on the first floor of Building 33, WNY. On days the NAVFAC mailroom is not accessible, annotate such in the Mail Courier Duty Log and notify the OMM;
(5) Log all mail into the Incoming Mail Log in the OJAG/NLSC HQ mailroom. All Federal Express (FedEx), United States Postal Service (USPS), United Parcel Service (UPS), certified, and registered mail should be annotated as such in the mail log;

(6) Sort all mail into the appropriate Division/Special Assistant Directorate mailboxes in the OJAG/NLSC HQ mailroom;

(7) On a daily basis, deliver all WNY Building 33 mail to each Division/Special Assistant Directorate. A representative from each Division/Special Assistant will sign for all mail received;

(8) In the event a representative from a Division/Special Assistant Directorate is unavailable, return the mail to the appropriate Division/Special Assistant mailbox in the OJAG/NLSC HQ mailroom until delivery can be attempted on the next business day, and notify the Division Director/Special Assistant of the attempted delivery;

(9) Conduct mail runs to the Pentagon twice weekly. Mail runs will occur each Tuesday and Friday between 1100 and 1300. The OMM shall approve all deviations from this schedule in advance;

(10) Conduct Board for Correction of Naval Records (BCNR) mail runs each Wednesday, or as required;

(11) Record all outgoing mail in the Outgoing Mail Log and deliver daily to the NAVFAC mailroom;

(12) Report completion of mail sorting and mail delivery/runs in the Mail Clerk Duty Log;

(13) Manage access to the OJAG/NLSC HQ mailroom in coordination with the Command Security Manager and OMM, and submit access requests for Division/Special Assistant Directorate Mail Orderlies to the Command Security Manager;

(14) Maintain an access list to the OJAG/NLSC HQ mailroom, update as required, and provide a copy to the OMM and Command Security Manager;

(15) Provide annual training to alternate Mail Clerks on mail and mailroom procedures. At a minimum this shall include the importance of safeguarding mail, handling of accountable mail, timely delivery, and the serious consequences of negligence of duty;

(16) Provide training to Division/Special Assistant Directorate Mail Orderlies on mail retrieval and handling, access to the mailroom, and OJAG/NLSC HQ mail management;

(17) Conduct mailroom maintenance at least twice monthly in accordance with the procedures outlined in this instruction and log completion in the Mail Clerk Duty Log;

(18) Report all new entries in the Mail Clerk Duty Log to the OMM weekly;
(19) Notify the OMM at least one day in advance of any anticipated absence, and formally turn over mail responsibilities to an alternate Mail Clerk; and

(20) In the event of an unanticipated absence, notify the OMM immediately so that alternate arrangements can be made.

e. Division/Special Assistant Directorate Mail Orderlies. Each Division/Special Assistant Directorate within Building 33, WNY, may elect to retrieve their mail directly from the OJAG/NLSC HQ mailroom. This is advisable where personnel manning does not support daily receipt of mail from the Mail Clerk. Divisions/Special Assistant Directorates in other WNY buildings must appoint primary and alternate mail orderlies to retrieve their mail directly from the OJAG/NLSC HQ mailroom. If elected or otherwise necessary, each Division Director or Special Assistant shall:

(1) Designate primary and alternate Mail Orderlies, in writing, to retrieve mail for their Division/Special Assistance Directorate directly from the OJAG/NLSC HQ mailroom, and notify the OMM and the Mail Clerk of the appointments. DD Form 285, Appointment of Military Postal Clerk, Unit OMM or Mail Orderly and OPNAV 5112/1, Offenses Against the Mail and Mail Orderly Designation Form (Notice and Acknowledgement), will be used for this purpose;

(2) Ensure Mail Orderlies receive training from the Mail Clerk on mail retrieval and handling, access to the mailroom, and OJAG/NLSC HQ mail management;

(3) Retrieve mail from the OJAG/NLSC HQ mailroom at least once weekly;

(4) As required, be authorized by the Command Security Manager to perform courier functions using DD Form 2501 Courier Authorization;

(5) Sign and date the Incoming Mail Log for all mail parcels retrieved from the OJAG/NLSC HQ mailroom; and

(6) As required, receive training from the Command Security Manager on, and follow the protocol for, sending and receiving classified material using the mail and third party couriers.

f. Command Security Manager. The Command Security Manager shall:

(1) Provide training for the transportation of classified materials to the OMM, Mail Clerks, and Mail Orderlies;

(2) Review and grant access to Division/Special Assistant Mail Orderlies to the OJAG/NLSC HQ mailroom upon request of the Mail Clerk;

(3) Maintain a copy of the OJAG/NLSC HQ mailroom access list; and

(4) As required, grant courier authorization to designated Mail Clerks and Division/Special Assistant Mail Orderlies.

g. FedEx Authorized Users. Each Division or Special Assistant Directorate shall:
(1) Designate two FedEx Authorized Users, a primary and an alternate, in writing using the format in enclosure (1);

(2) Follow the procedures for the use of FedEx in enclosure (2);

(2) Review all Private Carrier Shipping Forms for accuracy and completeness, and certify that the item being sent is both urgent and for official business; and

(3) Retain records of all Private Carrier Shipping Forms and FedEx shipping labels.

3. Mail Management Procedures

   a. Official Mail. Only official business mail shall be sent using OJAG-funded mail services. United States Postal Service (USPS) is the default method for sending official mail. Use of private carriers is discussed in paragraph 3.f. of this instruction.

       (1) Parcels containing high priority material must be shipped by the most expeditious and cost effective mode of transportation available;

       (2) Parcels containing administrative material (i.e., books, reports, contracts, etc.) will be shipped by the USPS when weight and size restrictions are not exceeded;

       (3) All mailings destined for the same addressee and/or area shall be consolidated into the fewest number of mailings possible;

       (4) Savings in postage costs will not be achieved at the expense of service. Mail shall be dispatched daily.

   b. Primary and alternate Mail Clerks. The Mail Clerk will formally turn over mail responsibilities to an alternate Mail Clerk in the event of leave, temporary duty, routine and ad hoc telework schedules, or other absence. Telework schedules are the default for emergency and disaster operations, including those scenarios contemplated within the context of the OJAG/NLSC HQ Continuity of Operations Plan, reference (c). Formal notification of turnover will be provided to the OMM at least one day in advance of any anticipated absence. The OMM will ensure an alternate Mail Clerk is available during the period of absence. In the event of an unanticipated absence, the OMM will immediately arrange for an alternate to execute Mail Clerk responsibilities. If an alternate is not reasonably available, the OMM will notify the WNY Front Office Executive Director so that other arrangements may be made. Except in the instance of emergency or disaster operations in which mail management is impossible or impracticable, Mail Clerk responsibilities will not be neglected due to absence.

   c. Mail Orderlies. Division/Special Assistant primary and alternate Mail Orderlies may be identified to retrieve mail for more than one Division/Special Assistant Directorate, provided that each Division/Special Assistant remains responsible for ensuring its mail is retrieved in a timely manner and that mail and mailroom procedures are followed.
d. OJAG/NLSC HQ Mailroom Hours. The mailroom will be open from 0700 to 1100 daily, at a minimum, for mail retrieval. Hours of operation will be posted on the mailroom door.

e. Pentagon Mail Run. The Mail Clerk conducts the mail run to the Pentagon via the DoD shuttle on Tuesday and Friday from 1100 to 1300. The Mail Clerk will promptly notify the OMM if the mail run will occur outside of this time window. The Mail Clerk must stop at the following four locations at the Pentagon:

(1) DON/AA mailroom, BF989. The mailroom at this location is for pickup of official mail for the Pentagon;

(2) OJAG Front Office, 4C642. Front Office staff will have outgoing mail packaged and logged in the Outgoing Mail Log for the Mail Clerk, who will sign for all outgoing mail. Any mail delivered to the OJAG Front Office will be signed for by a member of the staff;

(3) Code 10, 4D640. Code 10 staff will have outgoing mail packaged and logged in the Outgoing Mail Log for the OJAG Mail Clerk, who will sign for all outgoing mail. Any mail delivered to Code 10 will be signed for by a member of the staff;

(4) Code 13, 4D641. Code 13 staff will have outgoing mail packaged and logged in the Outgoing Mail Log for the OJAG Mail Clerk, who will sign for all outgoing mail. Any mail delivered to Code 13 will be signed for by a member of the staff.

f. Outgoing Mail. All outgoing mail from the WNY will be packaged and labeled by the originating Division/Special Assistant, logged in the Outgoing Mail Log, and placed in the outgoing mail box in the WNY Front Office for delivery by the Mail Clerk to the NAVFAC mailroom. USPS mail sent as Certified Mail will have a PS Form 3811 placed on the back of the package accompanied by a PS Form 3877. Both forms will be provided by the Mail Clerk.

g. Private Carriers. The class of mail service and mode of transportation selected for official mail will meet the security, accountability, and delivery requirements of material being shipped at the lowest cost. USPS is the default method for sending official mail. Federal Express (FedEx), United Parcel Service (UPS), DHL International Shipping (DHL), or other private third party carriers may be used only for urgent official business where USPS cannot meet delivery deadlines necessitated by mission requirements. Enclosure (2) details the procedures for the use of FedEx. Personnel requesting the use of a private carrier must complete and sign the OJAG/NLSC Private Carrier Shipping Form and submit it to the OMM or, in the case of FedEx, to a FedEx authorized user for approval.

h. Board for Correction of Naval Records (BCNR) Mail. BCNR mail runs are conducted on Wednesdays or as needed upon notification from Code 14. The Mail Clerk will use the command vehicle to execute the delivery and receipt of mail at BCNR.

i. Mailroom Maintenance. The Mail Clerk is responsible for maintaining mailroom cleanliness. Twice monthly and additionally as required, the Mail Clerk will clean the OJAG mailroom and notify Division/Special Assistant Directorate Mail Orderlies and the Division Director/Special Assistant Director of any undelivered mail parcels, provided that the Mail Clerk
shall first make another delivery attempt if the recipient is in Building 33, WNY. If uncollected mail parcels are addressed to a particular individual, this notification shall indicate that the mail is so addressed. The Mail Clerk will document the sender, recipient, and date of each mail parcel and report that information to the OMM, with an explanation as to why delivery was not attempted or not successful. All bulk marketing mail parcels (i.e., flyers, circulars, advertising, newsletters, bulletins, and catalogs, etc.) will be removed and discarded if not collected within four weeks.

j. Hazardous material handling. Hazardous materials may not be shipped from OJAG/NLSC to another location without ensuring all applicable guidelines are followed. The USPS and all private carriers promulgate their own separate guidelines. Each requester of USPS or private carrier services is responsible for ensuring that restricted materials are properly packaged and documented, and the OMM is notified of the nature and requirements for transportation of hazardous materials.

k. Receipt of threatening or improperly packaged and documented hazardous materials. In the event threatening or hazardous mail is received, the OMM shall immediately notify Base Security, Naval Criminal Investigative Service, the Command Security Officer, and senior leadership at the WNY Front Office.

4. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed in accordance with reference (d) and shall be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

5. Review and Effective Date. The Assistant Judge Advocate General for Operations and Management is responsible for the annual review of this instruction. This instruction remains in effect until superseded by revision or until cancellation.

6. Forms. See enclosure (3).

DAVID G. WILSON
By direction

Releasability and Distribution:
This instruction is cleared for public release and is available electronically only, via Navy Judge Advocate General’s Corps public website, http://www.jag.navy.mil.
FedEx Authorized User Designation Template

From: Assistant Judge Advocate General of the Navy (Operations and Management)
To: [Appointee]

Subj: APPOINTMENT OF FEDERAL EXPRESS AUTHORIZED USER FOR OJAG, CODE ____

Ref: (a) JAG/CNLSCINST 5218.1A
     (b) OPNAVINST 5218.7D

1. Per reference (a), you are hereby appointed as Federal Express (FedEx) Authorized User for Code ____. You are directed to become thoroughly familiar with references (a) and (b). Prior to fulfilling the duties of this appointment, you shall receive training and guidance from the OJAG FedEx Administrator.

   Primary: _________________________________

   Alternate: ______________________________

2. This appointment shall remain in effect until I reassign the duty, or you depart this command.

3. The OJAG FedEx Administrator is Ms. Emily Bermudo. She can be reached at 202-685-5186.

   A. B. SEE

Copy to:
File
OJAG FedEx Administrator

Enclosure (1)
Federal Express (FedEx) Procedures

1. FedEx Account Access. The OJAG FedEx Administrator will create a FedEx username and temporary password for authorized users. Each authorized user will receive an invitation email from FedEx Online Services requesting for them to register and create a new FedEx.com login. Sharing of username and passwords is strictly prohibited.

2. FedEx Shipments

   a. Personnel requesting the use of OJAG-funded FedEx services must complete and sign an OJAG/NLSC Private Carrier Shipping Form. Requesters must certify the item necessitating FedEx delivery.

   b. FedEx authorized users will review completed Private Carrier Shipping Forms for accuracy and completeness, and will certify that the item being sent is both urgent and for official business.

   c. All authorized users are required to log into FedEx.Com to process requests. The appointed authorized user will input their name as the sender along with the requestor’s office code in parenthesis (if applicable). Example: Joe John (Code 60); Lisa Jones (MRCU Norfolk).

   d. Authorized users will retain all Private Carrier Shipping Forms and FedEx shipping labels. A copy of each Private Carrier Shipping Form and corresponding FedEx shipping labels must be forwarded via email to the OJAG FedEx Administrator within two business days.

   e. For all classified shipments of mail, contact OJAG Security in advance of preparing the mailing.

   f. The FedEx Administrator receives a FedEx bill approximately bi-weekly. The FedEx Administrator will audit the bill for any unusual or incorrect charges. Upon review, the FedEx Administrator will forward the invoice to JCAB for payment.
Forms

1. The OMM will maintain copies of all pertinent forms related to this instruction.
   
   a. DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly
   
   b. DD Form 2501 Courier Authorization
   
   c. OPNAV 5112/1 Offenses Against the Mail and Mail Orderly Designation Form
   
   d. OPNAV 5218/6 Official Mail Center’s (OMC)/Unit Mailroom (UMR) Inspection Checklist
   
   e. PS Form 3811
   
   f. OJAG/NLSC Private Carrier Shipping Form
   
   g. FedEx Authorized User Designation Template