Date: _____

From: _____ Division/Department Head
To: Official Mail Manager, NETPDTC

Subj: **APPOINTMENT OF MAIL ORDERLIES, RESPONSIBILITIES AND DUTIES**

Ref: (a) DOD Postal Manual 4525.6M, Vol. II

1. Per reference (a), mail orderlies will be held directly responsible for any loss brought about by their negligent failure to properly handle mail entrusted to his/her care. Mail orderlies will treat all mail as inviolable. Mail orderlies will also prevent the interception, seizure, rifling, and confiscation of mail in his/her possession.

2. Mail may only be drawn from the NETPDTC Central Administrative Services (ADMIN/011) office. Mail is usually posted to NETPDTC Mail Boxes between 1130-1200 (depending on amount of mail) Monday-Friday. Mail will be distributed in designated mail boxes for respective workcenters. Mail orderlies will always present his/her mail orderly card (DD-285) and proper ID card at the time of mail pickup or return. You must ensure that your Mail is always distributed in designated controlled areas of your respective workcenters. It should never be left on racks, tables, in open boxes, stored in lockers, or similar places. Postal Regulations state that the mail should never go unprotected and must be delivered only the intended addressee.

3. All undeliverable mail returned to the Central Administrative Services (011) will be appropriately marked to denote the disposition. **(TRANSFERRED - T, NO RECORD - NR, MISSENT, TAD, etc.) The endorsements "DEAD", "AWOL", "DESERTER", or "JAIL" should never be used. Mail for personnel due to report will be marked "DTR" and returned to ADMIN.**

4. Mail Orderly Cards (DD 285) will be maintained on the individual's person while handling mail and will not be loaned or used by another individual. All assigned mail orderlies are required to check out with Central Administrative Services (ADMIN) upon transfer on PCS orders, transfer to another department/division, or termination for any reason. It is a requirement to turn in your mail card at this time.

RESET

EMAIL TO:

5. The mail orderlies listed below are authorized to handle official mail for_____(list appropriate code(s)).

APPOINTEE DATA

a. _____, _____, _____
(Last) (First) (MI)

b. Rate/Rank: _____ SSN: _____

c. Code/Activity: _____ Phone: _____

d. Signature: _____ Date _____

6. Two copies of Appointment of Mail Orderly Form (DD 285) will be typed and signed by the appointee and submitted with this form. After appropriate signatures and stamps, one copy will be returned to appointee. Central Administrative Services will maintain a copy of this form and DD-285.

7. The Mail Orderlies signature above signifies that he/she has completely read and understands these instructions.

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From: Division/Department Head
To: Official Mail Manager

I certify that this nominee does not have any criminal offenses, is not a repeat military offender, and is recommended as one of my mail orderlies authorized to sign for and receive official mail.

_____
Signature of Div./Dept. Head

MAIL ORDERLY APPOINTMENT FORM
NETPDTC 5110/6 (04-04)

RESET EMAIL TO: