



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 5218.1B
Code 011

17 SEP 2001

NETPDTC INSTRUCTION 5218.1B

Subj: **NETPDTC COURIER SYSTEM**

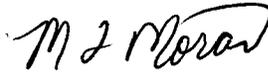
Ref: (a) NASP ltr 5218 ser 11000/0222 of 8 Mar 99
(b) NASPNCLAINST 5218.1A

Encl: (1) Courier Service Schedule

1. **Purpose.** To comply with references (a) and (b) and to publish the schedule for NETPDTC Courier Services.
2. **Cancellation.** NETPDTCINST 5218.1A
3. **Revision.** Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.
4. **Information.** The courier service is provided as a NETPDTC support function to efficiently deliver and pick up official mail, yard mail, ADP reports/tapes and other printed materials in accordance with reference (a). To provide a timely delivery and pick up service, the courier service will be limited to essential requirements.
5. **Responsibilities.**
 - a. The Central Administrative Services Office (011) is responsible for detailed supervision of the courier service and to make sure provisions of enclosure (1) are carried out.
 - b. NASP Public Works is responsible for providing an adequate vehicle for use and operation of the courier service.
 - c. Department Directors and Division Heads desiring courier service delivery/pick up will make arrangements to coincide with the schedule listed in enclosure (1).

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6. **Special Courier Service.** The special courier service (unscheduled run) will be accomplished as feasible on an **as needed basis.** This service will be limited to **urgent requirements** and should not interfere with the scheduled run. Offices should anticipate necessary requirements to coincide with enclosure (1) to strictly limit need for additional/special courier runs.



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Distribution: (NETPDTC 5216.1D)
Lists I, IA, II

Web Access: MAIN INDEX
<https://pennd09.cnet.navy.mil/netpdtc/directives.nsf>

COURIER SERVICE SCHEDULE (MONDAY - FRIDAY)

1. Onboard Saufley Field (AM Run)
 - a. DFAS, Bldg. 801
 - b. DAPS, Bldg. 809 (as required)
 - c. N6, Bldg. 2434
 - d. Post Office, Bldg. 808
 - e. Central Administrative Services, Bldg. 2435
2. Onboard Saufley Field (PM Run)
 - a. DFAS, Bldg. 801 (as required)
 - b. Supply (Accountable Mail), Bldg. 809
 - c. DAPS, Bldg. 809 (as required)
 - d. N6, Bldg. 2434
3. Onboard Naval Air Station (NAS) Pensacola
 - a. DAPS, Bldg. 461 (as required)
 - b. Off-site Tape Storage, Bldg. 741 (as required)
 - c. CNET, Bldg. 628 (as required)
4. **SPECIAL:** Other special courier runs needed to meet mission requirements.
5. Discontinued Stops: The following list denotes stops aboard NTTTC Corry Station and NASP which have been discontinued. The NASP centralized mail procedures should be followed.
 - a. Bldg. 1
 - b. Bldg 502
 - c. Bldg 680
 - d. Bldg 3231