

## MILPERSMAN 1770-200

### DISPOSITION OF MAIL AND PERSONAL EFFECTS

<b>Responsible Office</b>	OPNAV (N135C)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.	(800) 368-3202	
			COM	(901) 874-2501
			FAX	882-6654
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

<b>References</b>	(a) NAVSUP P-490, Transportation of Personal Property, Chapter 6 (b) DoD Instruction 1300.18, Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures of 8 Jan 08 (c) DoD 4526-6-M, DoD Postal Manual of 15 Aug 02 (d) OPNAVINST 5112.6D, Navy Postal Instruction
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1. **Disposition of Personal Effects**. Use the following table to determine the disposition of personal effects:

IF...	THEN...
Sailor is hospitalized	<p>Commanding Officer (CO) will have personal effects inventoried and placed in safekeeping to protect against pilferage until Sailor is returned to duty station or until disposition instructions are received from the Sailor or their guardian (if declared incompetent).</p> <p>If guardian has not been appointed and next of kin (NOK) is requesting the personal effects, contact the responsible casualty assistance calls (CAC)/funeral honors support (FHS) program coordinator, or the Office of the Chief of Naval Operations (OPNAV), Casualty Assistance Branch (N135C) for guidance.</p>

Sailor is deceased, missing, captured, or interned	CO will have personal effects: <ul style="list-style-type: none"><li>• Inventoried; and</li><li>• clothing cleaned and laundered.</li><li>• OPNAV (N135C) will provide shipping and disposition instructions.</li></ul>
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2. **Shipping of Personal Effects**. Reference (a) provides guidance to commands for the handling and shipping of personal effects to the person eligible to receive effects, as defined per reference (b).

3. **Handling of Mail**

- a. All mail will be processed per reference (c) and (d).
- b. All mail addressed to Sailors who are deceased will be held until NOK have been notified of the death, then returned to sender under a cover letter from the CO.
- c. Mail addressed to Sailors who are missing, captured, or interned will be forwarded to the address listed below:

NAVY CASUALTY ASSISTANCE (OPNAV N135C) ATTN NAVY POW/MIA BRANCH 5720 INTEGRITY DRIVE MILLINGTON TN 38055-6200
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