



**WARRIOR MEDIC NOTAM – 59MDW-19-06**  
**Mail Distro Office Support**  
**18 October 2019**



**PURPOSE:** To implement 59th Medical Wing (MDW) mail distro office rotation of qualified personnel during manning shortages.

**COMMANDER’S INTENT:** The 59 MDW Commander’s intent is to facilitate daily, predictable physical correspondence flow through the mail distro office during normal business hours.

**BACKGROUND:** The 59 MDW mailroom processes approximately 30,000 pieces of mail per month and ensures all official incoming and outgoing mail is properly documented and delivered to the appropriate sections. Mail distro personnel must maintain compliance with mail-handling, accountability and classification standards, requiring personnel with an appropriate and current security clearance. While 59 MDW works toward a more long-term solution, we must provide support internally to ensure the mail distro office has sufficient coverage and backfill when necessary with eligible personnel from within 59 MDW.

**IMPLEMENTATION:**

1. Effective upon signature of this NOTAM, each group assigned within 59 MDW and physically located on Lackland will provide backfill services to the mail distro office. Each identified group will have two enlisted member with a valid security clearance embedded in the mail distro office during their assigned quarter. Groups will rotate coverage as follows:

Jan – Mar: MDSG	Apr – Jun: MDOG	Jul – Sep: 559 MDG	Oct – Dec: DG
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**POC:** Direct questions regarding this NOTAM to the 59 MDW Command Chief at DSN 554-7015.

  
**JOHN J. DEGOES,**  
 Major General, USAF, MC, FS  
 Commander, 59th Medical Wing