

NAVY POSTAL FINANCE INSTRUCTION



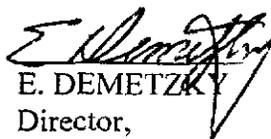
NAVSUP INSTRUCTION 5119.1

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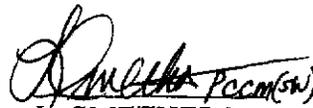
INTRODUCTION

12 JUN 2002

1. This instruction is promulgated to supplement the Department of Defense Postal Manual DOD 4525.6-M, Volumes I and II, Department of the Navy Postal Instructions (OPNAVINST 5112 series), and MACOM Instructions (CINCLANTFLT, CINCPACFLT, and CINCUSNAVEUR Instructions 5112 series).
2. This instruction provides specific guidance for postal finance operations aboard ships and at shore stations and is required to be kept on file.
3. This instruction is approved for use by CINCLANTFLT, CINCPACFLT, and CINCUSNAVEUR.


E. DEMETZKY
Director,
Navy Postal Policy


R. BUCHART
CINCLANTFLT
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NAVY POSTAL ADVISOR PROGRAM

Postal advisors are available to conduct assessments, provide technical postal advice, assist commands in all postal matters and conduct PAV's at any location. All postal questions should be referred to the postal advisors before involving the Fleet Postal Officer. Command postal officers and postal clerks are strongly encouraged to utilize postal advisors.

All commands operating an afloat post office are required to have a Postal Assessment Visit (PAV) every 18 months. MPO's ashore are required to have a Postal Assessment annually. This requirement is measured from the date of the last PAV.

CINCLANTFLT postal advisors are located in Norfolk, VA and Mayport, FL. CINCPACFLT postal advisors are located in Pearl Harbor, HI and San Diego, CA. Forward deployed postal advisors are located at COMFAIRMED, Naples, Italy and Fleet Mail Center, Yokohama, Japan. Requests for a PAV can be made by e-mail or message to:

Message Address

CINCLANTFLT NORFOLK VA//N412P/N12P1

FISC NORFOLK VA//308//

COMNAVAIRPAC SAN DIEGO CA//N41//

COMNAVSURFPAC SAN DIEGO CA//N4161A//

CINCUSNAVEUR LONDON UK//N4/N41P//

COMFAIRMED NAPLES IT//N8/N84P//

CINCPACFLT PEARL HARBOR HI//N4142//

Information copies to:

COMNAVSURFPAC SAN DIEGO CA//N4161A//

FMC YOKOHAMA JA//1400//

email Address

buchartra@clf.navy.mil

jeffrey_l_gibbs@nor.fisc.navy.mil
tony_eyzaguirre@nor.fisc.navy.mil
robin_a_santos@nor.fisc.navy.mil

gandrada@cnap.navy.mil

wright.sean@ns.cnsw.navy.mil

cnen41p@naveur.navy.mil

parkera@med.naples.navy.mil

smethele@cpf.navy.mil

wright.sean@ns.cnsw.navy.mil

c1400@cfay.navy.mil

Requests for postal training can be made via email, message or phone call.

CHAPTER 1

CHANGE OF COPE PROCEDURES

1. Designation.

The Custodian of Postal Effects (COPE) is accountable for all postal effects, mail, and postal operations conducted at a command. The individual designated as the COPE must be the senior postal clerk attached to the command. However, when the senior postal clerk is an E-7 or above and designated as postal officer, the next senior PC should be the COPE.

2. The COPE is a mandatory position that must be filled by each command operating a post office.

3. Change of COPE Procedures

a. Ensure each prospective COPE is designated as a Military Postal Clerk (MPC) on DD Form 2257 (Designation/Termination MPC-FPC-COPE-PFO).

b. Designate the prospective COPE on a separate DD Form 2257. Ensure the outgoing COPE's designation is terminated.

c. Have the command monies audit board conduct a complete audit of all postal effects, to include:

(1) Money order accounts

(2) Stamp vending machines (if applicable)

(3) Postage meter accounts (If applicable)

(4) All stamp credits assigned

(5) All capital/sensitive equipment listed on the PS Form 1590 (Supplies and Equipment Receipt)

(6) Physically verifying the location of all post office keys

(7) Sighting all duplicate key/combo envelopes

4. Special preparation instructions for change of COPE Audits.

a. The outgoing COPE signs the audit as the individual being audited.

b. The incoming COPE must concur with the results of the audit by making the following signed statement in the remarks section: "I concur with the results of this audit _____".

Signature

c. All audits must be reviewed by the commanding officer or a designated "by direction" representative. The CO or the designated "by direction" representative must sign or initial the remarks section of PS Form 3294 indicating the audits have been reviewed. When the "by direction" representative signs or initials for the CO, a copy of the "by direction" letter must be on file in the post Office.

5. The COPE's account must be exact. There is no tolerance allowed for any change of custody audit. The outgoing COPE must replace any shortage and any overage must be collected and remitted, refer to Chapter 3, Paragraph 8 in this instruction.

6. The incoming COPE must:

a. Prepare PS Form 3369 (Consigned Credit Receipt) in triplicate for the command's assigned fixed or flexible credit. The proper distribution of PS Form 3369 is: The original is sent to the serving PFO (fixed credit) or appropriate Accountable Postmaster (flexible credit) and one copy to the account holder.

b. Prepare a new PS Form 3369 for stamp stock in the reserve custodian's custody (fixed credit only). A change of COPE does not require re-issuance of the internal PS Form 3369(s) for credits extended to clerks; however, it is recommended.

c. Change safe combination(s). Place the new combination(s) in PS Form 3977 (Duplicate Key Inventory) and have the commanding officer or a designated representative sign for the combination on a modified PS Form 1096 (Cash Receipt). Check the key retained in PS Form 3977 to ensure it is in fact the duplicate and is operational.

d. Sight all post office keys and obtain a receipt on PS Form 1096 for those not physically in the COPE's custody if this has not been done. The commanding officer or designated representative must maintain the duplicate keys. All duplicate keys must be placed in a sealed PS Form 3977 envelope and accounted for at all times.

e. Prepare PS Form 1590 in triplicate, for all accountable USPS equipment.

7. Who may audit. The command monies audit board must conduct all permanent Change of COPE audits. Incoming and outgoing COPE's may NOT conduct the audit. The COPE is authorized to turn directly over to a temporary COPE only. This turnover must be witnessed by the Postal Officer. For exceptions, see Chapter 2, Absence of Postal Clerk.

8. Submit the Following Documents to serving Postal Finance Officer or appropriate Accountable Postmaster.

a. PS Form 3369 in duplicate. Retain the triplicate as a suspense document until the account holder's copy is signed and returned with the serving PFO or appropriate Postmaster's signature. When the signed PS Form 3369 is received, destroy the suspense copy.

b. Copy of incoming COPE's designation and a copy of the outgoing COPE's termination on DD Form 2257. Fixed credit commands send copy to appropriate PFO. Flexible credit commands send copy to appropriate accountable postmaster.

c. Copy's of COPE, finance clerks, and Reserve Custodian audits to appropriate PFO.

d. Overage, if any, in outgoing COPE's account by U. S. Treasury check, or no fee money order, made payable to "Postmaster, San Francisco" or New York as appropriate. Fixed credits send to PFO, flexible credits send to appropriate postmaster.

9. Checklist for Change of COPE

1.	Original and duplicate PS Form 3369 (Submit with COPE's signature)
2.	Original and duplicate PS Form 1590 (Submit with COPE's signature)
3.	Appointment of Incoming COPE's DD Form 2257 (COPE Designation, not MPC)
4.	Termination of Outgoing COPE's DD Form 2257 (with bottom portion completed)
5.	Audits of COPE's, Clerks, Vending and Reserve Custodian's accounts.
6.	DD Form 885 (appropriate blocks completed)
7.	SF 700 (classified container information)
8.	PS Form 3977 (duplicate key envelope)

10. Procedures for completion of PS Form 1590.

a. All accountable, capital and sensitive equipment must be documented on PS Form 1590. A new PS Form 1590 must be completed to change the custody of USPS equipment. This form is mailed to the serving JMPA for fixed and flexible credits with all other change of COPE documents.

b. In addition to a change of COPE, a new PS Form 1590 is completed each time there is a change in inventory of accountable equipment. That is, if equipment is transferred, received, or returned for repair* a new PS Form 1590 is required.

*Only if you do not get the same equipment back.

Chapter 2

ABSENCE OF COPE OR POSTAL CLERK

1. Authorized Absence.

a. Procedures for proper transfer of accountability during an authorized absence at a command with multiple postal clerks, when another individual is qualified to be COPE.

(1) In the temporary absence of the COPE (over 5 consecutive working days, but less than 31 total days), another qualified person must be designated as a Temporary COPE on DD Form 2257. All accountable paper, funds, and equipment shall be transferred to the Temporary COPE. The COPE and Temporary COPE are authorized to conduct the audit. A consigned credit receipt (PS Form 3369) for stamps and funds shall be exchanged between the two members. The original of the temporary designation shall be retained in the activity's file and a copy provided to the designee. Upon return of the COPE, the temporary designation shall be terminated and the exchange of PS Form 3369 repeated. Retain expired Temporary COPE designations in the post office files for two years.

(2) If the COPE is to be absent for 31 days or more, a complete Change of COPE packet, as outlined in Chapter 1 of this handbook, must be completed.

b. Procedures for an authorized absence at a command with only one postal clerk and **no other** individual qualified to be COPE.

(1) If another qualified postal clerk or alternate postal clerk is not attached to the command, the postal effects shall be placed in the custody of the command postal officer, or the reserve custodian. If the absence is to be less than 31 days the COPE and reserve custodian may conduct the audit between themselves, as in the case of a Temporary Change of COPE. For absences longer than 31 days a complete change of COPE with audits conducted by the command monies audit board must be completed.

(2) At one-person post offices, another individual (usually an individual within the same division or department) must be designated as the alternate postal clerk. This person must be trained in delivery and receipt of mail, holding mail call, processing directory mail, and conducting postal finance business to include money order sales and properly accounting for incoming and outgoing accountable mail to include registered mail balance. This training should be completed **BEFORE** the loss of or leave period of the command postal clerk. If the command postal clerk will be absent for more than 30 days a properly trained and designated alternate postal clerk may assume duties as an alternate COPE or as COPE.

2. Unauthorized Absence.

a. In the event of unauthorized absence of the COPE, or any other postal clerk who holds accountable stamp stock, funds or equipment, the following actions must be taken:

(1) In the presence of a witness, break the seal on the safe combination envelope (PS Form 3977), for the person who is absent. Have the command monies audit board member conduct an audit of all accounts. Follow normal audit procedures. **ENSURE THERE ARE TWO AUDITORS PER ACCOUNT.** Record the audit as a special audit. It may be combined with monthly or quarterly audits that are due if conducted on the same day.

(2) If a shortage outside of tolerance is discovered and is considered a significant amount or possible postal offense is suspected, initiate an investigation, and generate a postal offense message. Notify CINCLANTFLT or CINCPACFLT Postal Officer (as appropriate).

(3) If the individual is eventually declared a deserter and no restitution is made, the command must send a letter to the serving PFO or appropriate accountable Postmaster thru the MACOM explaining the circumstances and ask for reimbursement of fixed/flexible credit. Copies of the audits and investigation results must accompany the letter.

(4) At the conclusion of the audit, the COPE (or responsible supervisor) should take custody of the account and secure it in a safe.

(5) If any keys are unaccounted for, the locks must be changed immediately.

****EXAMPLE OF COMPLETED PS FORM 3977****

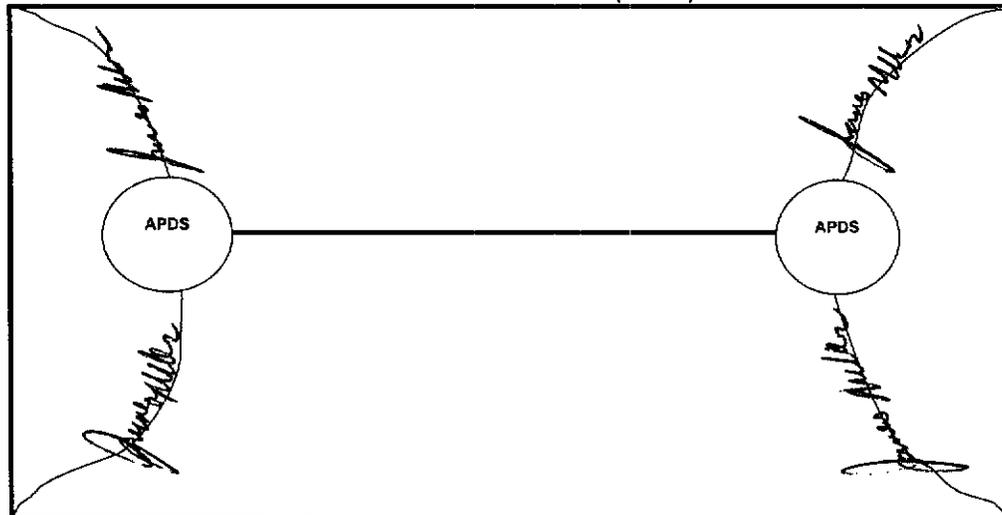
DUPLICATE KEY INVENTORY

(FRONT)

Employee Name (Print Last, First, & MI) MILLER, JAMES K.				Instructions See Section 362, Handbook F-1 Post Office Accounting Procedures
Operating Unit COPE. POST OFFICE, USS UNDERWAY				
Receptacle	No	No Keys	Serial No	After the duplicate keys are enclosed and the flap is sealed, both you (the employee to whom the keys are assigned and the witness to the sealing of this envelope must sign across both flaps on the reverse of this envelope. Affix a distinct and legible postmark across both envelopes flaps. Give this signed and postmarked envelope to the appropriate supervisor who will be personally responsible for its protection. If it is necessary for you to withdraw keys temporarily, open this envelope in the presence of a witness. Cut along one end, leaving the signatures and postmarks intact. Both you and the witness must endorse and date the envelope. When the keys are returned, discard the opened envelope and prepare a new envelope. If access to one of your locked receptacles is necessary while you are absent from duty, the appropriate supervisor will remove the keys from this envelope in the presence of a designated witness and both will endorse and date this envelope and show reason for withdrawing the key. The supervisor for designated and the witness must inventory the contents of the receptacle and certify the inventory. The supervisor must maintain the inventory with the opened envelope.
Cash Drawer				
Stamp Cabinet				
Safe Compartment	378	2		
Envelope Drawer				
Designated Witness Name (Print) A. HASS				
Designated Witness Name (Print) D. WILLIAMS				

PS Form 3977/April 1988

(BACK)



** EXAMPLE OF A COMPLETED PS FORM 1096 FOR POST OFFICE KEYS **

		KEY CASH RECEIPT
Received From		
COPE		
Amount (Written Out)		Amount (In Numbers)
KEY TO POST OFFICE DOOR	10000 XXX	XXXXXXXXXXXXXXXX
Purpose		
NOTE: USE A SEPARATE 1096 FOR THE HIGH SECURITY LOCK		
By (Signature and title)		Date
 J. Miller Postal Officer		14-Jun-01
PS Form 1096, November 1987		

** EXAMPLE OF A COMPLETED PS FORM 1096 FOR COPE'S SAFE COMBINATION **

		KEY CASH RECEIPT
Received From		
COPE		
Amount (Written Out)		Amount (In Numbers)
COPE'S SAFE COMBINATION	10000 XXX	XXXXXXXXXXXXXXXX
Purpose		
FOR SAFE KEEPING		
By (Signature and title)		Date
 J. Miller Postal Officer		14-Jun-01
PS Form 1096, November 1987		

****Example of a completed PS Form 3369 ****



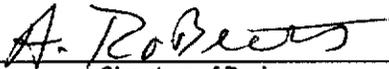
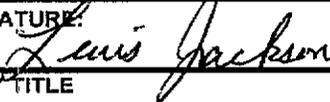
Consigned Credit Receipt

Name PCI Daniel Gibbs		Location of Credit FPO 09564-1188 (Anzio)	
(Check One) <input checked="" type="checkbox"/> Stamp Credit <input type="checkbox"/> Cash Credit		Credit Amount \$10,000.00	
		Max Authorized Cash Portion \$2,500.00	
Issue by (Signature) <i>[Signature]</i>		Date 22-Nov-01	
<p>I will faithfully account to the U.S. Postal Service for the consignee credit amount shown above or modified by transactions recorded on my Daily Financial Reports. I have read the following statements and have been advised of the priorities of protection to be given funds and accountable paper in Chapter 4 of Handbook F-1 Post Office Accounting Procedures. Employees and contractors will be held responsible for losses of stamps and funds from stamp or cash credits resulting from failure to give the best available protection during and after business hours. Withdrawal of official funds for personal use, whether temporary or permanent, may subject employees or contractors to removal from office, cancellation of contract, and criminal prosecution.</p>			
Signature <i>D. Gibbs</i>		Date 21-Nov-01	

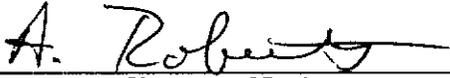
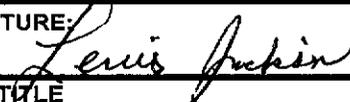
PS Form 3369-P, January 2001

25% of Total Cash

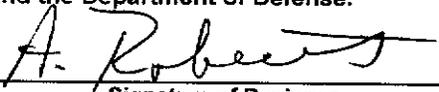
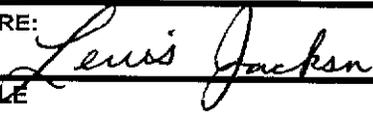
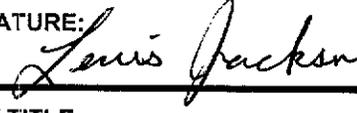
**** EXAMPLE OF MPC DESIGNATION ****

DESIGNATION/TERMINATION MPC-FPC-COPE-PFO		
TO: (Use complete address) ANTHONY L ROBERTS USS TICONDEROGA (CG-47) FPO AA 34093-1158	FROM: (Use complete address) COMMANDING OFFICER USS TICONDEROGA (CG-47) FPO AA 34093-1158	
DESIGNATION		
THE INDIVIDUAL NAMED BELOW IS DESIGNATED:		<input checked="" type="checkbox"/> MILITARY POSTAL CLERK <input type="checkbox"/> FINANCIAL POSTAL CLERK (CIVILIAN) <input type="checkbox"/> CUSTODIAN OF POSTAL EFFECTS <input type="checkbox"/> POSTAL FINANCE OFFICER
NAME: (Last, First, MI) (Typed or Printed) ROBERTS, ANTHONY L	PAY GRADE E4	BRANCH OF SERVICE U.S. NAVY
ACTIVITY FOR WHICH DESIGNATED: ALL MILITARY POST OFFICE		
I acknowledge my designation as shown above, and shall faithfully discharge the duties associated with this designation. I also agree to obey all laws and regulations established by the United States Postal Service and the Department of Defense.		
 _____ Signature of Designee		06/04/01 _____ Date: (MM/DD/YY)
TYPED/PRINTED NAME OF DESIGNATING OFFICIAL: (Last, First, MI) JACKSON, LEWIS D	PAY GRADE LTJG	SIGNATURE:  _____ DUTY TITLE POSTAL OFFICER
TERMINATION		
THE ABOVE DESIGNATION IS TERMINATED EFFECTIVE (MM/DD/YY)		
REASON FOR TERMINATION (EXPLAIN IN DETAIL)		
TYPED/PRINTED NAME OF TERMINATING OFFICIAL: (Last, First, MI)	PAY GRADE	SIGNATURE: DUTY TITLE

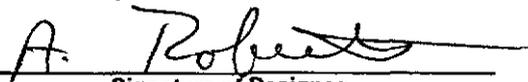
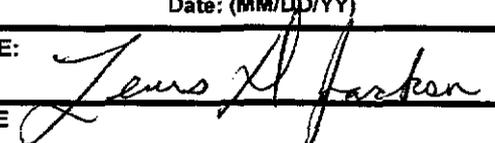
**** EXAMPLE OF COPE DESIGNATION ****

DESIGNATION/TERMINATION MPC-FPC-COPE-PFO		
TO: (Use complete address) PFO SAN DIEGO PFO NORFOLK (as appropriate)	FROM: (Use complete address) COMMANDING OFFICER USS TICONDROGA (CG-47) FPO AA 34093-1158	
DESIGNATION		
THE INDIVIDUAL NAMED BELOW IS DESIGNATED:		
		<input type="checkbox"/> MILITARY POSTAL CLERK <input type="checkbox"/> FINANCIAL POSTAL CLERK (CIVILIAN) <input checked="" type="checkbox"/> CUSTODIAN OF POSTAL EFFECTS <input type="checkbox"/> POSTAL FINANCE OFFICER
NAME: (Last, First, MI) (Typed or Printed) ROBERTS, ANTHONY L	PAY GRADE E4	BRANCH OF SERVICE U.S. NAVY
ACTIVITY FOR WHICH DESIGNATED: USS TICONDEROGA (CG-47)		
I acknowledge my designation as shown above, and shall faithfully discharge the duties associated with this designation. I also agree to obey all laws and regulations established by the United States Postal Service and the Department of Defense.		
 Signature of Designee		06/04/01 Date: (MM/DD/YY)
TYPED/PRINTED NAME OF DESIGNATING OFFICIAL: (Last, First, MI) JACKSON, LEWIS D	PAY GRADE LTJG	SIGNATURE:  DUTY TITLE POSTAL OFFICER
TERMINATION		
THE ABOVE DESIGNATION IS TERMINATED EFFECTIVE (MM/DD/YY)		
REASON FOR TERMINATION (EXPLAIN IN DETAIL)		
TYPED/PRINTED NAME OF TERMINATING OFFICIAL: (Last, First, MI)	PAY GRADE	SIGNATURE: DUTY TITLE

**** EXAMPLE OF COPE TERMINATION ****

DESIGNATION/TERMINATION MPC-FPC-COPE-PFO		
TO: (Use complete address)	FROM: (Use complete address)	
PFO SAN DIEGO PFO NORFOLK (as appropriate)	COMMANDING OFFICER USS TICONDEROGA (CG-47) FPO AA 34093-1158	
DESIGNATION		
THE INDIVIDUAL NAMED BELOW IS DESIGNATED:	<input type="checkbox"/> MILITARY POSTAL CLERK <input type="checkbox"/> FINANCIAL POSTAL CLERK (CIVILIAN) <input checked="" type="checkbox"/> CUSTODIAN OF POSTAL EFFECTS <input type="checkbox"/> POSTAL FINANCE OFFICER	
NAME: (Last, First, MI) (Typed or Printed)	PAY GRADE	BRANCH OF SERVICE
ROBERTS, ANTHONY L	E4	U.S. NAVY
ACTIVITY FOR WHICH DESIGNATED: USS TICONDEROGA (CG-47)		
I acknowledge my designation as shown above, and shall faithfully discharge the duties associated with this designation. I also agree to obey all laws and regulations established by the United States Postal Service and the Department of Defense.		
 Signature of Designee	06/04/01 Date: (MM/DD/YY)	
TYPED/PRINTED NAME OF DESIGNATING OFFICIAL: (Last, First, MI)	PAY GRADE	SIGNATURE:
JACKSON, LEWIS D	LTJG	
		DUTY TITLE
		POSTAL OFFICER
TERMINATION		
THE ABOVE DESIGNATION IS TERMINATED EFFECTIVE (MM/DD/YY)	08/04/01	
REASON FOR TERMINATION (EXPLAIN IN DETAIL)		
MEMBER TRANSFERRING FROM USS TICONDEROGA ON 08 AUGUST 01		
TYPED/PRINTED NAME OF TERMINATING OFFICIAL: (Last, First, MI)	PAY GRADE	SIGNATURE:
JACKSON, LEWIS D	LTJG	
		DUTY TITLE
		POSTAL OFFICER

** EXAMPLE OF TEMPORARY COPE DESIGNATION **

DESIGNATION/TERMINATION MPC-FPC-COPE-PFO		
TO: (Use complete address) ANTHONY L ROBERTS USS TICONDEROGA (CG-47) FPO AA 34093-1158	FROM: (Use complete address) COMMANDING OFFICER USS TICONDEROGA (CG-47) FPO AA 34093-1158	
DESIGNATION		
THE INDIVIDUAL NAMED BELOW IS DESIGNATED:		
TEMPORARY COPE FROM 06/04/01 TO 06/24/01	<input type="checkbox"/> MILITARY POSTAL CLERK <input type="checkbox"/> FINANCIAL POSTAL CLERK (CIVILIAN) <input checked="" type="checkbox"/> CUSTODIAN OF POSTAL EFFECTS <input type="checkbox"/> POSTAL FINANCE OFFICER	
NAME: (Last, First, MI) (Typed or Printed) ROBERTS, ANTHONY L	PAY GRADE E4	BRANCH OF SERVICE U.S. NAVY
ACTIVITY FOR WHICH DESIGNATED: USS TICONDEROGA (CG-47)		
I acknowledge my designation as shown above, and shall faithfully discharge the duties associated with this designation. I also agree to obey all laws and regulations established by the United States Postal Service and the Department of Defense.		
 Signature of Designee		06/04/01 Date: (MM/DD/YY)
TYPED/PRINTED NAME OF DESIGNATING OFFICIAL: (Last, First, MI) JACKSON, LEWIS D	PAY GRADE LTJG	SIGNATURE:  DUTY TITLE POSTAL OFFICER
TERMINATION		
THE ABOVE DESIGNATION IS TERMINATED EFFECTIVE (MM/DD/YY)		
REASON FOR TERMINATION (EXPLAIN IN DETAIL)		
TYPED/PRINTED NAME OF TERMINATING OFFICIAL: (Last, First, MI)	PAY GRADE	SIGNATURE: DUTY TITLE

**** Example of a Completed Cash and Stamp Count and Summary ****

Type of Accountability	<input type="checkbox"/> Main or Reserve Stock <input type="checkbox"/> Stamp Credit	<input type="checkbox"/> Cash Retained/Reserve <input type="checkbox"/> Unit	<input type="checkbox"/> Other (Specify)
Name of Employee VARGAS, David M.	Clerk ID No. 017	Unit Name CFAY POST OFFICE	Unit ID No. SFA No.
			Date of Examination 12 January 2001
Summary of Accountability (Attach a preliminary Form 1412 if applicable)		Cash and Cash Items on Hand (Cash Details Optional)	
1. Total Cash and Cash Items on Hand (Line 33)	Col. I	Col. II	Denomination
		\$168.28	Quality
Add Back Paid Out Items(Disbursements):			Amount
2. Refunds	\$0.00		\$100.00 0 \$0.00
3. Other	\$0.00		\$50.00 0 \$0.00
4. Other	\$0.00		\$20.00 3 \$60.00
5. Other	\$0.00	Tot. 2 thru 5, Col. I	\$5.00 9 \$45.00
6. Other	\$0.00	1 + 5, Col. II	\$2.00 0 \$0.00
		\$168.28	
Less Cash Represented by accountability Items Other Than Stamp Stock (Receipts):			\$1.00 50 \$50.00
7. Money Order Vouchers	\$0.00		0.50 0 \$0.00
8. Forms 3544	\$0.00		0.25 29 \$7.25
9. COD Tags	\$0.00		0.10 40 \$4.00
10. Customer Meters, Form 3603	\$0.00		0.05 37 \$1.85
11. Post Office Meters/PV1 (Forms 3602-PO & current readings)	\$0.00		0.01 18 \$0.18
12. Box Rents Forms 1538	\$0.00		
13. Retail Packaging Products	\$0.00		26. Total Cash \$168.28
14. Other	\$0.00		27. Personal and Business Checks, Total 0
15. Other	\$0.00		28. Government Checks, Total 0
16. Other	\$0.00		29. Paid Money Orders, Total 0
17. Cash Portion of Stamp Credit	\$0.00	Tot. 7 thru 16, Col. I	30. Traveler's Checks, Total 0
		\$0.00	31. Credit/Debit/PPC Card Receipts, Total 0
		6 - 18 Col. II	32. Other (Describe) 0
		\$168.28	
ADD:			33. Total Cash and Cash Items on Hand (Total items 26 thru 32) \$168.28
18. Stamp Stock as Counted	\$831.72		
19. Envelope Discount, Forms 3220	\$0.00		
20. Stock in Transit (Returned but still in accountability)	\$0.00	Tot. 16 thru 20, Col. I	
		\$831.72	
21. Total Cash and Stamp Stock		Total 17 + 20 Col. II	Date and amount of credit listed on Last PS Form 1412
		\$1,000.00	
22. Opening Balance Stamps, AIC 840 or Cash Retained, AIC 353		\$1,000.00	Date Amount
23. Difference		21 - 22 Col. II	
		\$1,000.00	
24. Amount of Tolerance for this Credit	\$10.00		
25. Action Taken when Out of Tolerance	<input type="checkbox"/> Trust <input type="checkbox"/> Suspense <input type="checkbox"/> Form 571		

#1	#2	#3	#4	#5	#10
100	75	69	0	125	70
\$1.00	\$1.50	\$2.07	\$0.00	\$6.25	\$7.00
#20	#22	#23	#30	#33	#34
95	0	0	66	60	270
\$19.00	\$0.00	\$0.00	\$19.80	\$19.80	\$91.80
#40	#46	#50	#55	#60	#75
0	0	45	0	0	60
\$0.00	\$0.00	\$22.50	\$0.00	\$0.00	\$45.00
#77	#78	\$1.00	\$2.00	\$3.20	\$5.00
0	0	40	45	0	10
\$0.00	\$0.00	\$40.00	\$90.00	\$0.00	\$50.00
0	0	0	0	0	0
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
First Class Rate #0	FC Rate 2nd oz. #0	FC Rate 2nd oz. #0	P.S.A. \$0.00	P.S.A. \$0.00	P.S.A. \$0.00
0	0	0	0	0	0
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Express Mail Rate \$0.00	Priority Rate \$0.00	Books \$6.80	Books \$2.00	Books \$0.00	Books \$0.00
0	0	40	25	0	0
\$0.00	\$0.00	\$272.00	\$50.00	\$0.00	\$0.00
FC Rate Coils \$0.00	FC Rate Coils \$0.00	Coils \$34.00	Coils \$0.00	Coils \$0.00	Coils \$0.00
0	0	0	2	0	0
\$0.00	\$0.00	\$0.00	\$68.00	\$0.00	\$0.00

Stamped Envelopes, Cards, and Other Stamped Paper					
FC Envelopes ¢40	#6% Window ¢0	#10 Window ¢0	#6 3/4 Prec. Reg. \$0.00	#10 Prec. Reg. \$0.00	#6 3/4 Prec. Window \$0.00
	0	0	0	0	0
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	# 10 Prec. Window \$0.00				
65	0	0	0	0	0
\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FC rate Cards ¢0	Cards-Reply ¢0	Int'l Cards ¢0	Int'l Cards ¢0		
	0	0	0	0	0
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Aerogrammes ¢0	Reply Coupons ¢0	Bird ¢0			
	0	0	0	0	0
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Use This Space for Computations		
\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00			
Redeemed Stock					
\$0.00		\$0.00			

Inventory of Employees' Credit Containers (Monthly)					
Equipment	Cash Drawer	Stamp Cabinet	Safe Compartment	Envelops Drawer	
Equipment Number					
Number of Keys					
Summary of Main/Reserve Stock Accountability					
Stamp Stock on Hand per count	\$			<input type="checkbox"/> Inventory Items Are Correct or Have Been Corrected	
Stamp Stock per Form 3958					
Difference	Over <input type="checkbox"/>	Short <input type="checkbox"/>			
Action Taken	Trust <input type="checkbox"/>	Suspense <input type="checkbox"/>	Form 571 <input type="checkbox"/>		
Verification of Accountable Forms					
Form No.	Last Issued per Form 1412		Next Form on Hand		
1538					
3210					
3544					
3582-C					
3602-PO					
3603					
Verification of Money Orders					
Domestic	Are they issued in sequence?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bait	Are they in good condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
International	Are they issued in sequence?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Verification of Forms 3977 (Semi-Annual)					
Are signatures current?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are envelopes sealed and postmarked?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Verification of Other Items (List)					
Notes, etc.:					
I have examined this stamp credit: <i>Noel M. Davis</i> <i>Daniel J. Smith</i> Noel M. Davis, PCC/ Daniel J. Smith, PCC (Signature of Supervisor)			I agree to the count <i>David M. Vargas</i> David M. Vargas (Signature of Employee)		
(Date) 12 JAN 01			(Date) 12 JAN 01		

CHAPTER 3

AUDIT PROCEDURES

1. When

The USPS-DOD postal agreement requires the military services to conduct periodic audits of postal accounts advanced by the USPS to DOD personnel and to ensure the accounts are protected at all times. OPNAVINST 5112.6C further requires a monthly audit on all accounts. Additionally, audits can be used as a management tool to ensure the administration of the military post office is in accordance with established DOD policies and procedures.

2. By Whom

Audits must be conducted monthly by two or more members of the command monies audit board. The audits must be conducted throughout the month to ensure the clerk does not know when an audit will be conducted, therefore, audits must not be conducted the same time of the month nor should they be conducted during the last 3 work days of the month.

The postal officer may be one of the auditors if he/she holds no money orders or Stamp Credit and does not have to be a member of the command monies audit board. The postal officer must be an E7 or above. All auditors must be designated in writing by the Commanding Officer.

The postal officer must be present during all audits, if the postal officer cannot be present, the reason must be annotated in the notes section of PS Form 3294 (Leave, TDY, etc...).

3. What to audit

a. All accounts must be audited on the same day. A complete audit includes the following accounts:

- (1) Reserve Custodian (Include all blank money orders)
- (2) Custodian Of Postal Effects (COPE)
- (3) All (or any) Military Postal Clerks (MPC) who hold an account
- (4) Vending Machine Accounts (if applicable)
- (5) Money Order Accounts
- (6) Postage Meter Funds (if applicable), to include serial number of meter head and current ascending/descending readings.
- (7) All Accountable Equipment listed on PS Form 1590

b. In the event a postal clerk (who holds an account) is on leave, liberty, or other authorized absence, the clerk's account must be audited. Use the following guidelines:

(1) Break the seal on the PS Form 3977 envelope, for the account. Open the safe with a witness present.

(2) Audit the account. A minimum of two auditors is required. In the remarks section indicate the account holder was absent. Have the COPE witness (sign) the audit on behalf of the account holder. In the remarks section show the reason for the absence.

(3) Deliver the account to the COPE (or reserve custodian) at the completion of the audit. The COPE (or reserve custodian) must take possession of the account and secure it in a safe.

(4) Return the account to the clerk upon return. Re-audit the account prior to reissuing. (This is an audit between COPE and Clerk) Ensure the clerks safe combination is changed.

c. Monthly audits should not be conducted when the reserve custodian is on authorized absence. The postal officer should advise the senior audit board member of approved leave. When reserve custodian will be absent for an extended period of time then reserve account must be turned over to another qualified and designated individual.

4. Audit Reports.

a. After full training from the Fleet Postal Officers is received all audits will be recorded on PS Form 3294 for fixed credits and flexible credits. A separate audit form is used for each account. Results of all audits will be recorded on PS Form 3368. Each clerk holding a stamp account must have a separate PS Form 3368.

b. Proper preparation of the PS Form 3294:

Complete the Heading:

1. **Type of Accountability:** Military Postal Clerks, (MPCs) will check Stamp Credit block. COPEs and PFOs will check Main or Reserve Stock.
2. **Name of Employee:** Account holder, Clerk ID No., Unit name, SFA No., and Date of Examination.

Cash and Cash Items on Hand: (ITEMS 1-16 DO NOT APPLY TO FIXED CREDIT AUDITS)

1. Count each type of currency (\$20.00, \$10.00, .25 cent etc) and enter the number in the quantity column. Multiply the quantities by the denominations and enter the result in the amount column. Total the amount column and enter the result in line 26, total cash.
2. Enter the total amount of personal and business checks to line 27, government checks to line 28, paid money orders to line 29, traveler's checks to line 30, and credit/debit/PPC card receipts to line 31.
3. Total lines 27 to 32 and enter the result to line 33, Total Cash and Cash Items on Hand and place in line 1, column II, Total Cash and Cash Items on Hand.

Add Back Paid Out Items (Disbursements):

1. Enter any cash paid out shown by receipts in lines 2 through 5, column I. Total them and enter the result to line 5, column II. Add lines 1 and 5, column II. Enter the result in line 6; column II, Cash That was Available Before Paid Outs.

Less Cash represented by Accountability Items Other Than Stamp Stock (Receipts):

2. Enter total amount of Money Order Vouchers to line 7, total amount of COD Tags to line 9, total amount of Customer Meters, PS Forms 3603's to line 10, total amount of Post Office meters/PVI, (PS Form 3602-PO & current reading) to line 11, total amount of Retail Packaging Products to line 13. Total lines 7 through 16, column I. Enter the result to line 16, column II. Subtract line 16, column II from line 6, column II, and enter the result in line 17, column II. This amount may exceed the maximum authorized cash portion of the clerks stamp credit as a result of stamp sales.

STAMP COUNT:

1. Count each item of stock and enter the number in the appropriate block on pages 2 and 3.
2. Multiply the total number of each item by its face value.
3. Count and multiply redeemed stock consisting of postal cards, stamped envelopes, aerogrammes, and U.S. international reply coupons by the applicable redemption rate. Enter the result to the appropriate block by type and total the amount.
4. Total all blocks on pages of 2 and 3 of PS Form 3294 and enter the result of stamp stock counted on line 18, column I.
5. Enter amount from PS Form 17, showing stock in transit from COPE, to PFO/Accountable Postmaster to line 20, column I. Verify the validity of PS Form 17 with the source of stock.
6. Total lines 18 through 20, column I, and enter on line 20, column II.

Total Cash and Stamp Stock:

1. Add lines 17 and 20, column II, and enter the Total Cash and Stamp Stock on line 21, column II.
2. Enter the Opening Balance Stamps, AIC 840, or Cash Retained, AIC 353 to line 22, column II. **(Flexible accounts only)**
3. Subtract line 22 from line 21, column II and enter the Difference to line 23, column II.
4. Enter the Amount of Tolerance for this Credit on line 24. Tolerance should be 1% of the amount listed on the last PS Form 1412.
5. If the difference amount exceeds the tolerance and the parties involved cannot agree with the count, recount the stamp credit account at the request of the clerk. After you have established the amount of overage or shortage, bring the stamp account into balance.

6. If there is a shortage, report it in "Suspense Adjustment" to the column marked action taken on line 25.
7. For an overage amount exceeding the tolerance, report it in the "Trust" to the column marked action taken on line 25.
8. Darken block lower right hand corner. Enter the date and amount of credit listed on last PS Form 1412.

Inventory of Postal Clerks's Credit Containers (Annual):

1. The COPE/Finance Supervisor usually manages information contained on page 4.
2. The auditor shall inventory all accountable equipment listed on PS Form 1590, "Supplies and Equipment Account". Also, cash drawer, stamp cabinet, safe compartment, and envelope drawer.

Summary of Main/Reserve Stock Accountability:

1. Enter the total of stamp stock from pages 2 and 3 to page 4 under Summary of Main/Reserve Stock Accountability. COPE or PFO account, indicate whether PS Form 3295 was correct or has been corrected (fixed credits). If applicable, enter Stamp Stock per PS Form 3958 (flexible credits). Enter the difference, whether over or short, and the action taken.

Verification of Accountable Forms:

1. From the office file of the last PS Form 1412 submitted by the COPE, record the last numbered receipt issued from PS Form 1538, 3210, 3544, 3582-C, 3602-PO, and 3603 from the receipt controls section. (flexible credits only)
2. Verify all COPE's PS Forms 1412 since previous audit. Ensure closing balance, AIC 853 equals the opening balance, AIC 840, for next business day. Check that remittances as listed in AIC 752 of each daily 1412 have been made (Check issued, deposited, mailed).

Verification of Money Orders:

1. Inspect blank domestic money orders to ensure that they are being sold in sequence.

Verification of Forms 3977 (Semi-Annual):

1. Verify PS Form 3977, Duplicate Key Envelope. (For COPEs and PFOs), ensure signatures are current and envelopes are sealed and postmarked.

Verification of other items (List):

1. List any other items that need to be verified. Ensure clerks and auditors sign and date PS Form 3294.

5. Resolving Audit Overages and Shortages

- a. Shortage in postal clerks stamp stock

(1) If a shortage in excess of tolerance limits is discovered, an investigation must be conducted to determine culpability for the loss. The postal officer may handle this investigation informally for small amounts, Command Judge Advocate General (JAG) for more serious losses, and Naval Criminal Investigative Service (NCIS) for suspected felony embezzlement. Consult the JAGMAN, NCIS, and appropriate CINC Postal Officers to determine appropriate investigating authority.

a. USPS postal inspectors may, at their discretion, claim jurisdiction to investigate and prosecute any postal offenses at military post offices.

b. USPS postal inspectors may be invited to assist in investigations at any time by NCIS, appropriate CINC postal advisors, or JAG investigating officers.

(2) When a shortage in stamp stock/postal funds is discovered, and the investigation does not absolve the accountable person of responsibility for the loss, the accountable person should be afforded an opportunity to make voluntary restitution. If voluntary restitution is not made, the individual's pay shall be withheld to effect recovery of the shortage. Reference for withholding pay is: Navy Pay and Personnel Procedures Manual, Sections B70731 through B70737, or Chapter 7 of the FMR, VOL 7A, as applicable. Advise the following: Military Postal Service Agency; COMNAVSUPSYSCOM MECHANICSBURG PA//54//; CINCPACFLT PEARL HARBOR HI //N4142//; CINCLANTFLT NORFOLK VA//N412P/N4121P1//; FISC NORFOLK VA//308// as applicable; Type Commander and Immediate Senior In Charge (ISIC) of the details of such collection action.

(3) The offer of voluntary restitution does not absolve guilt and does not negate disciplinary action. The withholding action is separate and independent of any disciplinary action that might be warranted and should be taken immediately. When voluntary restitution is made, endorse the audit report; "Voluntary restitution of \$___ is made. Restitution witnessed by ___(Auditor)___." Do not adjust the totals listed on the audit.

(4) The accountable individual may forward a request for relief of liability to the Secretary of the Navy, ATTN: Judge Advocate General (Code 12), via the CNO (OP-094) or CMC (Code MSPO) and the appropriate chain of command, with a copy to the Military Postal Service Agency (MPSA-OP). Each endorser of the basic correspondence shall make a specific recommendation to grant or deny relief and shall express an opinion as to the presence or absence of negligence, error, or defalcation on the part of the individual concerned.

(5) Whenever a shortage that grievously exceeds tolerance is discovered that warrants a JAG, NCIS, or USPS investigation, or when restitution is not, or cannot, be made, a postal offense message must be originated.

(6) Clerks who show a trend of repeatedly being short out of tolerance in their account, must be given a formal counseling advising them of their financial responsibilities. Also consider lowering or eliminating tolerance levels for the individual. If the shortage problem persists, then the account must be withdrawn, and appropriate administrative remarks made in the member's service record.

(7) Any time a clerk is placed under investigation, or any time voluntary restitution is not made, the clerk must be relieved of all accounts he/she holds.

(8) Whenever an account is turned over from one clerk to another, no tolerance applies. The account must be exact. Any shortage must be made-up at the time of audit and any overage remitted.

b. Overages in stamp stock. Overages in stamp stock in excess of tolerance must be collected and remitted to PFO or serving Postmaster. Send a check or money order and a copy of the audit that identified the overage.

(1) Submit overages in stamp accounts that exceed tolerance limits as follows:

- Exchange the amount of the entire overage for a U. S. Treasury check or no fee money order made payable to "Postmaster San Francisco" or New York.
- Indicate in the "remarks" section of the audit, the check/money order date, amount and serial number.
- Remit the check/money order, with a copy of the audit report, to the PFO (fixed credits)/ Accountable Postmaster (flexible credits) by First Class Mail. Copies of all correspondence sent to Accountable Postmaster must be via the Fleet Postal Officers.

(2) Large overages, suspicious overages, or clerks who are repeatedly out of tolerance, must be investigated. Investigate the possibility that the clerk is intentionally overcharging customers, or deliberately shorting postage placed on articles presented for mailing, then pocketing the difference. Such activity is easily detected by surprise audits conducted in the middle of the workday.

(3) Clerks who show a trend of repeatedly being out of tolerance in their account, must as a minimum, be formally counseled. Consider revoking or lowering tolerance. If the problem persists, the account must be withdrawn.

6. Quarterly Audits:

a. Quarterly audits are the monthly audits conducted in March, June, September, and December. The audit is conducted in the same manner as the monthly audit. The original audits must be forwarded through the chain of command for the commanding officer's or designated representative's review. Copies of all quarterly audits are mailed to the appropriate Postal Finance Office with FPO AA commands sending an additional copy to the Mayport PAA. Audits must be mailed within five working days after the audit is conducted and should be received NLT the 16th of the month following the quarters end. Advanced copies may be emailed or faxed until copy with signatures is mailed .

b. The remarks section of the COPE's quarterly audit must contain the following additional information: (use of a separate sheet of paper is preferred)

- (1) Date of last postal assessment visit (PAV).
- (2) Postal officer's name, rank, date of designation and email/salts address.
- (3) COPE's name, rank, date of designation and email/salts address.

(4) List all postal clerks assigned and designated on DD Form 2257.

If the clerk has a fixed credit assigned, indicate the results of ALL MONTHLY AUDITS conducted during the quarter; i.e., position, name, rate, date, credit assigned, stamps/cash on hand, resulting overage/shortage. If an attached clerk holds no fixed credit, list his/her name, followed by the phrase—"Holds no fixed credit". Include names of Non-PC alternates if applicable.

(5) List all stamp requisitions originated during the quarter. Include date dispatched, requisition serial number, which PFO or Accountable Postmaster the requisition was sent to, dollar value, and date received.

(6) Date COPE's safe combination was changed.

(7) Audit overages in excess of tolerance (if any). List check or money order number, if none, omit this paragraph.

If using an attached sheet, or sheets, for the remarks (highly encouraged), indicate the command and the date of the audit at the top of the page (occasionally a supplemental sheet gets separated from the original audits).

EXAMPLE OF ATTACHED REMARKS SHEET

USS UNDERWAY
AUDIT DATE: 24MAR02

1. Last PAV: 20 October 2001
2. Postal Officer: LT M. R. Sharpe USN, designated: 20 December 2000
(email) msharpe@underway.navy.mil (salts) omn@salts.icpphil.navy.mil
3. COPE: PC3(SW) A. Splopuko, designated: 13 September 1999
(email) asplopuko@underway.navy.mil (salts) omn@salts.icpphil.navy.mil
4. Results of all audits conducted during this quarter:

Rank/Name	Position	Audit Date	Credit	Stamps	Cash	+/-	3369 or InTrans
LT M. Sharp	RC	05JAN02	5,000.00	4,321.00	679.00	Even	None
PC3 Splopuko	COPE	05JAN02	7,000.00	876.32	124.10	+0.42	6,000.00
PCSN F. Learner	MPC	05JAN02	1,000.00	791.36	210.43	+1.79	None
LT M. Sharp	RC	17FEB02	5,000.00	4,301.00	125.00	Even	574.00
PC3 Splopuko	COPE	17FEB02	7,000.00	912.86	87.25	+0.11	6,000.00
PCSN F. Learner	MPC	17FEB02	1,000.00	865.31	133.99	-0.70	None
LT M. Sharp	RC	24MAR02	6,000.00	5,123.00	877.00	Even	None
PC3 Splopuko	COPE	24MAR02	7,000.00	815.78	185.22	+1.00	6,000.00
DK3 Buckethead	Alt PC		No Credit				

PCSN Learner transferred to CFA Yokosuka on 20 FEB 02.

5. Stamp Requisitions originated this quarter

<u>RQN#</u>	<u>SOURCE</u>	<u>AMOUNT</u>	<u>DATE DISP</u>	<u>DATE REC'D</u>
6-01	PFO San Diego	1,200.00	21JAN02	21JAN02
7-01	PFO Sigonella Italy	574.00	13FEB02	18FEB02
8-01	PFO Bahrain	640.00	06MAR02	11MAR02
9-01	PFO Yokohama	2,345.00	15 MAR02	23 MAR02

6. COPE safe combination last changed: 20 August 2001
7. The following information must be provided in the remarks section on both monthly and quarterly COPE audits for post offices using a USPS postage meter:
 - a. Serial number of postage meters on hand
 - b. Ascending and descending reading at the time of the audit
 - c. Audits must state all PS Forms 3602 PO since the previous audit were verified

IF PERSON AUDITED IS A:

Rule	Reserve Custodian	COPE	Money Order Clerk	Then:
1	X	X	X	Compare PS Form 17 with serial numbers of broken or unbroken sets or boxes of money orders.
2	X	X	X	Compare serial numbers of issued money order sets listed on DD Form 885 with PS Form 17.
3	X	X	X	Check sequence of issuance or transfer of blank sets on DD Form 885.
4	X	X	X	Compare PS Form 17, PS Form 6019, DD Form 885, and blank money order sets on hand to ensure all are accounted for.
5			X	Check transfer documentation on DD Form 885 between clerks. Ensure funds are transferred on PS Form 1096 and it is retained with PS Form 6019.
6		X	X	Ensure descending count column on DD Form 885 is verified with day-to-day issuance reflected on PS Form 6019.
7		X	X	Ensure PS Form 6019 and remittance is submitted to the appropriate PFO or Postmaster NLT the next business day.
8		X	X	Confirm dispatch by comparing registration forms (PS Forms 3806 and 3854) with the registry numbers used to transmit MO reports.

NOTE: If discrepancies are noted or suspected, contact the check-issuing facility to confirm the amounts and dates on which checks were issued. Also, check registered mail dispatch records to verify reports have been mailed. Compare these records with local post office, Aerial Mail Terminal or Fleet Mail Center (as applicable) records to confirm receipt and forwarding.

****Example Copy of Audit Cover Letter****

MEMORANDUM

04 Jan 02

From: Custodian of Postal Effects, COMFLEACT Yokosuka Post Office (615819), PSC 473, FPO AP 96349-9998
To: Commander Fleet Activities Yokosuka
Via: (1) Assistant Officer in Charge
(2) Officer in Charge
(3) Chief Staff Officer

Subj: SUBMISSION OF MONTHLY ACCOUNTS FOR OCTOBER 2000

Ref: (a) DoD Postal Manual 4525.6M, Volume I, Chapter 12
(b) OPNAVINST 5112.6C, Chapter 11
(c) Postal Finance Handbook For Afloat Units

Encl: (1) Postal Clerks assigned and audit results
(2) Copies of PS 3294-COPE and MPC audits (26 audits)

1. In accordance with references (a) through (c) enclosures (1) and (2) are submitted for review. All accounts are within tolerance limits. Tolerance limits are: Finance Clerks 1% of credit assigned, Stamp Vending Machines \$20.

Very respectfully,



MARCUS M. DALLAS
PC1(SW), USN

Chapter 4

STAMP REQUISITIONS

1. When to Order

The unit must order stamps prior to the reserve custodian's cash level reaching 25 percent. The COPE (or filler stock) should reorder from the reserve custodian prior to the account reaching 25 percent cash. Window clerks should order stamps from the COPE prior to the cash reaching 25 percent of the credit.

2. Where to Order (Fixed Credits)

a. FPO AP commands on fixed credits serviced by the PFO San Diego send their requisitions to the Postal Finance Office, 4070 Surface Navy Blvd, Ste 3, San Diego CA 92136-5287. All remittances will be by either U. S. Treasury check or a no-fee postal money order made payable to "Postmaster San Francisco". **NO CASH TRANSACTIONS ALLOWED.** When in port San Diego, hand-carry requisitions to the PFO. Call ahead to ensure the availability of the PFO.

b. FPO AA and AE commands on fixed credit serviced by the PFO Norfolk send their requisitions to the Postal Finance Office, FISC RNMC, 9225 Third Ave, Norfolk VA 23511-2324. All remittances will be by either U. S. Treasury check or a no-fee postal money order made payable to "Postmaster New York". **NO CASH TRANSACTIONS ALLOWED.** Norfolk ships can hand-carry requisitions to the PFO. Call ahead to ensure the availability of the PFO.

3. Where to Order (Flex Credits)

a. Commands with flexible credits from the Postmaster New York will send requisitions to Control Desk, General Accounting Office, Room 310, New York, New York 10199-9511. Commands with flexible credits from Postmaster San Francisco will send requisitions to Accountable Paper Depository, 1300 Evans Ave RM 104, PO Box 881210, San Francisco, CA 94188-1210.

b. When in WESTPAC or in the eastern Indian Ocean, stamps can be ordered from PFO, Yokohama, Japan. Send requisitions to Postal Finance Officer, PSC 471, FPO AP 96347-9998. Make the check payable to "Postmaster San Francisco". Send via First Class Mail. Ensure the requisition is placed into a local working tray, not sent back to CONUS.

c. When in the Persian Gulf or the Arabian Sea, stamps should be ordered from PFO, Bahrain. Send requisitions to Postal Finance Officer, PSC 900, FPO AE 09838-9998. Make the check payable to "Postmaster New York". Send via First Class Mail. Ensure the requisition is placed into a local working tray, not sent back to the USA.

d. When in the Western Mediterranean, or Atlantic Ocean stamps can be ordered from PFO, Fleet Mail Center, Rota Spain. Send requisitions to Postal Finance Officer, PSC 819, FPO AE 09645-9998. Make the check payable to "Postmaster New York". Send via either Certified Mail or Registered Mail. Ensure the requisition is placed into a local working tray, not sent back to the USA.

e. When in the Eastern Mediterranean, Adriatic or the Red Sea, order from PFO, Sigonella, Italy. Send requisitions to: Postal Finance Officer, PSC 812, FPO AE 09627-9998. Make the check payable to "Postmaster New York". Send via Certified Mail. Ensure the requisition is placed into a local working tray, not sent back to CONUS. The London PFO should only be utilized when operating in the North Atlantic. Send requisitions to: Postal Finance Officer, PSC 821 Box 16, FPO AE 09421-9998.

3. Procedures for Requisitioning From a Postal Finance Officer or servicing Postmaster.

a. Ordering stamps: Prepare original and three copies of PS Form 17. Submit original and one copy along with the check. Keep one PS Form 17 for the post office suspense files and deliver one suspense copy to the reserve custodian.

b. Stamp stock must be ordered in the following quantities:

- (1) Stamps full sheets **
- (2) Envelopes quantities of one hundred
- (3) Coils each
- (4) Books quantities of twenty-five
- (5) Coil Dispenser . . each

c. Requisitions should start with #01 beginning with the new FY

** Order \$1.00 and above denomination stamps in quantities of 20; other stamps are issued in sheets of 10, 20, 50, 100. Check applicable Postal Bulletins for correct unit of issue. Sheet stamps that are issued in quantities other than 10, 20, 50, or 100 are not routinely stocked, call before ordering these items.

d. Receiving stamps ordered. Upon receipt, the COPE must deliver the requisition UNOPENED to the reserve custodian. The reserve custodian must sign for the incoming stamp requisition on PS Form 3849 or 3883. It must be opened and witnessed by both the COPE and the reserve custodian as soon as possible after receipt of the requisition. The reserve custodian must sign the PS 17 as the person receiving the stock and the COPE as the witness. If a discrepancy exists, immediately contact the appropriate PFO or servicing Postmaster, and follow the procedures outlined in the DOD Postal Manual. Destroy suspense copies of the PS Form 17 when new stock is received, and retain the original signed PS Form 17 in post office files for two years. For flexible credits requisitions are delivered to the COPE with the Postal Officer or another clerk serving as the witness.

4. Returning Damaged or Obsolete Stamp Stock

a. When returning damaged or obsolete stock, prepare the PS Form 17 to itemize all stamp stock being returned.

b. Take care to ensure that there is no question as to the amount of damaged stamp stock returned. Questionable items will not be accepted.

(1) Stamps stuck together must be marked to indicate how many are within each group. However; do not deface the stamp. If you cannot mark on the backside of the stamp, attach a note with the amount of stamps written on it.

(2) Stamps with no glue on the back will not be accepted.

(3) Ensure that at least 75 percent of the stamp is returned.

c. All returned stamp stock must be sent by registered mail or hand carried. Retain a suspense copy of PS Form 17 in the Post Office files.

d. Prepare a second PS Form 17, to accompany the return stamp requisition. This PS Form 17 indicates the stamps desired in exchange for the returned stamp stock. This requisition may be larger than the return requisition if accompanied by a supplemental check. Ensure the check equals the difference between the returned stamps and the amount requisitioned.

5. Increase/Decrease of Fixed Credit

a. Increase in stamp stock. Determine the amount of the increase in multiples of \$500.00. To determine adequate command fixed credit, use \$10.00 per person embarked for deployment. Submit the following documentation at least one month prior to deployment:

- (1) Letter from the commanding officer requesting an increase of stamp stock.
- (2) PS Form 17 listing the additional stamps desired with the increase.
- (3) PS Form 3369 prepared for the amount of the new increase, signed by the COPE.

Example of an increase in fixed credit letter is as follows:

(Official Letterhead)

5110/
Ser: xxx/

From: Commanding Officer, USS _____
To: Serving PFO
Subj: INCREASE IN FIXED STAMP CREDIT
Ref: (a) DODINST 4525.6-M, Vol 1, Chap 5, Paragraph 502.3.C
Encl: (1) PS Form 17 (in duplicate)
(2) PS Form 3369 (in duplicate)

1. To ensure adequate financial service for an extended deployment, it is requested the fixed credit for USS _____, office ID Number (UIC) _____, be increased by (multiples of \$500.00) _____, as indicated in enclosures (1) and (2), which will result in a new fixed credit of \$_____. The additional stamp stock requested is required to be received on board no later than _____.

(Must be signed by Commanding Officer or By Direction)

Copy To: CINCPACFLT/CINCLANTFLT Postal Officer as appropriate

b. Reduction in stamp stock. Prepare a fixed credit decrease letter in the same format as an increase letter. Determine the amount of the decrease in multiples of \$500.00. Accomplish the decrease within one month after return from deployment.

c. Fixed credit reduction can be accomplished three different ways:

(1) Use a check to accomplish the entire amount of the reduction. Ensure check or No Fee money order is made payable to "Postmaster San Francisco" or New York. Mail the check, the PS Form 3369 (in duplicate, signed) for the new fixed credit, and the fixed credit decrease letter. Remit via First Class Mail to the appropriate PFO.

(2) Return all stamps. Whenever stamp stock is used to accomplish the entire amount of reduction, follow basic procedures for returning stamps. Itemize all returned stamps on a PS Form 17, prepare a duplicate PS Form 3369 (signed) for the new credit desired, and enclose the CO's decrease letter. Send to the serving PFO or Postmaster via registered mail.

(3) When reduction of fixed credit is accomplished by both check and stamp stock, utilize procedures in paragraph (2) above. Include the check with the PS Form 17, signed PS Form 3369, stamp stock and decrease letter. Ensure that the check and the stamps combined equal the amount of the desired decrease.

6. Customer Refunds of Postage and Fees for Special Services

a. When postage and/or special services fees have been paid and no service is rendered, or whenever the amount collected was in excess of the lawful rate, the customer may apply for a refund. Allowable and unallowable refunds are addressed in the Domestic Mail Manual, Section P014.2. When a customer has a claim for refund of postage and fees, the following procedures will be used at all military post offices to obtain payment for the customer:

(1) Assist the customer in preparation of PS Form 3533 (Application and Voucher for Refund of Postage and Fees). Attach the envelope or wrapper to PS Form 3533; the portion of the wrapper having the name and address of both sender and addressee; canceled postage and postal markings; or other evidence of payment of the amount of postage and fees for which a refund is desired.

(2) Prepare PS Form 3533, attach supporting documentation and forward to the mail classification center. **Fixed Credit Units:** LOCAL PAYMENT AS INDICATED IN THE DOMESTIC MAIL MANUAL IS NOT AUTHORIZED AT MILITARY POST OFFICES. **Flex Credit Units:** ALL MILITARY CLAIMS FOR POSTAGE REFUND UNDER \$25.00 CAN NOW BE PROCESSED AT THE LOCAL LEVEL WITH THE EXCEPTION OF EXPRESS MAIL CLAIMS.

Send PS Form 3533 to:

Refund Unit
JAF Building RM 3131
421 Eighth Avenue
New York, NY 10199-9215

or

Mail Classification Center
General Mail Facility RM 303
San Francisco, CA 94188-9599

(3) Claims for refund of postage on express mail are only accepted from the mailer, who must present PS Label 11B. Express mail claims may be filed at any post office irrespective of whether or not the post office is a designated express mail network location. Use PS Form 1000 (Domestic Claim or Registry Mail Inquiry Form) to process all express mail claims. Send completed PS Form 1000 to Postal Data Center, St Louis, MO for adjudication.

b. Damaged Stamp Stock. Customers may return damaged stamps to the postal service for replacement (DMM P014.1.2). Navy post offices accepting damaged stamp stock from customers must return them to the appropriate PFO or servicing Postmaster once a quarter.

c. Meter Shortages. Attach unused meter tapes to PS Form 3533. Pay customer from the COPE's account. Remit the PS Form 3533 to appropriate PFO or servicing Postmaster with next meter remittance or stamp requisition. See meter section for information relating to resolving meter shortages.

d. Vending Machine Shortages. Instruct customer to complete PS Form 3533 for amount lost in vending machine transactions. Pay customer out of vending account. Resolve PS Form 3533's locally during the next audit. If there are unresolved shortages, submit PS Form 3533's to COPE for cash or stamps. The COPE shall then remit PS Form 3533 to PFO or accountable Postmaster with the next meter remittance or stamp requisition.

7. Personal check acceptance policy.

Only shore activities are authorized to accept personal checks for stamp purchases. Ships are restricted to using cash or shipboard-ATM only unless an exception to policy is granted by Fleet CINC. The following rules apply to check acceptance policy.

- a. Personal checks may be used for stamp purchases only. No money order purchases.
- b. Personal checks must be made for the exact amount of the purchase. **No MPO** may act as a "check cashing" facility. Checks will not be written for more than the amount of the purchase.
- c. Personal checks must be annotated with the following information:
 - (1) Full name of the person presenting the check and SSN. Name and SSN of sponsor if different than the check presenter.
 - (2) Command to which the sponsor service-member is attached, command mailing address, and phone number.
 - (3) Accepting clerk must AP chop and initial the reverse side of the check.
- d. Accepting clerk must have access to Navy Exchange or AAFES bad check listing. All personal checks accepted must be verified against this list.

PS FORM 17 (STAMP REQUISITION) PROCEDURES

The following is a guideline on how to prepare PS Form 17 properly:

1. Finance Block: The requisition number (beginning at the Fiscal Year)
Unit ID Block: The Standard Field Accounting (SFA) number.
2. Post Office Block: Enter your complete mailing address.
3. Postmark Block: Place APDS (AP Chop) here. All copies should have original postmark. DO NOT PHOTOCOPY THE AP CHOP.
4. Submitter Block: Signature of COPE/Submitter. DO NOT PHOTOCOPY SIGNATURE. To verify the requisition, the Reserve Custodian initials this block. Do not sign in the Shipped Box.
5. Shipper Block: Unless returning stamp stock this block is for the PFO only.
6. Witness Block: Unless returning stamp stock this block is for the PFO only.
7. Type of requisition: Check appropriate block. If your returning damaged or old stock AND ordering new stamps, you should use two separate PS Form 17's, one to list stock returned and one for listing stock ordered to replace returned/damaged stock.
8. Itemize ordered or returned stamps: Proper quantities for ordering stamps are: Stamps = full sheets; envelopes = quantities of one hundred; coils = each; books = quantities of twenty five; coil dispense = each. (Order \$1.00 and above denomination stamps in quantities of 20; other stamps are issued in sheets of 10,20,50,100. Check applicable Postal Bulletins for correct unit of issue.)
9. Registry Number Block: Unless returning stamp stock, this block is left blank.
10. Total Value Ordered: Total amount of the stamps ordered and the check/no fee money order number.
11. Receiving Block: This block is for the Reserve Custodian's signature and date (for flexible credits the COPE signs here).
12. Witness Block: This block is for the Cope's signature and date (for flexible credits the Postal Officer signs).

Prepare original and three (3) copies of PS Form 17. Submit original and one copy along with the check/no fee money order to the serving PFO or Postmaster. One copy of PS Form 17 is retained by the Reserve Custodian (COPE for flexible credits) (as a suspense copy) and retain one copy of PS Form 17 in the Post Office (as a suspense copy).

When ordering stamps, requisitions should be mailed to the servicing PFO or Postmaster by USPS indicia certified mail.

When returning stamps, requisitions must be sent Registered mail.

**UNITED STATES
POSTAL SERVICE**

Stamp Requisition

Postmark

3

Finance No. 1	Unit ID 1	Name of Post Office, Station, or Branch		
Telephone No.	City 2	State	5-Digit ZIP Code	
				Date Stock Ordered

Signature of Submitter **4**

Signature of Shipper **5**

Signature of Witness **6**

Prepare an ORIGINAL and ONE COPY of this form. Submit only the ORIGINAL. Keep the Copy for your records. PRINT all information except signatures. Typing is not necessary.

Orders cannot be processed without the FINANCE NO. (and UNIT ID., where applicable). Enter one item per line. Use a second form if necessary.

ADD UP the Value column and enter the total in the Total Value Ordered box.

DATE STAMP the upper right corner on the day stock is ordered

NOTE: When an item is out of stock, a similar item of the same denomination, if available, will be substituted unless you indicate otherwise by placing an "X" in the Do Not Substitute block.

Type of Requisition (Check One) **7** 1=Scheduled Order 2=Clerk Order 3=Emergency Order 4=Return Stock

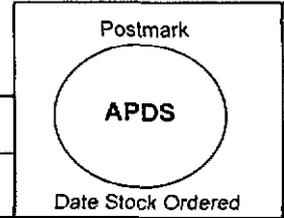
Do Not Sub	Item No.	Quantity	Value	Denomination and Description
<input type="checkbox"/>	3290			Domestic Money Orders
<input type="checkbox"/>			\$0.00	STAMP COIL (100-.34 STAMPS@ 34.00) Flowers
<input type="checkbox"/>			\$0.00	Stamp Booklet (20 x \$.34 Stamps @ \$6.80) Flowers Vend
<input type="checkbox"/>			\$0.00	Stamp Booklet (20 x \$.34 Stamps @ \$6.80) Apples&Oranges
<input type="checkbox"/>			\$0.00	Stamp Booklet (10 x \$.34 Stamps @ \$3.40)
<input type="checkbox"/>		8	\$0.00	Stamp Booklet (10 x \$.20 Stamps @ \$2.00)
<input type="checkbox"/>			\$0.00	Envelope Long Stamped (\$.42)
<input type="checkbox"/>			\$0.00	Envelope Short Stamped (\$.42)
<input type="checkbox"/>			\$0.00	Post cards (\$.22) Yale University
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.01) Kestrel (PSA)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.02) PSA
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.03)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.21) PSA Pane (.21 X 20)
<input type="checkbox"/>			\$0.00	Sheet of Stamps(\$.34 Stamps) Great Plains Prairie
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.40) (PSA) Rio Grande
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.55) (PSA) Art Deco Eagle
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.60) (PSA)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$1.00) Red Fox(PSA)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$2.00) Bobcat
<input type="checkbox"/>			\$0.00	Sheet of Satmps(\$5.00) Washington & Jackson pane of 20
<input type="checkbox"/>			\$0.00	Sheet of Stamps(12.25) Wshtn Monmnt (PSA 20)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.80) (PSA) Mt McKinley pane of 20

Registry Numbers Used 9	Total Value Ordered 10	Signature of Person Receiving Stock 11
	\$0.00	Signature of Witness 12

**** EXAMPLE OF COMPLETED STAMP REQUISITION ****

**UNITED STATES
POSTAL SERVICE**

Stamp Requisition



Finance No. 3-01	Unit ID 084	Name of Post Office, Station, or Branch USS UNDERWAY (DD-88)		
Telephone No.		City FPO	State AP	5-Digit ZIP Code 96673-2345
Signature of Submitter <i>J. Miller PC</i>		<p>Prepare an ORIGINAL and ONE COPY of this form. Submit only the ORIGINAL. Keep the Copy for your records. PRINT all information except signatures. Typing is not necessary.</p> <p>Orders cannot be processed without the FINANCE NO. (and UNIT ID., where applicable). Enter one item per line. Use a second form if necessary.</p> <p>ADD UP the Value column and enter the total in the Total Value Ordered box.</p> <p>DATE STAMP the upper right corner on the day stock is ordered</p> <p>NOTE: When an item is out of stock, a similar item of the same denomination, if available, will be substituted unless you indicate otherwise by placing an "X" in the Do Not Substitute block.</p>		
Signature of Shipper <i>J. Miller PC</i>				
Signature of Witness <i>J. Miller PC</i>				

1=Scheduled Order
 2=Clerk Order
 3=Emergency Order
 4=Return Stock

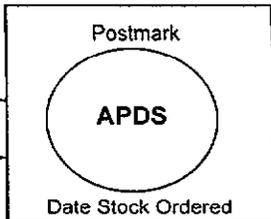
Do Not Sub	Item No.	Quantity	Value	Denomination and Description
<input type="checkbox"/>	3290			Domestic Money Orders
<input type="checkbox"/>		1000	\$340.00	STAMP COIL (100-.34 STAMPS@ 34.00) Flowers
<input type="checkbox"/>			\$0.00	Stamp Booklet (20 x \$.34 Stamps @ \$6.80) Flowers Vend
<input type="checkbox"/>			\$0.00	Stamp Booklet (20 x \$.34 Stamps @ \$6.80) Apples&Oranges
<input type="checkbox"/>		100	\$340.00	Stamp Booklet (10 x \$.34 Stamps @ \$3.40)
<input type="checkbox"/>			\$0.00	Stamp Booklet (10 x \$.20 Stamps @ \$2.00)
<input type="checkbox"/>		500	\$210.00	Envelope Long Stamped (\$.42)
<input type="checkbox"/>		500	\$210.00	Envelope Short Stamped (\$.42)
<input type="checkbox"/>			\$0.00	Post cards (\$.22) Yale University
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.01) Kestrel (PSA)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.02) PSA
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.03)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.21) PSA Pane (.21 X 20)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.34 Stamps) Great Plains Prairie
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.40) (PSA) Rio Grande
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.55) (PSA) Art Deco Eagle
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.60) (PSA)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$1.00) Red Fox(PSA)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$2.00) Bobcat
<input type="checkbox"/>			\$0.00	Sheet of Satmps(\$5.00) Washington & Jackson pane of 20
<input type="checkbox"/>			\$0.00	Sheet of Stamps(12.25) Wshtn Monmnt (PSA 20)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.80) (PSA) Mt McKinley pane of 20

Registry Numbers Used R-123-456-789	Total Value Ordered (CK NO. 23100) \$1,100.00	Signature of Person Receiving Stock <i>J. Miller</i>
		Signature of Witness

**** EXAMPLE OF RETURN STAMP REQUISITION ****

**UNITED STATES
POSTAL SERVICE**

Stamp Requisition



Finance No. 1-01	Unit ID 084	Name of Post Office, Station, or Branch USS UNDERWAY (DD-88)		
Telephone No.		City FPO	State AP	5-Digit ZIP Code 96673-2345

Signature of Submitter
J. Miller PCI

Signature of Shipper
J. Sprad

Signature of Witness
J. Davis PCE

Prepare an ORIGINAL and ONE COPY of this form. Submit only the ORIGINAL. Keep the Copy for your records. PRINT all information except signatures. Typing is not necessary.

Orders cannot be processed without the FINANCE NO. (and UNIT ID., where applicable). Enter one item per line. Use a second form if necessary.

ADD UP the Value column and enter the total in the Total Value Ordered box.

DATE STAMP the upper right corner on the day stock is ordered

NOTE: When an item is out of stock, a similar item of the same denomination, if available, will be substituted unless you indicate otherwise by placing an "X" in the Do Not Substitute block.

Type of Requisition (Check One)

1=Scheduled Order 2=Clerk Order 3=Emergency Order 4=Return Stock

Do Not Sub	Item No.	Quantity	Value	Denomination and Description
<input type="checkbox"/>	3290			Domestic Money Orders
<input type="checkbox"/>			\$0.00	STAMP COIL (100-.34 STAMPS@ 34.00) Flowers
<input type="checkbox"/>			\$0.00	Stamp Booklet (20 x \$.34 Stamps @ \$6.80) Flowers Vend
<input type="checkbox"/>			\$0.00	Stamp Booklet (20 x \$.34 Stamps @ \$6.80) Apples&Oranges
<input type="checkbox"/>			\$0.00	Stamp Booklet (10 x \$.34 Stamps @ \$3.40)
<input type="checkbox"/>			\$0.00	Stamp Booklet (10 x \$.20 Stamps @ \$2.00)
<input type="checkbox"/>			\$0.00	Envelope Long Stamped (\$.42)
<input type="checkbox"/>			\$0.00	Envelope Short Stamped (\$.42)
<input type="checkbox"/>			\$0.00	Post cards (\$.22) Yale University
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.01) Kestrel (PSA)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.02) PSA
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.03)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.21) PSA Pane (.21 X 20)
<input type="checkbox"/>		1000	\$340.00	Sheet of Stamps(\$.34 Stamps) Great Plains Prairie
<input type="checkbox"/>		500	\$200.00	Sheet of Stamps (\$.40) (PSA) Rio Grande
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.55) (PSA) Art Deco Eagle
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.60) (PSA)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$1.00) Red Fox(PSA)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$2.00) Bobcat
<input type="checkbox"/>			\$0.00	Sheet of Satmps(\$5.00) Washington & Jackson pane of 20
<input type="checkbox"/>			\$0.00	Sheet of Stamps(12.25) Wshtn Monmnt (PSA 20)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.80) (PSA) Mt McKinley pane of 20

Registry Numbers Used 2-123-456-789	Total Value Ordered \$540.00	Signature of Person Receiving Stock <i>[Signature]</i>
		Signature of Witness <i>J. Miller</i>

Chapter 5

MONEY ORDERS

1. Ordering Money Orders

- a. Requisition blank money order forms on PS Form 17. Afloat post offices are required to maintain a five-month supply.
- b. Money order forms will be ordered from your servicing PFO or Accountable Postmaster as appropriate.
- c. Requisitions must be numbered consecutively beginning with the number 01-YY on 01 October each year. Money order requisition numbers should be kept separate from stamp requisition numbers.

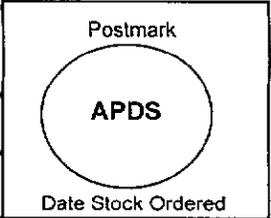
2. Receiving Incoming Money Order Requisitions

- a. Upon receipt, the COPE must deliver the requisition UNOPENED to the reserve custodian. The reserve custodian signs for the incoming registered money order shipment on PS Form 3849 or PS Form 3883. Deliver shipment to COPE for flexible accounts.
- b. A PS Form 17 is enclosed with each money order requisition. This PS Form 17 serves as an invoice, listing the serial numbers of the money order forms in the shipment. The reserve custodian (Postal Officer for flexible accounts) and the COPE will jointly verify that all money orders listed on the PS Form 17 are received. It is assumed that each sealed package contains 100 money order forms. Do not open all the sealed packs upon receipt of the shipment. Open the sealed packs of 100 only when necessary for issuance to clerks. Whenever a sealed package is opened, verify that it contains 100 blank money order forms in proper sequence. If any discrepancy is discovered, notify your CINCLANTFLT or CINCPACFLT Postal Officer and serving PFO/Accountable Postmaster as appropriate.
- c. The reserve custodian (COPE for flexible credit) will sign PS Form 17 as the person receiving the money orders and the COPE (Postal Officer for flexible credit) will sign the PS Form 17 as the witness.
- d. A new DD Form 885 (Money Order Control Record) in duplicate, must be prepared immediately for the shipment received.
- e. File a copy of the signed PS Form 17 and or PS form 6990 that accompanied the money orders. This PS 17/6990 should be coded for destruction two years after the last money order in series has been issued (four years for flexible credit). (This is an inspection item)

**** EXAMPLE OF MONEY ORDER REQUISITION ****

**UNITED STATES
POSTAL SERVICE**

Stamp Requisition



Finance No. 1-01	Unit ID 84	Name of Post Office, Station, or Branch USS UNDERWAY (DD-88)		
Telephone No.		City FPO	State AP	5-Digit ZIP Code 96673-2345

Signature of Submitter
J. Miller

Signature of Shipper
J. Schindler

Signature of Witness
J. Davis PCC

Prepare an ORIGINAL and ONE COPY of this form. Submit only the ORIGINAL. Keep the Copy for your records. PRINT all information except signatures. Typing is not necessary.

Orders cannot be processed without the FINANCE NO. (and UNIT ID., where applicable). Enter one item per line. Use a second form if necessary.

ADD UP the Value column and enter the total in the Total Value Ordered box.

DATE STAMP the upper right corner on the day stock is ordered

NOTE: When an item is out of stock, a similar item of the same denomination, if available, will be substituted unless you indicate otherwise by placing an "X" in the Do Not Substitute block.

Type of Requisition (Check One) 1=Scheduled Order 2=Clerk Order 3=Emergency Order 4=Return Stock

Do Not Sub	Item No.	Quantity	Value	Denomination and Description
<input type="checkbox"/>	3290	1000		Domestic Money Orders
<input type="checkbox"/>			\$0.00	STAMP COIL (100-.34 STAMPS@ 34.00) Flowers
<input type="checkbox"/>			\$0.00	Stamp Booklet (20 x \$.34 Stamps @ \$6.80) Flowers Vend
<input type="checkbox"/>			\$0.00	Stamp Booklet (20 x \$.34 Stamps @ \$6.80) Apples&Oranges
<input type="checkbox"/>			\$0.00	Stamp Booklet (10 x \$.34 Stamps @ \$3.40)
<input type="checkbox"/>			\$0.00	Stamp Booklet (10 x \$.20 Stamps @ \$2.00)
<input type="checkbox"/>			\$0.00	Envelope Long Stamped (\$.42)
<input type="checkbox"/>			\$0.00	Envelope Short Stamped (\$.42)
<input type="checkbox"/>			\$0.00	Post cards (\$.22) Yale University
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.01) Kestrel (PSA)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.02) PSA
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.03)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.21) PSA Pane (.21 X 20)
<input type="checkbox"/>			\$0.00	Sheet of Stamps(\$.34 Stamps) Great Plains Prairie
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.40) (PSA) Rio Grande
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.55) (PSA) Art Deco Eagle
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.60) (PSA)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$1.00) Red Fox(PSA)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$2.00) Bobcat
<input type="checkbox"/>			\$0.00	Sheet of Satmps(\$5.00) Washington & Jackson pane of 20
<input type="checkbox"/>			\$0.00	Sheet of Stamps(12.25) Wshthn Monmnt (PSA 20)
<input type="checkbox"/>			\$0.00	Sheet of Stamps (\$.80) (PSA) Mt McKinley pane of 20

Registry Numbers Used 2-123-456-789	Total Value Ordered \$0.00	Signature of Person Receiving Stock <i>[Signature]</i>
		Signature of Witness <i>J. Miller</i>

U.S. POSTAL SERVICE
MILITARY POST OFFICE (MPO) REPORT OF MONEY ORDER BUSINESS

MPO Office ID No. (APO/UIC) 340937	Unit No. 2056	Instructions See DOD 4525.6-M
Issue Office Address CUSTODIAN OF POSTAL EFFECTS USS VICKSBURG (CG 69) FPO AA 34093-1189		No Business was Conducted From <u>22 Jul 20XX</u> To <u>24 Jul 20XX</u>
		Transmitted under Registry No. R 123 456 789
		For Business of (Date) 25 Jul 20XX

SECTION I MONEY ORDERS ISSUED			SECTION II PAID MONEY ORDERS AND CHECKS INCLUDED IN SUMMARY			SECTION III CASH SUMMARY	
Block Serial Nos. Used			Paid Money Orders			Debits	Amount
From	7004363000		Serial No.	Amount		1. Balance from Item 13 of Previous report	
Thru	7004363008		1	1231234445	25 00	2 MOS ISSUED	
No. used	9		2	2234558967	50 00	(Amount Total Section 1)	634 90
No. spoiled	0		3			3. Fees	
No. issued	9		4			(Fees Total Section I)	2 25
TOTAL	Amount	Fee	5			4.	
	634.90	2.25	6			5.	
Block Serial Nos. Used			7			6. Shortage Correction*	
From			8			7	
Thru			9			TOTAL DEBIT	637 15
No. used			10			Credits	Amount
No. spoiled			11			8. Paid money orders	
No. issued			12			(Total Section II)	75 00
TOTAL	Amount	Fee	13			9 Checks as listed	
			14			(Total Section II)	562 15
Block Serial Nos. Used			15			10	
From			16			11.	
Thru			17			12 Overage Correction*	
No. used			18			13. Balance carried to Item 1 of next report	
No. spoiled			19			14	
No. issued			TOTAL		75 00	TOTAL CREDIT	637 15
TOTAL	Amount	Fee	Checks			* Attach copy of Form 1908 Financial Adjustment Memorandum	
			Serial No.	Symbol	Amount		
Block Serial Nos. Used			11847712	5149	562 15		
From							
Thru							
No. used							
No. spoiled							
No. issued							
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From							
Thru							
No. used							
No. spoiled							
No. issued							
TOTAL	Amount	Fee					
	634.90	2.25					
Block Serial Nos. Used							
From							
Thru							
No. used							

Chapter 6

POSTAGE METERS

1. Postage Meter Reports

PS Form 3602-PO (Report of Meter Setting) is required to be prepared daily whenever the meter is used, unless a UNISYS III system under Flexible Credit is in use.

a. Ships: Remit PS Form 3602-PO's and check to your PFO or accountable Postmaster as applicable. Shore: Send PS Form 3602's to servicing PFO. Send remittances weekly via First Class USPS indicia registered mail. Use one check or No Fee money order, for up to seven business days. Ensure checks/ No Fee money orders are made out to "Postmaster New York or San Francisco" as appropriate.

(1) PS Form 3602-PO will be completed daily and all monies generated from postage meter business will be turned over to the reserve custodian for safe-keeping at the end of the business day. Obtain a PS Form 1096 (Cash Receipt) from the reserve custodian.

(2) Ensure the remittance check or No Fee money order has the All-Purpose Dating Stamp (AP Chop) impression applied on the reverse side. Indicate the check or No Fee money order number and the check amount on the face of PS Form 3602-PO. Verify that all entries on the form are correct and legible, and that all original PS Form 3602-PO's are used/sent-in serial number order. If you spoil a PS Form 3602, "void" it and remit the original in sequence. Keep the duplicate on file.

b. Spoiled meter tapes must be submitted with PS Form 3533 (Request for Refund of Postage and Fees). Three signatures (postal officer as certifying employee, COPE and meter operator) are required on PS Form 3533. Whenever a PS Form 3533 is remitted with a PS Form 3602-PO, decrease the check remittance amount by the value of the PS Form 3533. Spoiled meter tapes must be submitted via USPS registered mail to your PFO or accountable Postmaster as appropriate.

c. If a postage meter fails to print a meter tape, and the amount is registered on the ascending and descending counters, submit a letter of explanation signed by the postal officer with PS Form 3533. Three individuals as listed above must sign the PS Form 3533. Submit the PS Form 3533 with the corresponding PS Form 3602-PO for that day's business, decreasing the check or No Fee money order amount by the amount of the PS Form 3533.

d. Whenever a postage meter machine is taken out of service for repair, follow the procedures in Paragraph 2.

2. Meter Repair Authorization Letter

a. USPS-owned postage meter heads and bases returned for repair shall be in accordance with DODINST 4525.6-C, Section 123. The following steps shall be taken:

(1) A letter (original and appropriate number of copies) authorizing repairs of the meter head will be prepared on official Command letterhead stationary and signed by the COPE or the postal officer. The letter will authorize repair of the meter head, list the meter serial number and describe the problem(s) experienced with the meter. The letter must document ascending and descending control

numbers. The original letter is enclosed with the meter head shipped. The remaining copies will be processed as follows:

CINCPACFLT		
COPY	SEND TO	NOTE
1 ST	GENERAL ACCOUNTING OFFICE GENERAL ACCOUNTING SERVICES 1300 EVANS AVE RM 387 PO BOX 882166 SAN FRANCISCO CA 94188-2166	Indicate this is an informational copy only.
2 ND	SUPPORT SERVICES PROCUREMENT SPECIALIST SENIOR 1300 EVANS AVE RM 215 SAN FRANCISCO CA 94188-9991	
3 RD	POSTAL FINANCE OFFICE 4070 SURFACE NAVY BLVD STE 3 SAN DIEGO CA 92136-5287	Attach a photocopy of the last PS Form 3602-PO
4 TH	POST OFFICE FILE	

CINCLANTFLT		
COPY	SEND TO	NOTE
1 ST	JMPA-ATL ATTN SUPPLY NCO USPS AMC BLDG 250 RM MF 35 JFK INTERNATIONAL AIRPORT JAMAICA NY 11430-9201	Indicate this is an informational copy only.
2 ND	PITNEY BOWES INC ATTN METER REPAIR WALTER WHEELER DR STANFORD CT 06926-0700	ORIGINAL ALONG W/EQUIPMENT
3 RD	POSTAL FINANCE OFFICE RNMC 9225 THIRD AVE NORFOLK VA 23511-2324	Attach a photocopy of the last PS Form 3602-PO
4 TH	POST OFFICE FILE	

**** EXAMPLE OF COMPLETED PS FORM 3533****

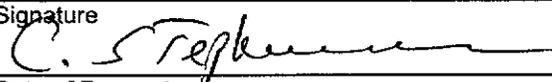
United States Postal Service
**Application and Voucher for Refund
of Postage, Fees, and Services**

(Please type or print legibly.)

Customer: Complete in duplicate by typewriter, or print in ink, and submit with envelope, wrapper, or portion having names and addresses of sender and addressee, canceled postage, and postal markings.

Privacy Act Statement: The collection of this information is authorized by 39 USC 401, 404, and 1206; Pub L. 104-134. This information will be used to reimburse you when no service is rendered or when postage and fees are paid in excess of the lawful rate. As a routine use, the information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency in order to obtain information relevant to a USPS decision concerning employment, security clearances, contracts, licenses, grants, permits, or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the USPS to fulfill an agency function; to a Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified accountant during an official audit of the USPS finances; to an investigator, administrative judge or complaints examiner appointed by the Equal Employment Opportunity Commission for investigation of a formal EEO complaint under 29 CFR 1614; to the Merit Systems Protection Board or Office of Special Counsel for proceedings or investigations involving personnel practices or other matters within their jurisdiction; to a labor organization as required by the National Labor Relations Act; to the Department of the Treasury for cross-matching under the Treasury Offset Program; and to a requestor, the name and address of the owner of leased property, or of the payee when different from the owner. Completion of this form is voluntary; however, if this information is not provided, a refund will not be considered.

Part 1 - Application (Completed by customer)

Customer/Company Name (Print or Type) STEPHENSON, CHESTINY P.	Telephone Number (Include area code) (858) 556-1111
Mailing Address (No., Street, Ste/Apt. No., City, State, and ZIP + 4) 3503 COMMONWEALTH AVE SAN DIEGO, CA 92444-3611	Amount of Refund Request \$6.60
	Signature 
	Date of Request 16 Jun 01

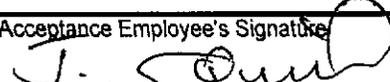
Refund Requested For:

<input type="checkbox"/> Stamps or Fees Refunded for: (AIC 553)	<input type="checkbox"/> Permit Postage and Fees (AIC 528) (e.g., annual bulk mail fees, service failures, or damage to permit imprint mailings)
<input type="checkbox"/> Clerk PVI Errors (Attach spoiled or misprinted PVI labels to this form.)	<input type="checkbox"/> Postal-Related Products (AIC 608) (e.g., merchandise)
<input type="checkbox"/> Delivery Confirmation (After 30 days)	<input type="checkbox"/> Customer Meter Postage (AIC 526) (Document legible meter postage in Part 3 on the back of this form.)
<input type="checkbox"/> Mail Returned Because of Non-Service or Damage (Defective or unused stamps may be eligible for exchange but not for a refund)	<input type="checkbox"/> Precanceled Stamps (AIC 525) (e.g., torn, defective, or for overpayment of precanceled stamps)
<input type="checkbox"/> Postage Paid for Express Mail Service (AIC 676)	<input type="checkbox"/> Value-Added Services (AIC 541) (e.g., refunds to mailing agents for performing these services)
<input type="checkbox"/> Miscellaneous Non-Postal (AIC 624) (e.g., box key deposits or items originally placed in AIC 126)	<input type="checkbox"/> Other (Document in Part 4 on the back of this form.)
<input type="checkbox"/> Refund of Retail Service Fees (AIC 535) (e.g., PO box/caller service: Enter box no.: _____)	

NOTE: Official Mail refunds are made through the OMAS system at the District Accounting Office.)

Part 2 - Application (Post office use)

Post Office, State, and ZIP + 4
USS ARCTIC (AOE-8), FPO AE 09566-3039

Acceptance Employee's Signature 	Title COPE	Date 16-Jun-01
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Chapter 7

EQUIPMENT RETURNED FOR REPAIR

1. Capital/Sensitive equipment returned to USPS for repair shall be accompanied by PS Form 4805 ("Work Record Sheet") and PS Form 1590. Capital/Sensitive items that are returned because they are no longer needed shall be accompanied by PS Form 1590 only. The appropriate JMPA will return the original copy of PS Form 1590 to relieve the COPE of accountability for the item. JMPA-ATL or JMPA-PAC, as appropriate, shall be advised by message each time equipment is returned. Include the following information:

- a. FPO number
- b. Item name (scale, meter, IRT)
- c. Serial number
- d. Quantity
- e. Date mailed
- f. Insured/Registry/Express Mail number
- g. Brief description of problem(s) or reason item is being returned

Note: It is important that all equipment returned to USPS for repair is complete (not missing any parts). If not, USPS will delay return of the equipment until replacement parts are available and in place.

2. Equipment shipped in a wooden container shall be banded. All accountable equipment must be sent as USPS indicia registered mail when returned to CONUS for repairs. Other equipment items valued at \$500 or less will be returned via USPS indicia insured mail.

3. Pitney Bowes postage meter heads shall be returned, by registered mail, to the manufacturer for repairs in all instances. Use USPS indicia mail.

4. Send an updated PS Form 1590 to the appropriate JMPA, listing actual equipment on hand.

5. Integrated Retail Terminal (IRT) will be returned for repair via Express Mail. Send via Registered USPS indicia mail if no Express Mail service is available.

****EXAMPLE OF A COMPLETED PS FORM 4805****

U.S. Postal Service Maintenance Work Order Request	Sub-site	Register Number	Work Order Number	Prior-ity	Work Code	Equipment Acronym	Equipment Number	Eqpt. Class	Issued			
									Date (MM-DD-YYYY)	Crew No.	Est. Time	
Work Request (To be completed by the requesting office or organization)												
Office Name USS YELLOWSTONE (AD-41)				City FPO			State AE		Zip + 4 09512-2520			
Floor	Area		Room		Person to contact J.L. Lewis, PC2		Phone (Include area code) (757) 444-0000					
Requested By (Name and title) J.L. Lewis, PC2					Originating Department Supply			Phone(Include area code) (757) 444-0000		Date Required 12-Jun-01		
Description of work requested (Equipment name and number if known)												
Meter Base #7254896 Will Not Print Tape												
										Approved BY (Name, title, and signature) <i>J. Lewis</i>		Date 12-Jun-01
Work Order (To be completed by Maintenance)												
Description of work Performed												
Work Completed By				Date		Work Accepted By (Close Work Order)				Date		
Parts issue (Use this section to record parts issues when MARS is unavailable for use.)												
Part Number		Nomenclature			Quantity		Issued By		Issued To			
Official Disposition (Use this section to verify work completion and closing of the Maintenance Work Order)												
Maintenance Official Approval (Signature and Title)					Date			Close Work Order (Maint. Ops. Support initials)				

**** EXAMPLE OF COMPLETED PS FORM 1590 METER HEAD RETURNED FOR REPAIR ****

U.S. Postal Service Supplies and Equipment Receipt			Date 06/04/01		
USS YELLOWSTONE AD-41		Section or Unit			
Requested By (Individual or Title)		Consignment Completed By	Work Order/Route Sheet Number		
TO: ● APPLICABLE REPAIR FACILITY ●			Shipment Made By Hand to Hand		
Approved: _____ Foreman, MPE Date			Distribution 1. Original to stockroom file. 2. Duplicate to mechanic. 3. Triplicate to personnel folder		
			Custody Receipt This form may be used as an intraoffice custody receipt.		
Quantity	Item Number	Property Code Number	Description		Recorded Cost
1			METER HEAD (RETURNED FOR REPAIR)		
			S/N 7254896		
Loan Period (Number of Days)	Date Loaned 06/04/01	Received in good condition?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	If NO, explain on reverse
	Date Returned	Received By (Signature) <i>J. Jones PC3</i> PC3 J.S. JONES		Final salary or expense checks will not be released until all property for which an employee is individually responsible has been returned or satisfactorily accounted for.	

Chapter 8

CUSTOMS

1. Customs Collection.

To collect or not to collect:

a. Collect customs when any customs liable mail, (letter mail containing merchandise, letter packages or all parcels that contain merchandise mailed from outside the Customs Territory of the U. S.) is received within the (CTUS). "Within the Customs Territory" does not include transiting between San Diego and Hawaii but does include transiting from San Diego to Mexico.

b. If the addressee protests the duty charged, refer the individual to the reverse of customs form CF- 3419A (Customs Mail Entry Form), which has instructions on how to appeal an unjust assessment. However, never deliver the mail to the addressee without first collecting the customs due. Keep in your post office records a copy of the forms used to report and collect customs, PS Form 6019, the third copy of the CF-3419A, and the no-fee money order receipt.

c. Do not collect customs if mail bearing CF-3419A is received outside the CTUS. Endorse the CF-3419A "Delivered Outside the CTUS" and return the form to the issuing customs office.

Procedures for processing customs collection:

a. Collect the customs charge and delivery fee indicated on CF-3419A. Sign and date the "Postmaster Received Payment" block. Have the addressee sign and date the "Addressee Received Article" block of CF-3419A. Provide the duplicate copy of CF-3419A to the addressee as his/her receipt of payment.

b. Convert the total amount collected to a U. S. Treasury check or a no-fee money order made payable to the appropriate Postmaster (San Francisco or New York).

c. Submit the check or money order with the Customs Collection Report (modified PS Form 6019 Money Order Report) and the original copy of CF-3419A to the appropriate Postmaster (San Francisco or New York) via USPS first class mail. Include the CF-3419A's "Serial Number" and "Port Of Issuance" in the "Remarks" section of PS Form 6019, and on the money order itself in the "For" section.

Chapter 9

COLLECT ON DELIVERY (COD) MAIL

1. COD Service

COD service is not available for articles having an APO or FPO address. However, if a COD article is mistakenly accepted by a civilian post office and received by your unit, process as follows:

a. Notify the addressee using PS Form 3849. Collect the COD charges and money order fee (charge only 25 cents for the fee and amend the COD tag accordingly). Do not deliver COD mail without collecting the charges. The COD tag shall be signed as received by the addressee or the addressee's authorized agent. The postal clerk shall also sign the tag and complete the back portion of the form. Issue a money order in the amount of the COD charges (DMM, MOD S921.1.5). Fill out the money order in the presence of the addressee. Make it payable to the mailer. Remit the money order to the mailer at the address listed on the COD tag. Ensure that the COD number is listed in the "For" section of the money order. File the COD tag and the money order receipt, keep these items on file in the post office for two years.

b. Send PS Form 3827 (Irregularity Report of Insured and COD Mail) to the mailing postmaster advising that COD mailings to military post office addresses are prohibited.

Chapter 10

POST OFFICE REPORTS

What	When	Send to	How Submitted
Receipt for Fixed/Flex Credit	Change of COPE	PFO or servicing Postmaster	PS 3369 (Signed, in duplicate)
COPE Designation	Change of COPE	PFO or servicing Postmaster	DD Form 2257 (also remit revocation on DD 2257 of outgoing COPE)
Equipment Receipt	Change of COPE, or upon receipt, transfer, or return of equipment	PACFLT to JMPA-PAC PFO or servicing Postmaster	PS 1590 (Signed, in duplicate)
Quarterly Audit of Postal Accounts	Change of COPE, and quarterly (Send within five days of completion of audit)	PFO FPO AA offices send additional copy to PAA Mayport	PS Form 3294 with required remarks information (send photocopies only)
Stamp Requisitions	Prior to cash reaching 25 percent of stamp stock	PFO or servicing Postmaster	PS 17 (original and 1 copy) send with check, CLF Units use registered mail... CPF Units use First Class Mail
Return/Exchange of Stamp Stock	When damaged or obsolete	PFO or servicing Postmaster	PS 17 (In duplicate) return stamps via registered mail
Increase of Fixed Credit	30 days prior to deployment	PFO	CO's letter, PS 17 (In duplicate, PS 3369 (Signed, duplicate)
Decrease of Fixed Credit	30 days after deployment	PFO	CO's letter, PS 17 (In duplicate) PS 3369 (Signed, duplicate) & Stamps. Remit via registered mail
Money Order Forms Requisitions	45 days prior to date needed	PFO or servicing Postmaster	PS 17 (In duplicate)
Money Order Forms Acknowledgement	When money order requisitions are received	PFO	By naval message or email
Postage Meter Report	Prepare PS 3602-PO every business day, remit weekly	PFO or servicing Postmaster	Original and 1 copy of PS 3602-PO, with check by registered mail
Vending Equipment Sales and Services Report (VESS)	USPS Four week accounting period	JMPA SFO or JMPA NY	PS 8130 (original only) via first class mail or email
Customs Collection	When collected	Servicing Postmaster	CF 3419, PS 6019 (modified) and money order

PARS report	Quarterly	Appropriate CINC	Naval message or as directed by the CINC
Money Order Business Report	When sold	PFO or servicing Postmaster	Original and 1 copy of PS 6019, with vouchers, checks, & add machine tape via registered mail
Completed Indemnity Claims	When necessary	Postal Data Center St Louis MO	Original PS 1000 & appropriate receipts
Discrepancy in Mail Handling	As needed	JMPA San Francisco or JMPA New York	DD 2273 original with strip labels and tags
Mail Routing Instruction Message	10 days prior to ship movement	JMPA San Francisco, or JMPA New York, info CINCs as appropriate and PLAD addresses listed in Chapter 13	By Naval message only
Military Mail Delivery List (AV-7)	Daily	IAMRU Dulles VA	First Class Mail (Can be sent as an e-mail attachment if sending electronically)

Chapter 11

POSTAL SUPPLY INFORMATION

1. PACFLT afloat units will use finance number 05-6786. LANTFLT afloat units will use finance number 35-5827. Follow procedures outlined in the USPS Publications 223 and 247. The following additional information is provided:

ITEM	ORDER	SEND TO
Postal Service Forms and USPS Publications	PS Form 7380 or by Touch Tone Telephone Ordering Entry System (TTOS) or FAX	MATERIAL DISTRIBUTION CENTER US POSTAL SERVICE 500 SW GARY ORMSBY DRIVE TOPEKA KS 66624-9998 TTOS Tel: 1-800-273-1509 FAX: 1-785-861-2939
GSA Office Supplies	Order by FAX, TTOS or SF-344	TTOS Tel: 1-800-488-8867 FAX: 1-800-856-2939
Priority or Express Mail Supplies	PS Form DDDP, FAX, or by Telephone	EXPRESS/ PRIORITY MAIL CENTER PO BOX 95001 INDIANAPOLIS IN 46295-0001 Tel: 1-800-610-8734 FAX: 1-800-270-6233
ZIP Code book (Pub 65A) or Postal Bulletins	Naval Message	EXEC DIR MIL POSTAL SVC SGCY ALEXANDRIA VA//MPSA-OP//
Strip Labels	PS Form 1578B	MATERIAL DISTRIBUTION CENTER US POSTAL SERVICE 500 SW GARY ORMSBY DRIVE TOPEKA KS 66624-9502
Customized Rubber Stamps (includes directory stamp, AP chop and Killer bars)	PS Form 1567 form may be transmitted via FAX	CINCPACFLT: JMPA-PAC ATTN: SUPPLY AND LOGISTICS NCO 900 COMMODORE DR BLDG 210 SAN BRUNO CA 94066-2402 FAX: (650) 244-1610 DSN FAX: 494-1610 or CINCLANTFLT MATERIAL DISTRIBUTION CENTER ATTN: SUPPLY REQUISITIONS 500 SW MONTARA PKWY TOPEKA KS 66624-9502 AND JMPA-ATL ATTN SUPPLY NCO USPS AMC BLDG 250 RM MF35 JFK INTERNATIONAL AIRPORT JAMAICA NY 11430-9201 TTOS Tel: 1-800-273-1509 FAX: 1-785-861-2939

Metal Die Hubs	PS Form 4636, form may be transmitted via FAX	Same as above
Tray banding material, dylocks, plastic mailbag insert liners	PS Form 7380 form may be transmitted via FAX	Same as above
Non-accountable Equipment	PS Form 7381, form may be transmitted via FAX	Same as above
DOD and OPNAV Publications and Forms	DD 1250,1349 or appropriate local requisition document	Navy Supply System via your local chain of command
Accountable, capital, or sensitive equipment	PS Form 7381 by mail only will require letter of justification	To JMPA NY via CINCLANTFLT or CINCPACFLT as appropriate
Preprinted Fly Tags and Labels	PS Form 1957C or PS 1957D	Electronic submission to: TLABELS@MAIL.USPS.GOV
Returning Accountable Equipment	PS Form 1590 (and PS Form 4805 if returning for repair) Also send Naval Message to: JMPA-PAC, JMPA-ATL, CINCLANTFLT, CINCPACFLT, and COMNAVSURFPAC	CINCPACFLT: US POSTAL SERVICE SAN FRANCISCO DIV WHSE 570 BURKE ST SAN FRANCISCO CA 94124-1427 CINCLANTFLT: GPO ENVELOPE STOCKROOM JAF BLDG (BASEMENT) 33 RD St & 8 TH AVE NEW YORK NY 10199-9551



TOUCH TONE ORDER ENTRY

The advantages of using the Touch Tone Order Entry System include:

- Faster order processing.
- Immediate feedback on ordered items.
- Improved order accuracy.

TOLL FREE ORDER LINES

To place an order, Dial 1-800-332-0317, press option 1, then option 2. System is unavailable between 4:00 a.m. and 6:00 a.m. Central Time due to maintenance.

Item status such as cost and availability may be obtained 24 hours a day by accessing the automated system at 1-800-332-0317, option 3.

PROCESSING TIMES

Orders placed before 4:45 p.m. Central Time will be processed that evening for release to the warehouse the next business day.

HOW TO REGISTER

Only NEW users must register to use the system. To register, call 1-800-332-0317, option 8, extension 2925. Follow the instructions to leave a message. (Wait 48 hours before placing your first order.)

HOW TO ACCESS THE SYSTEM

1. If you have registered previously, call 1-800-332-0317, press **1**, and then press **2** to place an order.
2. Enter the 10-digit Access Code chosen when registering to use the system (usually your office phone number).
3. The System will tell you your FEDSTRIP number. (If the FEDSTRIP number the system gives you is not your FEDSTRIP number, do not continue with your order. Press **2** to re-enter your Access Code to try again, or press **0** for assistance.)

Press

- 1** if correct.
- 2** to re-enter Access Code.
- 0** to transfer to Materials Customer Service for assistance.
- #** to end the call.

TO PLACE AN ORDER

Press **1** to order by 13-digit NSN.

Enter 13-digit NSN (check PUB223 or PUB247 for the correct NSN).

After the prompt,

Enter Quantity, then press the * key.

The System will repeat the Item Number ordered.

The System will repeat the Quantity ordered.

The System will tell you the Unit of Issue ordered.

Press

- 1** if correct (places order for item).
- 2** to re-enter order.

Or press **#** to return to Main Menu.

Press **2** to order by 3-digit Quick Pick Number.

Enter 3-digit Quick Pick Number.

After the prompt,

enter Quantity, then press the * key.

The System will repeat the Item number ordered.

The System will repeat the Quantity ordered.

The System will tell you the Unit of Issue ordered.

Press

- 1** if correct (places order).
- 2** to re-enter order.

Or press **#** to return to Main Menu.

ONLY MAINTENANCE-CAPABLE OFFICES WILL BE GIVEN THE OPPORTUNITY TO USE THIS OPTION — ORDERS ARE PROCESSED HOURLY.

Press **3** to order emergency vending machine parts.

Enter the vending part 13-digit NSN.

After the prompt,

Enter Quantity, then press the * key.

The System will repeat the Item number ordered.

The System will repeat the Quantity ordered.

The System will tell you the Unit of Issue ordered.

Press

- 1** if correct (places order for item).
- 2** to re-enter order.

Or press **#** to return to Main Menu.

Press **1** for Express Mail; Press **2** for Priority Mail.

Press **#** to return to Main Menu.

Press **4** to order keys for Mail Equipment Shop (MES) locks.

Enter the 4- or 5-digit lock #, then press the * key.

Enter up to a 6-digit box #, then press the * key.

If no box #, then press the * key.

Enter up to a 2-digit Quantity, then press the * key.

After the prompt,

The System will repeat the lock # ordered.

The System will repeat the box # if one was given.

The System will repeat the Quantity ordered.

Press

- 1** if correct (places order for item).
- 2** to re-enter order.

Or press **#** to return to Main Menu.

CONTACT MES @ 202-281-2620 WITH ANY DISCREPANCIES OR IF ORDER IS NOT RECEIVED IN THREE WEEKS.

TO EXIT THE SYSTEM

Press **#** to return to the Main Menu, then **#** from the Main Menu to end the call.

If your order was accepted, you will be given a 9-digit order number consisting of the last four digits of the FEDSTRIP along with four digits of the Julian date and ending with an "S." You will also be given the total number of items ordered and total approximate cost. In addition, you will be given a chance to transfer to a customer service representative.

**IF YOU HANG UP WITHOUT EXITING PROPERLY, YOUR ORDER WILL BE PLACED;
HOWEVER, YOU WILL NOT RECEIVE YOUR ORDER NUMBER.**



MATERIAL DISTRIBUTION CENTER
500 SW MONTANA PKWY
TOPEKA KS 66624-9998

How To Get Help

For help or problems with the ordering system, call 1-800-332-0317, option 4. Materials Customer Service hours of operation are M-F, 6 a.m.-6 p.m., Central Time.



Requisition for Rubber and Steel Hand Canceling Stamps

(See instructions on reverse)

1. Date	2. Request Number	3. Signature of Authorizing Official
---------	-------------------	--------------------------------------

Requestor Information

4. Name	5. Telephone Number ()
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6. Deliver To (Name and office):

7. Address

8. City	9. State	10. ZIP + 4
---------	----------	-------------

11. Method of Payment (Check one)

USPS Credit Card (Include number and expiration date)
 Check
 Money Order

Credit Card No. _____ Expiration Date: _____ Name of Credit Card Holder: _____

12. Item Number	13. Quantity	12. Item Number	13. Quantity
		570	2

GENERAL INFORMATION:

A COVER LETTER IS REQUIRED WHEN SUBMITTING A PS FORM 1567. THE COVER LETTER SHOULD COVER THE DETAILS OF THE ORDER. DO NOT FILL IN ITEMS 1-11 ON THE 1567. ADDRESS THIS INFO IN THE COVER LETTER. ITEMS 12-13 SHOULD BE FILLED IN PER ORDER ITEMS LISTED BELOW:

ALL PURPOSE DATING STAMP	#570
RUBBER CANCELLING STAMP	#550
SPECIAL MADE	#502

THE COVER LETTER AND PS FORM 1567 SHOULD BE SENT TO THE APPROPRIATE JMPA WITH A COPY BEING KEPT FOR YOUR FILES.

12. Item Number	13. Quantity	12. Item Number	13. Quantity
550	2	502	2

**** EXAMPLE OF COMPLETED PS FORM 4636 ****



Postmarking Dies and Engraved Station Die Hubs Requisition
For Government-Owned Machines Only

- Submit requests for SPECIAL DIE HUBS in accordance with *Domestic Mail Manual*
- Standard Die Hubs without engraving, (Killer Bars only) must be ordered from local area maintenance office (AMO)

Line No.	Part No.	Qty.	Machine Make	Model	Serial No.	Exact Wording for Engraving (City, State, and ZIP Code)
1.	PSIN 0814A Hand Press	1	N/A	N/A	N/A	Ordering Procedures: PUB 241, Pages 12 & 13
2.						
3.						
4.						
5.						
6.						

Complete Delivery address of Requester
(Including name of the person placing the order)

PC2 (SW) J. Napier
USS CARON DD-970
FPO AE 09566-1208

Government Credit Card No.

Expiration Date

Total \$ Value if Money Order

Telephone No. (Include Area Code)
(757) 644-3333

Postmaster's Name (printed)
J. Napier

Date
13-Jun-01

****EXAMPLE OF A COMPLETED PS FORM 7381****



Requisition for Supplies, Services, or Equipment

1. Date 6 Jun 01	2. Request No. 1-01	3. Budget Finance No. 05-6786	4. Account No.	5. Property Accountability Finance No.	6. Property Code No.	7. Capital Property ID No.
---------------------	------------------------	----------------------------------	----------------	--	----------------------	----------------------------

8. Job Order Number (Maintenance Use Only)	WC	Acronym	Equipment No.	EC	Work Order No.

REQUESTOR INFORMATION			DELIVERY INFORMATION		
9a. Name PC1 A.J. Sharpe	Title COPE	10a. Contact PC1 A.J. Sharpe	Telephone No. (808) 471-0047		
9b. Signature <i>A. Sharpe PC1</i>	9c. Organization USN		10b. Address USS UNDERWAY (DD-10)		
9d. Address USS UNDERWAY (DD-10)		City FPO	State AP	ZIP + 4 96698-2710	
City FPO	State AP	ZIP + 4 96698	10c. Desired Delivery Date		10d. Required Delivery Date
9e. Telephone No. ()	9f. FEDSTRIP Address Code 18W001		10e. FEDSTRIP Address Code 18W001		10f. Acceptable Delivery Times From: To:

SUPPLIES, SERVICES, OR EQUIPMENT INFORMATION

11a. Item/Part No.	11b. Subllies, Services, or Equipment Requested <i>(Attach SOW, specifications, or other technical data, if applicable)</i>	11c. Unit of issue	11d. Quantity	Estimated	
				11e. Unit Price	11f. Total Cost
7300	PENNSYLVANIA ELECTRONIC SCALE	EA	1		0.00

12. Rationale	11g. Total Estimated Cost \$ 0.00
---------------	--------------------------------------

SUGGESTED SOURCES OF SUPPLY (Provide name, street address, city, state, ZIP + 4, contact name, and telephone and fax no.)

13a.	13b.	13c.

APPROVALS (The contracting official is authorized to make the purchase provided it does not exceed the amount entered below)

14a. Certification of Funds (Signature, name, and title) Funded Amount: \$	Date
14b. Approval Authority (Signature) (Name and Title)	Date
14c. Other Approval (Signature) (Name and Title)	Date

15. After Approval/Funding, Send to:	16. Local Notes
--------------------------------------	-----------------

PURCHASING USE ONLY

17a. Excess Equipment Available? <input type="checkbox"/> NO <input type="checkbox"/> YES	17b. Buyer Initials	17c. Processing Code	17d. Assigned By/Date	17e. Control No.	17f. Date Due
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** SAMPLE COMPLETED PS FORM 1957 **

United States Postal Service				ORDER DATE	FEDSTRIP NUMBER
Military Label and Tag Request				01/10/02	05-6786
ORDER THE TAGS AND LABELS BELOW DIRECTLY FROM		ORDER THE TAGS AND LABELS BELOW DIRECTLY FROM		REQUESTER NAME	SHIPPING ADDRESS
INTERNATIONAL NETWORKS OPERATION UNITED STATES POSTAL SERVICE 475 L'ENFANT PLAZA SW RM 6801 WASHINGTON DC 20260-7103		MDC SUPPLY REQUISITION UNITED STATES POSTAL SERVICE 500 SW GARY ORMSBY DR TOPEKA KS 66624-9702		PC1 Clark	(street, suite, city, state, ZIP + 4) USS GEORGE PHILIP(FFG-12) FPO AP 96675-1470
135	136	135-B	136-B	Non-DSN TELEPHONE (include area code)	
135-C	136-C	135-E	136-E	(123)456-7890	
TAGS	LABELS	TAGS	LABELS	REQUESTER E-MAIL ADDRESS	
				CLARK@PHILIP.NAVY.MIL	
HEADING	CITY	COUNTRY	QUANTITY (1000 MIN)	TAG or LABEL	
EZE	Buenos Aires	ARGENTINA			
ADL	Adelaide	AUSTRALIA			
ASP	Alice Springs	AUSTRALIA			
BNE	Brisbane	AUSTRALIA	500	TAG	
BUY	Bunbury	AUSTRALIA			
CBR	Canberra	AUSTRALIA			
DRW	Darwin	AUSTRALIA			
GLT	Gladstone	AUSTRALIA			
LEA	Learmonth	AUSTRALIA			
MEL	Melbourne	AUSTRALIA			
NTL	Newcastle	AUSTRALIA			
PER	Perth	AUSTRALIA			
RCM	Richmond	AUSTRALIA			
SYD	Sydney	AUSTRALIA			
LGS	Lajes Field	AZORES (PORTUGAL)			
TER	Terceira	AZORES (PORTUGAL)			
BAH	Bahrain	BAHRAIN			
BGI	Bridgetown	BARBADOS			
BRU	Brussels	BELGIUM			
LPB	La Paz	BOLIVIA			
SJJ	Sarajevo	BOSNIA - HERZOGOVINA			
TZL	Tuzla	BOSNIA - HERZOGOVINA			
BSB	Brazilia	BRAZIL			
GIG	Rio De Janeiro	BRAZIL			
SCL	Santiago	CHILE			
HKG	Hong Kong	CHINA	500	TAG	
BOG	Bogota	COLUMBIA			
FIH	Kinshasa	CONGO, DEMOCRATIC REPUBLIC			
SJO	San Jose	COSTA RICA			
SPU	Split	CROATIA			
ZAG	Zagreb	CROATIA			
AKT	Akrotiri	CYPRUS			
LCA	Larnaca (Nicosia)	CYPRUS			
AAR	Aarhus	DENMARK			
CPH	Copenhagen	DENMARK			
KRP	Karup	DENMARK			
JIB	Djibouti	DJIBOUTI			
SDQ	Santo Domingo	DOMINICAN REPUBLIC			
UIO	Quito	ECUADOR			
CAI	Cairo	EGYPT			
SAL	San Salvador	EL SALVADOR			
HEL	Helsinki	FINLAND			
CDG	Paris	FRANCE			
CLY	Calvi	FRANCE			
MRS	Marseille	FRANCE			
PUF	Pau	FRANCE			
BRE	BREMEN	GERMANY			
FRA	Frankfurt	GERMANY			
FRF	Rhein Main AB	GERMANY			
HAM	Hamburg	GERMANY			

** SAMPLE COMPLETED PS FORM 1957 **

HEADING	CITY	COUNTRY	QUANTITY (1000 MIN)	TAG or LABEL
MUC	Munich	GERMANY		
RMS	Ramstein AB	GERMANY		
STR	Stuttgart	GERMANY		
SGT	Stuttgart	GERMANY		
TXL	Berlin	GERMANY		
GIB	Gibraltar	GILBRALTAR		
ATH	Athens	GREECE		
CFU	Corfu (Kerkyra)	GREECE		
CHQ	Khania (Crete)	GREECE		
GPA	Patras (Araxos)	GREECE		
HER	Heraklion	GREECE		
LRA	Larisa	GREECE		
SKG	Thessaloniki	GREECE		
SOC	Souda Bay Nas (Crete)	GREECE		
THU	Thule	GREENLAND		
GUA	Guatemala City	GUATEMALA CITY		
SAP	San Pedro Sula	HONDURAS		
TGU	Tegucigalpa	HONDURAS		
TZR	Taszar	HUNGARY		
KEF	Keflavik	ICELAND		
NKW	Diego Garcia	INDIAN OCEAN		
JKT	Jakarta	INDONESIA		
TLV	Tel Aviv	ISRAEL		
AVB	Aviano AB	ITALY		
BDS	Brindisi	ITALY		
CAG	Cagliari Sardinia	ITALY		
CTA	Catania	ITALY		
GOA	Genoa	ITALY		
MLP	Milan (Malpensa Airport)	ITALY		
NAP	Naples	ITALY		
OLB	Olbia Sardinia	ITALY		
PSA	Pisa	ITALY		
REG	Reggio Calabria	ITALY		
FCO	Rome	ITALY		
SIZ	Sigonella	ITALY		
TRS	Trieste	ITALY		
VCE	Venice	ITALY		
DNA	Kadena AB, Okinawa	JAPAN		
FUK	Fukuoka	JAPAN		
HND	Tokyo (Haneda)	JAPAN		
IWA	Iwakuni MCAS	JAPAN		
KIX	Osaka	JAPAN		
MSJ	Misawa AB	JAPAN		
MUS	Marcus Island	JAPAN		
NGO	Nagoya	JAPAN		
NGS	Nagasaki	JAPAN		
NRT	Tokyo	JAPAN		
OKA	Okinawa (Naha)	JAPAN		
OKO	Yokota AB, Tokyo	JAPAN		
YOK	Yokohama	JAPAN	500	TAG
AMM	Amman	JORDON		
NBO	Nairobi	KENYA		
CJU	Cheju	KOREA		
GMP	Seoul (Kimpo)	KOREA		
ICN	Seoul (Incheon)	KOREA		
KUZ	Kunsan AB	KOREA		
OSN	Osan AB	KOREA		
PUS	Pusan	KOREA		

** SAMPLE COMPLETED PS FORM 1957 **

HEADING	CITY	COUNTRY	QUANTITY (1000 MIN)	TAG or LABEL
TAE	TAEGU	KOREA		
KWI	Kuwait City	KUWAIT		
BEY	Beirut	LEBANON		
MLW	Monrovia	LIBERIA		
ROB	Monrovia (Roberts Field)	LIBERIA		
SKP	Skopje	MACEDONIA		
KUL	Kuala Lumpur	MALAYSIA		
MLA	Valetta	MALTA		
TKK	Truk (Caroline Islands)	MICRONESIA		
CAS	Cassablanca (Anfa)	MOROCCO		
CMN	Cassablanca (Mohamed V)	MOROCCO		
AMS	Amsterdam	NETHERLANDS		
NOU	Noumea	NEW CALEDONIA		
AKL	Auckland	NEW ZEALAND		
BHE	Blenheim	NEW ZEALAND		
CHC	Christchurch	NEW ZEALAND		
MGA	Managua	NICARAGUA		
FBU	Oslo (Fornebu)	NORWAY		
OSL	Oslo	NORWAY		
SVG	Stavanger	NORWAY		
MCT	Muscat	OMAN		
KHI	Karachi	PAKISTAN		
PTY	Panama City	PANAMA		
ASU	Asuncion	PARAGUAY		
LIM	Lima	PERU		
MNL	Manila	PHILIPPINES		
LIS	Lisbon	PORTUGAL		
DOH	Doha Intl	QATAR		
RUN	Reunion Island (St. Denis)	REUNION		
CND	Constanta	ROMANIA		
AHB	Abha	SAUDI ARABIA		
DHA	Dhahran	SAUDI ARABIA		
DMM	Dammam	SAUDI ARABIA		
EKJ	Al Kharj (Prince Sultan)	SAUDI ARABIA		
JED	Jeddah	SAUDI ARABIA		
RUH	Riyadh	SAUDI ARABIA		
TIF	Taf	SAUDI ARABIA		
TUU	Tabuk	SAUDI ARABIA		
SEZ	Mahe	SEYCHELLES		
QPG	Singapore (Paya Lebar)	SINGAPORE		
SIN	Singapore (Changi)	SINGAPORE		
ACE	Lanzarote (Canary Islands)	SPAIN		
MAD	Madrid (Torrejon)	SPAIN		
MJV	Murcia	SPAIN		
PMI	Palma Mallorca	SPAIN		
RTA	Rota	SPAIN		
TOJ	Torrejon	SPAIN		
VLC	Valencia	SPAIN		
ZAZ	Zaragosa	SPAIN		
CMB	Colombo	SRI LANKA		
KRT	Khartoum	SUDAN		
PZU	Port Sudan	SUDAN		
TPE	Taipei	TAIWAN		
HBA	Hobart	TASMANIA		
BKK	Bangkok	THAILAND	100	TAG
TUN	Tunis	TUNISIA		
ADA	Adana (Incirlik AB)	TURKEY		
ADB	Izmir (Adnan Menderes)	TURKEY		

Chapter 12

PROCEDURES FOR REPORTING POSTAL OFFENSES

1. References for the Postal Officer:

- a. DODINST 4525.6-M, Volume 1, Chapter 14
- b. DODINST 4525.6-M, Volume 2, Chapter 7
- c. OPNAVINST 5112.6 series, paragraphs 601 and 602
- d. CINCPACFLTINST or CINCLANTFLTINST 5112.1 series, as appropriate

2. Required Actions:

a. Postal Officer

- (1) Send message report to MPSA, reference (b) applies.
- (2) Send within 72 hours of discovery of offense.
- (3) Update required every 30 days until the case is closed.

b. Command Responsibilities

- (1) Relieve the individual from all postal duties.
- (2) Notify the Naval Criminal Investigative Service, (and USPS Postal Inspection Service when the offense occurs in CONUS), Info COMNAVSUPSYSCOM SUP 54.
- (3) Notify CINCPACFLT or CINCLANTFLT Postal Officer, as appropriate (Contact No. listed in front of this pub).
- (4) Initiate Page 13 or other service record entry to prevent future military post office or mailroom assignment while judicial proceedings are underway.
- (5) Initiate judicial or non-judicial action.
- (6) Take action to recover postal funds.
- (7) Report corrective actions taken through the chain of command to MPSA.
- (9) Review military post office records for claims actions involving accountable mail.
- (10) Advise mailer or addressee, as appropriate of mail loss.

EXAMPLE POSTAL OFFENSE MESSAGE

FROM: USS NEVERSAIL
TO: EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA//MPSA-OP//
INFO: CNO WASHINGTON DC//N4//
COMNAVPERSCOM MILLINGTON TN//PERS 014//
CINCPACFLT PEARL HARBOR HI//N4142//
CINCLANTFLT NORFOLK VA//N412P/N412P1//
COMNAVSURFPAC SAN DIEGO CA//N4161A//
DIRNAVCRIMINVSERV WASHINGTON DC//0023//
COMNAVSUPSYSCOM MECHANICSBURG PA//SUP54//
(GROUP//SIC//TYCOM, AS APPROPRIATE)

UNCLAS //N05110//

MSGID/GENADMIN/USS NEVERSAIL//

SUBJ/TYPE OF POSTAL OFFENSE, INCIDENT, CATASTROPHE, OR TYPE OF /FUNDS INVOLVED AND AMOUNT//

RMKS/

1. IN COMPLIANCE WITH DEPARTMENT OF DEFENSE INSTRUCTION 4525.6-M, VOL I, CHAPTER 14, PARAGRAPH 1402, THE FOLLOWING INFORMATION IS FURNISHED:

A. DATE INCIDENT OCCURRED; KNOWN FACTS; CIRCUMSTANCES AND ORGANIZATION INVOLVED (INCLUDE OFFICE ID NUMBER AND ZIP CODE).

B. PERSONNEL INVOLVED: INDICATE WHETHER A POSTAL CLERK OR A MAIL ORDERLY RESPONSIBLE FOR THE LOSS.

C. INDICATE WHETHER RESTITUTION HAS BEEN MADE OR WILL BE MADE AND WHEN.

D. REFLECT INFORMATION RELATING TO RECOVERY AND DISPOSITION OF MAIL AND INCLUSIVE DATES OF SUCH MAIL. IF ACCOUNTABLE MAIL IS INVOLVED, INDICATE AMOUNT, TYPE, ACCOUNTABLE NUMBERS, CONTENTS AND VALUE, IF KNOWN. IF BEING HELD AS EVIDENCE, SO STATE, AND GIVE AMOUNT AND ESTIMATED DATE OF RELEASE. IF MAIL SERVICE IS INVOLVED, REPORT WHETHER PREVIOUS INCIDENTS HAVE OCCURRED AND, IF SO, GIVE DATE(S).

E. INDICATE DATE REFERRED TO NCIS, INCLUDING AGENT'S NAME, DESIGNATION, LOCATION, AND CASE NUMBER ASSIGNED, AS APPROPRIATE. IF OFFENSE OCCURRED IN CONUS, INCLUDE DATE AND LOCATION OF USPS POSTAL INSPECTOR NOTIFIED.

F. STATE CORRECTIVE ACTION TAKEN TO PREVENT RECURRENCE, AS APPROPRIATE.

Chapter 13

MAIL ROUTING INSTRUCTION (MRI)

1. Examples of mail routing messages are provided. This basic format is recommended for use by all ships, squadrons, mobile units and detachments deploying.

Transmit MRI's at least ten days prior to ships movement and route mail as far in advance as your schedule permits. Update your MRI by canceling previous MRI rather than sending modifications.

Transmit mail routing messages by "Priority" precedence only.

(For CINCPACFLT Units only-All Mail Routing Messages will be sent CONFIDENTIAL)

NOTE: If the city (harbor area) you are visiting has more than one port or anchorage facility, such as San Diego, Pearl Harbor, San Francisco, Seattle, or Norfolk, New York City, Charleston SC, specific exactly where you are going. (Example: San Diego has Naval Station, NAS North Island, Sub Base Point Loma, NAB Coronado, or downtown, and several anchorage sites.)

Coordinate MRI message classification with ships MOVEREP message.

Serial number your messages, in the subject line, IAW the calendar year. For example the first message of the year 2000 would be 1-00, the second message 2-00, etc.

2. Always list actual in port dates, when routing. Always start routing with "PRESENT," and end routing with UFN (until further notice).

3. When routing mail to another unit for further transfer (FFT), indicate this by placing (FFT) in the routing line after the units name. Use this format when COD/VOD delivery is expected. Do not route mail to mobile units during in-port periods.

Example of Small Ship Mail Routing Message

FROM: USS UNDERWAY
TO: CDR JT MIL POSTAL ACTY (as appropriate)
INFO: CINC (as appropriate)
Refer to appropriate Message PLAD list
ALL SHIPS IN COMPANY
EMBARKED UNITS
ISIC, TYCOM, squadron, or group (as appropriate)
ALL PORTS visited

CLASSIFICATION //N05110//

MSGID/GENADMIN/USS UNDERWAY//

SUBJ/USS UNDERWAY MAIL ROUTING INSTRUCTION (Number)//

REF/A/RMG/USS UNDERWAY/DTG OF PREVIOUS MRI//

AMPN/REF A IS PREVIOUS MAIL ROUTING INSTRUCTIONS//

POC/CONEY S/PCC/POSTAL OFFICER/COMM (619) 237-4181/EMAIL CONEYS(AT)UNDERWAY.NAVY.MIL//

RMKS/1. CANCEL REF A.

2. ROUTE MAIL FOR USS UNDERWAY AS FOLLOWS:

PORT/LOCATION	ETA	ETD
NORFOLK, VA (INPORT)	08 FEB 00	12 FEB 00
USS AIRCRAFT CARRIER (FFT)	13 FEB 00	16 FEB 00
MAYPORT, FLA	28 FEB 00	02 MAR 00
NORFOLK, VA	03 MAR 00	UFN

3. SHIPS IN COMPANY: If None, indicate "None".

4. EMBARKED UNITS: If None, indicate "None".//

Example of Aircraft Carrier Mail Routing Message

FROM: USS AIRCRAFT CARRIER
TO: CDR JT MIL POSTAL ACTY (as appropriate)
INFO: CINC (as appropriate)
Refer to appropriate Message PLAD list
ALL SHIPS IN COMPANY
EMBARKED UNITS
ISIC, TYCOM, squadron, or group (as appropriate)
ALL PORTS visited

CLASSIFICATION //N05110//

MSGID/GENADMIN/USS AIRCRAFT CARRIER//

SUBJ/USS AIRCRAFT CARRIER MAIL ROUTING INSTRUCTION (2-01)//

REF/A/RMG/USS AIRCRAFT CARRIER/031502Z MAR 01 (PREVIOUS MRI)//

AMPN/REF A IS PREVIOUS MAIL ROUTING INSTRUCTIONS//

POC/GIBBS/PCCS/POSTAL OFFICER/COMM (757) 445-7888/EMAIL GIBBSJL(AT)CLF.NAVY.MIL//

RMKS/1. CANCEL REF A.

2. ROUTE MAIL FOR USS AIRCRAFT CARRIER AS FOLLOWS:

PORT/LOCATION	ETA	ETD
NORFOLK, VA (INPORT)	PRESENT	01 JUN 01
NORFOLK, VA (COD SVCS)	02 JUN 01	12 JUN 01
ROOSEVELT ROADS, PR(COD SVCS)	13 JUN 01	27 JUN 01
FMC ROTA, SP (COD SVCS)	28 JUN 01	04 JUL 01
FMC NAPLES, IT (INPORT)	10 JUL 01	15 JUL 01
FMC SIGONELLA, IT (COD SVCS)	16 JUL 01	UFN

3. SHIPS IN COMPANY: List all ships that may be in company at any time during the period, if none, indicate "None".

4. EMBARKED UNITS: List all embarked units and squadrons, if none, indicate "None".

5. ALL SHIPS IN COMPANY SUBMIT UPDATED MRI WITH COPY TO ORIG. ROUTE MAIL TO ORIG ONLY DURING PERIODS OF COD SVCS.//

CINCLANTFLT MESSAGE PLADS

OPERATING AREA	
East Coast, Western Atlantic and Caribbean (PR & Virgin Islands)	
ACTION ADDRESSEES	INFO ADDRESSEES
CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR//	PORT OF CALL (CONUS ONLY) CINCLANTFLT NORFOLK VA//N412P/N412P1// NAVSTA ROOSEVELT ROADS PR//116//FISC NORFOLK VA//308//

OPERATING AREA	
Barbados, Jamaica, The West Indies, Antilles, Panama Canal and Guantanamo Bay Cuba	
ACTION ADDRESSEES	INFO ADDRESSEES
CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR// CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//MPSA-SF// NAVSTA GUANTANAMO BAY CU//12// (Panama Canal Only)	CINCLANTFLT NORFOLK VA//N412P/N412P1// 24AIRPS HOWARD AFB PM//JJJ// FISC NORFOLK VA//308// HOMEPORT (GTMO Operations only)

OPERATING AREA	
Eastern Atlantic and Northern Europe	
ACTION ADDRESSEES	INFO ADDRESSEES
CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR// COMNAVACT LONDON UK//A111//	CINCLANTFLT NORFOLK VA//N412P/N412P1//

OPERATING AREA	
Mediterranean and Middle East	
ACTION ADDRESSEES	INFO ADDRESSEES
CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR// MEDMAIL COORD NAPLES IT//N401B// FMC MUHARRAQ BA//MR//	CINCLANTFLT NORFOLK VA//N412P/N412P1// FMC MUHARRAQ BA//MR// COMSERVFORNAVCENTDET HOTEL//00// COMUSNAVCENT//45// COMNAVREGMIDLANT//N1M//

OPERATING AREA	
In-chopping 5th Fleet	
ACTION ADDRESSEES	INFO ADDRESSEES
CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR// CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//MPSA-SF//	FMC MUHARRAQ BA//MR//

OPERATING AREA	
Indian Ocean	
ACTION ADDRESSEES	INFO ADDRESSEES
CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR// CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//MPSA-SF//	CINCLANTFLT NORFOLK VA//N412P/N412P1// NAVSUPPFAC DIEGO GARCIA//406// CINCPACFLT PEARL HARBOR HI//N4142// FMC YOKOHAMA JA//JJJ// FISC NORFOLK VA//308//

OPERATING AREA	
Greek Ports	
ACTION ADDRESSEES	INFO ADDRESSEES
CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR// MEDMAIL COORD NAPLES IT//N401B//	CINCLANTFLT NORFOLK VA//N412P/N412P1// DET 2 USAFE AIRPS ATHENS GR//AMT// COMFAIRMED NAPLES IT//N84P// FISC NORFOLK VA//308//

CINCLANTFLT MESSAGE PLADS (Cont.)

OPERATING AREA Spanish Ports	
ACTION ADDRESSEES	INFO ADDRESSEES
CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR// MEDMAIL COORD NAPLES IT//N433B//	CINCLANTFLT NORFOLK VA//N412P/N412P1// DET 2 USAFE AIRPS MADRID SP//AMT// COMFAIRMED NAPLES IT//N412P// FISC NORFOLK VA//308//

OPERATING AREA Turkish Ports	
ACTION ADDRESSEES	INFO ADDRESSEES
CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR// MEDMAIL COORD NAPLES IT//N433B//	CINCLANTFLT NORFOLK VA//N412P/N412P1// DET 4 USAFE AIRPS ISTANBUL TU//AMT// COMFAIRMED NAPLES IT//N412P// FISC NORFOLK VA//308//

CINCPACFLT MESSAGE PLADS

OPERATING AREA West Coast	
ACTION ADDRESSEES	INFO ADDRESSEES
CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//MPSA-SF//	PORT OF CALL (CONUS ONLY) CINCPACFLT PEARL HARBOR HI//N4142// FMC PEARL HARBOR HI//315// FMC YOKOHAMA JA//1400// CH JMPA PAC FLD OFC SEATTLE WA//JMPA-SEA// CH JMPA PAC HAWAII DET PEARL HARBOR HI//JMPA-HNL//

OPERATING AREA Western Pacific and Indian Ocean	
ACTION ADDRESSEES	INFO ADDRESSEES
CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//MPSA-SF//	PORT OF CALL (CONUS ONLY) CINCPACFLT PEARL HARBOR HI//N4142// FMC PEARL HARBOR HI//315// FMC YOKOHAMA JA//1400// CH JMPA PAC FLD OFC SEATTLE WA//JMPA-SEA// CH JMPA PAC HAWAII DET PEARL HARBOR HI//JMPA-HNL// COMLOG WESTPAC//41 10// NAVSUPPFAC DIEGO GARCIA//10//

OPERATING AREA Persian Gulf, Arabian Sea and Red Sea	
ACTION ADDRESSEES	INFO ADDRESSEES
CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//MPSA-SF// FMC MUHARRAQ BA//MR//	PORT OF CALL (CONUS ONLY) CINCPACFLT PEARL HARBOR HI//N4142// FMC PEARL HARBOR HI//315// FMC YOKOHAMA JA//1400// CH JMPA PAC FLD OFC SEATTLE WA//JMPA-SEA// CH JMPA PAC HAWAII DET PEARL HARBOR HI//JMPA-HNL// COMUSNAVCENT//N4//

Chapter 14

POSTAL ACTIVITY REPORTING SYSTEM (PARS)

1. PARS are required to collect and report standard operational data generated at MPSA. This quarterly data is used by MPSA for responding to congressional and other official inquiries, reports to HQ USPS and the U. S. Department of Commerce, and for operational and contingency planning.
2. PARS information will be forwarded to CINCLANTFLT, PFO Norfolk, CINCPACFLT, CINCUSNAVEUR, as appropriate, at the end of each quarter (i.e. 31 Mar; 30 June; 30 Sept; 31 Dec), deadline is the 5th day of the following month. Send by Naval message or email. FPO AA offices send additional copy to PAA Mayport, FL.
3. The requirement for annual PARS reports has been deleted.

Example of PARS report

FROM: USS UNDERWAY

TO: CINC (as appropriate)

UNCLAS //N05110//

MSGID/GENADMIN//

SUBJ/POSTAL ACTIVITY REPORT//

REF/A/DOC/NAVSUP P725/YYMM/DD//

AMPN/REF A IS NAVY POSTAL FINANCE PROCEDURES

POC/PC1 A.J. STAMPS/EMAIL STAMPSAJ(AT)SHIP.NAVY.MIL

RMKS/1. THE FOLLOWING INFORMATION IS PROVIDED:

a) ALPHA ID: (zip code + four)

b) As of Date:

c) Money Orders sold: Value:

d) Money Orders cashed: Value:

e) Value Stamps sold:

f) Number of USPS postage meters/PVI: Sales:

g) Number of Registered pieces accepted:

h) Number of Numbered Insured pieces accepted:

i) Number of Unnumbered insured pieces accepted: //

BT

Chapter 15

Postal Officer's Checklist

REFERENCE	POSTAL FINANCE	YES	NO
DOD Vol I (502.3.b.2)	a. Does the Postal Clerk's, Reserve Custodian's or Custodian of Postal Effects (COPE's) current cash on hand exceed 25% of his/her total fixed credit at the time of the inspection?		X
DOD Vol I (502.5.b. (1)	b. Verify that the postal clerk is requisitioning stamps from the reserve custodian or COPE before reaching maximum 25% cash allowance, at shore based post offices and deployed ships.	X	
OPNAVINST 5112.6C (Chap 1, para 104.2.h)	c. Are scales calibrated (annually) for accuracy?	X	
SECURITY			
DOD Vol I (504.2, 504.3)	a. Inspect all post office drawers and safes to ensure that unauthorized personal property or fund is not stowed in safes. Insure safe combinations are changed annually, registered mail is properly secured, and for post office that has an alarm system installed, are they operatable?	X	
DOD Vol I (906.1.i)	b. Has each division picked-up mail at the last mail call and is the mail given only to authorized mail orderlies? (Check at least 10% of the divisions)	X	
DIRECTORY SERVICE			
DOD Vol II (605)	a. Is all undeliverable mail being held endorsed on the reverse side of the article showing date received? (Determine the reason the mail is being held)	X	
DOD Vol II (605)	b. Is undeliverable mail given prompt directory service and disposition made by the next business day?	X	
REGISTERED MAIL			
DOD Vol I (801)	a. Is registered mail on hand in the post office under constant surveillance or secured properly at all times?	X	
DOD Vol I (802.5.h and 802.5.i)	b. At the close of each business day or at each shift change, is the "Registered Mail-Balance and Inventory Sheet" (DD Form 2261) being prepared properly, reviewed and signed by a witness?	X	
DOD Vol I (802.5.k.(1)	c. Is incoming and outgoing registered mail being dispatched and signed for on the correct PS/OPNAV Forms?	X	
MODIS/WINSALTS			
NAVSUP MSG DTG 14 1400Z DEC 99	a. For deployed ships, forward deployed ships and overseas shore based post offices, is incoming Express Mail (pouches and outside pieces), First Class Mail (trays and pouches), and Priority Mail (pouches and outside pieces) being scanned, and is scanned data being transmitted via WINSALTS daily or each time mail is received?	X	
GENERAL			
DOD Vol I (906.1.e)	a. Ensure that the post office is clean and neat in appearance and no personal effects or funds are being stored in the post office.	X	
DOD Vol II (605.d)	b. Inspect the trash to ensure mail is not being wrongfully discarded (other than undeliverable bulk rate mail).	X	
DOD Vol I (906)	c. Have claims and inquiries received since the last weekly inspection been processed properly?	X	
DOD Vol I (Part II, 310)	d. Are Postal Activity Reporting System (PARS) and Vending Equipment Sales and Services (VESS) reports prepared and submitted as required?	X	
USPS Postal Bulletin	e. Are the latest changes received in USPS Postal Bulletins posted to the International Mail Manual (IMM), Domestic Mail Manual (DMM), and are the APO/FPO changes and listing of stolen money orders posted at the finance windows?	X	
DOD Supply Catalog (109)	f. Are sufficient postal forms and supplies on hand to effectively operate a post office?	X	
USPS POM (Part 443)	g. Is all First Class mail being postmarked as it is removed from mailboxes or accepted from customers?	X	
	h. Have discrepancies noted on the last weekly inspection been corrected? (If not explain why in the remarks).	X	

Remarks: _____

Submitted: St. Jones
(Postal Officer)

Date of Inspection: 12 Aug 01

Reviewed: T. Quinn
(Supply Officer)

Date Reviewed: 12 Aug 01

Chapter 16

RETENTION PERIOD FOR RECORDS AND FORMS

1. Retention period for Post Office records and forms is located in the Administrative Support Manual (ASM), pages 189-201. Here are a few of the more commonly used records and forms:

- PS Form 1000 3 years
- PS Form 3849 2 years
- PS Form 6019 2 years
- Registered records 2 years
- PS Form 17 2 years
(Stamp purchase or return)
- PS Form 17 Retain as long as series is in use
(Money order request)
- AV-7 (PS Form 2942) 3 years
- Unisys III supporting documents 4 years

2. Records and forms not included in the ASM:

- All DOD Forms 2 years
- OPNAV 5110/5 12 months after transfer
(Directory card)
- OPNAV 5110/9 6 months
(Ordinary mail manifest)
- Mail Call log sheet 6 months
- PS Form 2976 30 days

CHAPTER 17

FLEX CREDIT DAILY PROCEDURES (PS FORM 1412B) (CINCLANTFLT UNITS ONLY)

1. DEFINITIONS:

- a. Submission: Daily reporting of finance transactions to Postmaster New York.
- b. Submitting Source: COPE Flex Credit without direct connectivity.
- c. Mode of submission: PS Form 1412 B will be submitted via e-mail to:
rvannello@email.usps.gov; cc: KelleTL@hqda.army.mil; Jeffrey_L_Gibbs@nor.fisc.navy.mil.

2. PS FORM 1412B:

- a. Automated PS Form 1412B is numbered consecutively, beginning with number 1 each fiscal year (1 October). The submission number is composed of a hyphenated number, which consist of sequential submission number and the last two digits of the fiscal year (i. e.; 1-02). Place the number in the upper right of the PS Form 1412B.
- c. FPO number may be included in the upper left corner of the PS Form 1412B.
- d. Explanation of items 1-14 on PS Form 1412B:
 - 1 Sequence number
 - 2 Name of the Ship
 - 3 Finance number (SFA)
 - 4 This is the starting balance amount from AIC 853 from previous day, if you are changing from FIX to FLEX credit, this amount will be zero. Enter the amount from fix credit as Stock Received AIC 841.
 - 5 Stock you received from you serving Postmaster only, never from other source.
 - 6 Stock you returned to your serving Postmaster only.
 - 7 Postage sales for the day of the report.
 - 8 Not used in the military.
 - 9 Total sales from AIC 090 through AIC 096 (do not enter manually this is an automatic function).
 - 10 Used when directed from MPSA or USPS only.
 - 11 Vending sales from vending machines (this amount should be reflect in AIC 852)
 - 12 Money order sales from page 2 of PS Form 1412B, this entry is automated do not enter manually.
 - 13 Meter business for the day of the report.
 - 14 Any overages from vending machines after an audit.

****EXAMPLE OF COMPLETED PS FORM 1412B****

US POSTAL SERVICE

FPO 09543-2810

DAILY FINANCIAL REPORT

01-02

①

Station or Unit USS ENTERPRISE ②	I.D. No. 2022 ③	Stamp Accountability	AIC	\$ Amount		
I certify this is a true statement and the accountability consigned to me is as shown on this form		Opening Balance ④	840	0.00		
Signature	Date	Stock Received (+) ⑤	841	30,000.00		
PCC (SW/AW) S.M. WOODEN, COPE	08JAN02	Subtotal →	845	30,000.00		
Receipts		Stamped Envelope Discount (-)	846			
Description	AIC	\$ Amount	Stock Returned (-) ⑥	848		
Postage Sales ⑦	090	0.00	Subtotal →	851 30,000.00		
Bird Stamp Sales ⑧	091	N/A	Total Sales (-) ⑨	852 0.00		
Philatelic Product Sales ⑩	092		Closing Balance →	853 30,000.00		
Vending Sales ⑪	096		Disbursements			
Domestic Money Orders ⑫	Value	100	0.00	Description	AIC	\$ Amount
	Fee	101	0.00			
Postage Validation Imprinter ⑬	109	0.00				
Vending Overages ⑭	175					
			Adjustment for Previous Overage			
Adjustment for Previous Shortage			Cash Remitted (Final)	752		0.00
Cash Retained for Previous Report	353	0.00	Cash Retained Today	753		1,000.00
Cash Required	400	0.00	Cash Accounted For	800		1,000.00