

2

DOD 4525.6-M

Assistant Secretary of Defense
(Production and Logistics)
(703) 325-9104



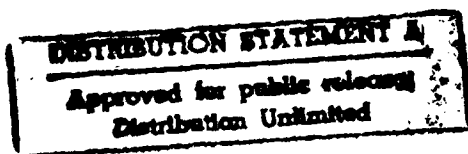
AD-A268 021



DOD POSTAL MANUAL

VOLUME I

DECEMBER 1989



DTIC
ELECTE
AUG 09 1993
S B D

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
(PRODUCTION AND LOGISTICS)

93-18158



10395
2007

REPORT DOCUMENTATION PAGE	1. REPORT NO. DoD 4525.6-M	2.	3. Recipient's Accession No.
4. Title and Subtitle DoD Postal Manual, Volume I			5. Report Date December 1989
7. Author(s) M. Fairchild			6.
9. Performing Organization Name and Address Assistant Secretary of Defense (Production and Logistics) Washington, DC 20301			8. Performing Organization Rept. No.
12. Sponsoring Organization Name and Address			10. Project/Task/Work Unit No.
			11. Contract(C) or Grant(G) No. (C) (G)
			13. Type of Report & Period Covered Manual
			14.
15. Supplementary Notes			
16. Abstract (Limit: 200 words) The purpose of the DoD 4525.6-M, Volume I, DoD Military Post Office Operating Procedures, is to update policies, procedures and responsibilities for administration and operation of the Military Postal Service. It adopts appropriate provisions of the US Postal Service regulations to the unique needs of the DoD at worldwide locations. This revision incorporates a major format change to adopt that format used in US Postal Service manuals and to enhance their use by military postal personnel.			
17. Document Analysis			
a. Descriptors			
b. Identifiers/Open-Ended Terms			
c. COSATI Field/Group			
18. Availability Statement Release unlimited for sale by the National Technical Information Service (NTIS)		19. Security Class (This Report) UNCLASSIFIED	21. No. of Pages
		20. Security Class (This Page) UNCLASSIFIED	22. Price



THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D.C. 20301-8000

PRODUCTION AND
LOGISTICS

December 28, 1989

FOREWORD

This Manual is issued under the authority of DoD Directive 4525.6, "Single Manager for Military Postal Service," May 5, 1980. It prescribes uniform procedures and responsibilities for the administration and operation of the Military Postal Service (MPS).

DoD 4525.6-M, "DoD Postal Manual," Volume I, June 29, 1984 is hereby cancelled.

The provisions of this Manual apply to the Office of the Secretary of Defense (OSD), the Military Departments, the Joint Chiefs of Staff (JCS), the Joint Staff, Unified and Specified Commands, the Defense Agencies, and activities administratively supported by OSD (hereafter referred to collectively as "DoD Components"). The term "Military Services," as used herein, refers to the Army, Navy, Air Force, Marine Corps, and Coast Guard (when it is operating under the Department of the Navy). The term "major command," as used herein, refers to the subordinate commands of the Military Services having MPS support responsibility within an assigned area.

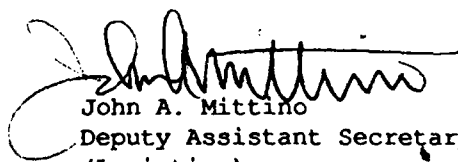
This Manual is effective immediately and is mandatory for use by all DoD Components that operate and use the MPS. Major commanders may issue supplementary instructions only when necessary to provide for unique requirements within their respective commands. Any supplementary instructions shall be approved by the Executive Director, Military Postal Service Agency (MPSA), before publication. Copies of any supplementary instructions shall be provided to MPSA.

Forward recommended changes to the Manual through channels to:

Executive Director
Military Postal Service Agency
ATTN: MPSA-OP
Alexandria, VA 22331-0006

DoD Components may obtain copies of this Manual through their own publication channels. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

Records responsibility for this publication is assigned to the Adjutant General's Office, Department of the Army. This responsibility includes the retirement of records.


John A. Mittino
Deputy Assistant Secretary
(Logistics)

DOD POSTAL MANUAL
VOLUME I
MILITARY POST OFFICE OPERATING PROCEDURES

TABLE OF CONTENTS

CHAPTER I - GENERAL INFORMATION	<u>Page</u>
100 Purpose	1-1
101 Terms and Abbreviations	1-1
102 Policy	1-1
103 Responsibilities	1-2
104 Channels of Communication	1-8
105 Use of the Military Postal Service	1-8
106 Establishing Military Post Offices	1-8
107 Establishing a Mail Address Only (MAO)	1-10
108 Disestablishing a Military Post Office or a Mail Address Only	1-11
109 Relocation, Reclassification, Suspension, and Transfer of Operational Control of Military Post	1-13
110 Activation and Deactivation of Contingency or Reserved Military Post Offices	1-14

CHAPTER 2 - MILITARY POSTAL SERVICE PLANNING

PART 1 - MILITARY POSTAL SERVICE PLANNING

200 Purpose	2-1
201 General	2-1
202 Principles	2-1
203 Military Postal Service Concept of Contingency Support	2-1
204 Censorship	2-4
205 Domestic Disruptions	2-4
206 Planning Responsibilities	2-4
207 Peacetime Deployment/Exercise Planning	2-7
208 Command Post Exercise (CPX) Planning	2-8
209 Transportation Planning	2-9
210 Domestic Mail Disruptions (Graphic Hand)	2-9
211 Evacuation Planning	2-10
212 Emergency Destruction/Evacuation of Postal Effects	2-10
213 Acceptance, Treatment and Handling of Enemy Prisoner of War/Retained Personnel (EPW/RP) Mail	2-11

PART 2 - JOINT PLANNING PROCESS

214 Purpose	2-13
215 General	2-13
216 Planning for Postal Support-JOPS III Programs	2-14

DOD QUALITY INSPECTED 3

By _____	
Distribution/ _____	
Availability Codes _____	
• Dist A-1	Avail and/or Special

CHAPTER 3 - MILITARY POSTAL SERVICE INFORMATION SYSTEMS

PART 1 - SOURCES OF INFORMATION AND INSTRUCTION

	<u>Page</u>
300 Purpose	3-1
301 General	3-1
302 Publication Requirements for Military Post Offices	3-1
303 Mail Transportation Facilities Publication Requirements	3-3
304 Procurement Procedures	3-3

PART 2 - MANAGEMENT INFORMATION SYSTEM

305 Purpose	3-5
306 General	3-5
307 Data Collection Policy	3-5
308 Military Automated Mail Accounting System (MAMAS)	3-5
309 Transit Time Information System for Military Mail (TTISMM)	3-6
310 Postal Activity Reporting System (PARS)	3-6

CHAPTER 4 - SELECTION AND DESIGNATION OF MILITARY POST OFFICE PERSONNEL

400 Purpose	4-1
401 Background	4-1
402 Qualification, Selection, and Assignment of Postal Personnel	4-1
403 Designation Procedures	4-2
404 Special Designation of MPO Personnel in Areas Where USPS Operates	4-4
405 Terminating Designations	4-4

CHAPTER 5 - POSTAGE STOCK

500 Purpose	5-1
501 General	5-1
502 Fixed Credits	5-6
503 Administering Flexible Credits	5-13
504 Care and Protection of Stock and Funds	5-20
505 Sale of Stock	5-20
506 Damaged Stock	5-21
507 Cashing Postal MOs	5-22

CHAPTER 6 - POSTAGE METERS

PART 1 - MPO POSTAGE METERS

600 Purpose	6-1
601 General	6-1
602 Custody of Meters	6-1
603 Issuing Meters for Business	6-3
604 Meter Operations	6-3
605 Closeout of Daily Meter Business	6-3
606 Remittance of Funds	6-4
607 Setting MPO/FPO Postage Meters	6-5

608	Defective Meters and Meter Bases	Page 6-5
PART 2 - OFFICIAL MAIL POSTAGE METERS		
610	Purpose	6-6
611	General Requirements	6-6
612	Supplies Required	6-7
613	Initial Setting and Resetting of a Meter	6-8
614	Refunding Spoiled Meter Postage	6-9
615	Checking a Meter Out of Service	6-9
616	Reporting Meter Transactions	6-11
617	Examination	6-12
618	Equipment Failure	6-13
PART 3 - POSTAGE METERS OPERATED BY DOD CONTRACTORS		
619	Purpose	6-14
620	General	6-14
CHAPTER 7 - MONEY ORDERS		
700	Purpose	7-1
701	MO Imprinters, Office Number Plates, and Validation Plates	7-1
702	Requisitioning MO Forms	7-1
703	Verification of Requisitions	7-2
704	Control and Distribution of MOs	7-3
705	Protection of Blank MO Forms	7-4
706	Issuance of MOs	7-4
707	Errors and Corrections on MOs	7-6
708	Cashing MOs and U.S. Treasury checks	7-6
709	Preparation of MO Business Reports	7-7
710	Peculiar or Abnormal MOB Situations	7-11
711	Commingling of Funds	7-13
712	Lost, Destroyed, Mutilated or Voided MOs	7-13
713	Examination of MO Records	7-13
CHAPTER 8 - PROCESSING AND TRANSPORTATION OF REGISTERED MAIL		
800	Purpose	8-1
801	General	8-1
802	Registry	8-2
803	Receipt of Registered Mail	8-6
804	Reporting Irregularities in Receipt of Registered Mail From Carriers	8-7
805	Processing Incoming Registered Mail	8-9
806	Dispatching Registered Mail	8-11
807	Transportation of Registered Mail	8-14

CHAPTER 9 - GENERAL OPERATING PROCEDURES AT MILITARY POST OFFICES

900	Purpose	9-1
901	General	9-1
902	Standing Operating Procedures (SOP)	9-1
903	MPO Facility and Structural Standards	9-1
904	Service Standards	9-1
905	Acceptance and Treatment of Mail	9-3
906	Protection of Mail and Postal Effects	9-9
907	Customs Procedures and Requirements	9-12
908	Mail Security	9-15
909	Refunds of Postage and Retail Service Fees	9-22
910	Acceptance of Personal Checks	9-23

CHAPTER 10 - PROCESSING AND MAKEUP OF MAIL

1000	Purpose	10-1
1001	General	10-1
1002	Processing of Mail	10-1
1003	Makeup of Mail	10-3
1004	Dispatch of Mail Under Special Rules	10-5
1005	Military Post Office Irregularities	10-5

CHAPTER 11 - MAIL TRANSPORTATION

PART 1 - MAIL MOVEMENT PRINCIPLES

1100	General	11-1
1101	Principles	11-1
1102	Organization	11-2
1103	Mail Control Activities (MCAs)	11-3

Part 2 - MAIL TRANSPORTATION PROCEDURES

1104	Purpose	11-5
1105	Transportation Management	11-5
1106	Funding for Mail Transportation	11-6
1107	Forecasting	11-6
1108	Mail Categories and Movement	11-6
1109	Air Transportation Management	11-6
1110	Dispatching Procedures and Documentation Requirements	11-8
1111	Acceptance of Mail From Air Carriers	11-9
1112	Reporting Procedures and Requirements	11-11
1113	Carrier Irregularities and Reporting Procedures	11-18
1114	Security of Mail	11-19

PART 3 - MAIL ROUTING FOR MOBILE DEPLOYED UNITS

1115	General	11-22
1116	Responsibilities	11-22
1117	Special Considerations	11-24
1118	Routing for Ships controlled by Military Sealift Command	11-25
1119	Routing for Foreign Naval Ships	11-25
1120	Routing Procedures for Deploying Land and Air Forces	11-25
1121	Special Intratheater Mail Routing for NATO Armed Forces	11-25

CHAPTER 12 - AUDITS AND INSPECTIONS

1200	Purpose	12-1
1201	General	12-1
1202	Audits	12-1
1203	Inspections	12-6

CHAPTER 13 - FLOOR SPACE, STRUCTURAL, AND FACILITY STANDARDS FOR MILITARY POST OFFICES

1300	Purpose	13-1
1301	Applicability	13-1
1302	Explanation of Terms	13-1
1303	Responsibilities	13-1
1304	Space Criteria for Military Post Offices (Direct Support)	13-2
1305	Space Criteria for Military Post Offices (General Support)	13-3
1306	Postal Facility Space Criteria	13-3
1307	Postal Facility Structural Criteria	13-4

CHAPTER 14 - POSTAL OFFENSES AND LOSSES

1400	Purpose	14-1
1401	General	14-1
1402	Postal Offense Reporting	14-2
1403	Stamp Stock and Postage Meter Shortages	14-2
1404	Money Order Shortages	14-4
1405	Financial Adjustment Memorandums	14-5
1406	Catastrophe	14-6
1407	Catastrophe Reporting	14-6
1408	Designation of Investigating Officers	14-6
1409	Investigating Officer Findings and Preparation of Reports	14-7
1410	Transmission of Documents	14-8

APPENDIX A - USE OF THE MILITARY POSTAL SERVICE

APPENDIX B - POSTAL OPERATING PLAN

APPENDIX C - MPS INSPECTION

INDEX

TABLES

<u>Tables</u>	<u>Title</u>	<u>Page</u>
2-1	Addresses for Planning Purposes	2-16
5-1	Postmaster, New York, Addresses To Be Used For Fixed Credits	5-23
5-2	Accountable Postmaster Addresses To Be Used for Flexible Credits	5-24
6-1	Addresses To Be Used For Repair of Postage Meters	6-15
11-1	Mail Categories and Movement Precedence and Procedures	11-26
11-2	Mail Shipments	11-28
11-3	Weight Conversions	11-33
12-1	How To Audit Fixed Credits	12-8
12-2	How To Audit Flexible Credits	12-9
12-3	How To Audit Money Order Accounts	12-10
13-1	Space Criteria For Military Post Offices	13-7
13-2	Space Criteria For Military Postal Finance Sections or Units	13-8
13-3	Space Criteria For A Postal Service Center	13-8
13-4	Intrusion Alarm Devices (AIDs) In Postal Facilities	13-9
14-1	Obtaining Replacement Stock For Shortage	14-9

FIGURES

<u>Figures</u>	<u>Title</u>	<u>Page</u>
2-1	DoD Classes of Supply	2-19
2-2	Example of Postal Section of Theater Level OPLAN	2-20
2-3	Example of Subordinate Command Postal OPLAN	2-22
2-4	Sample of Free Mail Request	2-29
3-1	Sample of Segment Listing Report	3-8
3-2	Sample of Mail Volume and Cost Report	3-9
3-3	Corrected PARS Report--Message Format	3-10
3-4	Quarterly PARS Report--Letter Format	3-11
3-5	Annual PARS Report--Letter Format	3-14
3-6	Quarterly PARS Report--Message Format	3-17
3-7	Annual PARS Report--Message Format	3-18
4-1	Sample of a Completed DD Form 2257	4-6
4-2	Completed DD Form 285	4-7
4-3	Sample of a Completed DD Form 2257 for Temporary Cope	4-8
5-1	Sample Fixed Credit Receipt	5-25
5-2	Sample Stamp Requisition	5-26
5-3	Sample PS Form 17 Used to Return Stamp Stock	5-27
5-4	Sample PS Form 3295 Depicting Stock Issued and Received	5-28
5-5	Completed PS Form 3369	5-29
5-6	Sample PS Form 1412B Prepared to Show Receipt of Initial Flexible Credit	5-30
5-7	AIC Codes	5-31
5-8	Sample of Bank Deposit Slip	5-35
5-9	Sample of PS Form 1412B Depicting Return of Stock and a Shortage	5-36
5-10	Sample of PS Form 1412B Depicting an Overage and Adjustment for Previous Shortage in the Credit	5-37
5-11	PS Form 1412B Reflecting Postage Meter and Customer Meter Sales	5-38
5-12	Sample PS Form 3977 Depicting Completed Front and Back	5-39
5-13	Accounting for Discount Envelope Sales	5-40
6-1	Postage Meter Base	6-16
6-2	Postage Meter Head	6-17
6-3	Daily Report of Meter Business	6-18
6-4	Meter Setting Before Issue	6-19
6-5	Meter Setting After Issue	6-20
6-6	Sample of How to Complete PS Form 3601-A.	6-21
6-7	Sample of PS Form 3610 Prepared to Show Transfer of Meter to a New Setting Location	6-22
6-8	Sample of Completed PS Form 3604	6-23
6-9	Sample of a Modified PS Form 3603 for Setting a Penalty Mail Postage Meter	6-24
6-10	Sample of PS Form 3610 Prepared to Show Initial Setting	6-25
6-11a	Sample of a Modified PS Form 3533 (Front) for Refunding Penalty Postage Meter Postage (Crediting Account of Official Mailers)	6-26
6-11b	Sample of a Modified PS Form 3533 (back) for Refunding Penalty Postage Meter Postage (Crediting Account of Official Mailers)	6-27

FIGURES

Figures	<u>Title</u>	<u>Page</u>
6-12a	Sample of a Modified PS Form 3533 (Front) for Canceling a Penalty Postage Meter	6-28
6-12b	Sample of a Modified PS Form 3533 (Back) for Canceling a Penalty Postage Meter	6-29
6-13	Sample of PS Form 3610 prepared to Show Shipment of Meter Back to Manufacturer	6-30
6-14	Sample of Completed PS Form 3633-G, Daily Activity Recap for Official Mail	6-31
7-1	Sample of Master DD Form 885	7-14
7-2	Sample of DD Form 885 Used by Money Order Clerks	7-15
7-3	Sample of Completed PS Form 17	7-16
7-4	Sample of Ordinary Daily Money Order Business Report	7-17
7-5	Sample PS Form 6019 and Verification Tape Accounting for "No-Fee" Money Orders	7-18
7-6	Sample Remarks Section of PS Form 6019 When Money Orders Have Been Issued Out of Sequence	7-19
7-7	Sample Remarks Section of PS Form 6019 When a Money Order Set is Missing	7-19
7-8	Sample Remarks Section of PS Form 6019 When Break in Sequence is Caused by Money Orders Having Previously Been Issued out of Sequence	7-19
7-9	Sample of Ordinary Daily Money Order Business Tape	7-20
7-10	Sample Money Order Business Tape Increments	7-21
7-11	Sample of Completed Consolidated Money Order Business Report	7-22
7-12	Sample PS Form 6019 and Verification Tape Depicting Sales from Different Series of Money Orders	7-23
7-13	Sample of a Completed Facsimile Voucher	7-24
7-14	Sample PS Form 6019 and Verification Tape Depicting a Missing Money Order Voucher	7-25
7-15	Sample PS Form 6019 Depicting a No Business Period	7-26
7-16	Sample PS Form 6019 Accounting for Shortage of Money Order Funds	7-27
7-17	Sample PS Form 6019 Accounting for Overage of Money Order Funds	7-28
8-1	Sample of a Completed PS Form 3877	8-17
8-2	Sample of a Registered Jacket	8-18
8-3	Sample of a Dispatch Bill For a Registry Jacket	8-19
8-4	Sample of an Inside Manifold Dispatch Bill	8-20
8-5	Sample of PS Form 3854 as an Outside Manifold Dispatch Bill	8-21
9-1	Customs Collections	9-24

FIGURES

<u>Figures</u>	<u>Title</u>	<u>Page</u>
11-1	Example Format of a Daily Dispatch Schedule	11-34
11-2	Sample PS Form 2900 (With Blocks Lettered Alphabetically to Correspond with Figure 11-3)	11-35
11-3	Completion Instructions for PS Form 2900 To Be Used In Conjunction with Figure 11-2)	11-36
11-4	Sample of Completed PS Form 2900 Showing New Month Beginning Midweek and Mail Tendered to Single Service U.S. Commercial Air Carrier	11-39
11-5	Sample of Completed PS Form 2900 for Airmail and MOM Requiring a Transfer Between Two U.S. Commercial Air Carriers. Also Shows Example of Entries When Flight Did Not Operate and When No Mail Was Available	11-40
11-6	Sample of Completed PS Form 2900 for Shipment of Empty Equipment. Also Shows How to Correct Erroneous Entries	11-41
11-7	Completion Instruction for AV-7. (To be Used in Conjunction with Figure 11-8).	11-42
11-8	Completion Instruction for AV-7. (To be Used in Conjunction With Figure 11-7).	11-43
11-9	General Instructions for Completion of DD Form 1384	11-46
11-10	Registered Mail	11-51
11-11	Nonregistered Mail (Single Shipment)	11-52
11-12	Nonregistered Mail (Multiple Shipment)	11-53
11-13	Sample of Completed DD Form 1372 (Mail Manifest)	11-54
11-14	List of TMSCs	11-55
11-15	Sample of Local PNA	11-57
11-16	Sample of Backlog and MAC Divert PNA	11-58
11-17	Sample of Unusual Transfer PNA	11-59
11-18	Sample of Intercept Mail/Redispatching Mail PNA	11-60
11-19	Sample of Airport Closure PNA	11-61
11-20	Sample of HOLVOL Report	11-62
11-21	HOLVOL Surface Transportation Example (JMPAs Only)	11-63
11-22	DAYSTAT Report Example (ATL)	11-64
11-23	DAYSTAT Report Example (PAC)	11-67
11-24	Sample of a Container Receipt Message Report	11-70
11-25	Sample Aircraft Carrier Mail Routing Instruction	11-71
11-26	Sample of Ship's Mail Routing Instruction	11-72
11-27	Sample of Deployed Unit Routing	11-73
12-1	Sample Audit of a Postal Clerk	12-11
12-2	Sample Audit of a COPE	12-12
12-3	Sample of a Completed Inventory Sheet (Shows Reverse Side of Figure 12-2).	12-13
14-1	Reporting Postal Offenses and Losses	14-10
14-2	Required Actions Involving Postal Offenses	14-11
14-3	Sample of Electronic Message With Instructions for Preparing Notificatin of Postal Offenses, Incidents, or Catastrophes	14-12

FIGURES

<u>Figures</u>	<u>Title</u>	<u>Page</u>
B-1	Example of Table of Contents	B-6
B-2	Example of Information Page	B-7
B-3	Example of Equipment List	B-8
B-4	Example of Mail Distribution Pouch or Sack Racks	B-9
B-5	Example of Raw Mail Processing Profile	B-10
B-6	Example of Mail Bag Processing Profile	B-11
B-7	Example of Mail Processing Target for Intransit Mail	B-12
B-8	Example of Mail Processing Target for Incoming Working Mail	B-13
B-9	Example of Mail Processing Target for Outgoing Working Mail	B-14
B-10	Example of Ground Transportation Schedule	B-15

REFERENCES

- (a) DoD Instruction 7041.3, "Economic Analysis and Program Evaluation for Resource Management," October 18, 1972
- (b) Title 39, United States Code
- (c) Title 49, United States Code
- (d) DoD 5200.1-R, "Information Security Program Regulation," August 1982, authorized by DoD Directive 5200.1, "DoD Information Security Program," June 7, 1982
- (e) USPS-DoD Agreement, February 1980
- (f) DoD 7750.5, "Management and Control of Information Requirements," August 7, 1986
- (g) DoD Directive 5000.11, "Data Elements and Data Codes Standardization Program," December 7, 1964
- (h) NATO Standardization Agreement (STANAG) 2109, "Postal Organization for NATO Forces"
- (i) U.S. Postal Service Publications issued by the U.S. Postal Service*
- (j) DoD 4526.6-H, "Mail Distribution Instructions and Labeling Handbook (MDILAH)," October 1981, authorized by DoD Directive 4525.6, "Single Manger for Military Postal Service," May 5, 1980
- (k) DoD 4525.6-L-1, "Military Post Office Location List (MPOLL)," October 1983, authorized by DoD Directive 4525.6, May 5, 1980
- (l) DoD 4525.6-L-2, "Military Post Office Mail Distribution Scheme (MPOMDS)," September 1987, authorized by DoD Directive 4525.6, May 5, 1980
- (m) DoD 4525.6-C, "DoD Postal Supply Catalog," January 1982, authorized by DoD Directive 4525.6, May 5, 1980
- (n) DoD 4500.32-R, "Military Standard Transportation and Movement Procedures (MILSTAMP)," Volume 2, February 87, authorized by DoD Directive 4000.25, "Administration of Defense Logistics Standards Systems," November 18, 1983
- (o) DoD 4525.6-STD, "Transit Time Information System for Military Mail (TTISMM)," April 1983, authorized by DoD Directive 4525.6, May 5, 1980
- (p) Title 10, United States Code 801-940, Chapter 47, "The Uniform Code of Military Justice" and "The Manual for Courts-Martial, 1984" authorized by Executive Order 12473.
- (q) Naval Warfare Publication (NWP) 14 B, "Replenishment at Sea," September 1983
- (r) Navy Comptroller Manual, Volume 2, Chapter 5, March 4, 1980
- (s) Manual for Courts-Martial (1984 Revised Edition)
- (t) DoD Directive 4500.2, "Land Transportation Outside the Continental United States," February 15, 1980
- (u) DoD 4270.1-M, "Construction Criteria," Sep 1, 1987 authorized by DoD Directive 4270.1, "Construction Criteria," July 11, 1983
- (v) DoD Instruction 2010.1, "Support of International Military Activities," September 2, 1981.
- (w) DoD Directive 1330.5, "American National Red Cross," August 16, 1969
- (x) DoD Directive 1330.12, "United Service Organization, Inc.," November 9, 1987
- (y) DoD Directive 1000.10, "Banking Procedures Governing Credit Unions on DoD Installations," July 26, 1989
- (z) DoD Directive 1000.11, "Financial Institutions on DoD Installations," July 26, 1989

REFERENCES, continued

- (aa) DoD Directive 4525.6, "Single Manager Assignment for Military Postal Service," May 5, 1980

*Includes the Domestic Mail Manual (DMM), Administrative Support Manual (ASM), Postal Operation Manual (POM), International Mail Manual (IMM), Publications 65A, PBs, 52, and 4 and the USPS Transportation Handbook, Series T-7. Information on acquiring USPS publication can be obtained upon request from the Executive Director, MPSA-OP, Alexandria, VA 22331-0006.

VOLUME I

CHAPTER 1

GENERAL INFORMATION

100. PURPOSE. Volume I of the DoD Postal Manual, under the authority of DoD Directive 4525.6, 5 May 1980, (reference (aa)) provides instructions for the management and control of postal effects and for the processing, dispatch, handling, and transportation of personal and official military mail.

101. TERMS AND ABBREVIATIONS. Terms and abbreviations used in this Manual, United States Postal Service (USPS), and other DoD postal-related regulatory documents are included in Appendix A of Volume II.

102. POLICY.

1. The MPS shall transmit official and personal mail promptly, efficiently, and economically in support of the defense mission and consistent with the required delivery date, security, accountability, and class of mail.

2. Duplication of postal services by the MPS and USPS is not authorized. There may be no overlap of postal service between elements of the MPS or DoD and non-DoD courier or pouch systems. Military Post Offices (MPOs) will not be authorized for areas served by the State Department Pouch System, unless the pouch system is determined by the Assistant Secretary of Defense (Production and Logistics) (ASD(P&L)) to be inadequate. A DoD Component requesting establishment of an MPO to replace or supplement present mail delivery service shall submit in accordance with DoD Instruction 7041.3 (reference (a)) an economic analysis of alternative methods of providing mail service. The economic analysis shall be accomplished following procedures established by applicable Military Service regulatory documents.

3. All classes of mail shall be transported according to 39 U.S.C. (reference (b)) and 49 U.S.C. (reference (c)), USPS Directives, and this Manual. Scheduled U.S. civilian air carriers shall be the only means of transporting air eligible mail when adequate service on such air carriers is available. Availability of adequate service on scheduled U.S. air carriers shall be determined by MPSA in coordination with USPS (See Chapter 11).

4. Mail moved by industrially funded Military Airlift Command (MAC) and Military Sealift Command (MSC) requires reimbursement at the common user tariff rate.

5. Foreign commercial airlines or military airlift, as authorized by reference (b), may be used on a temporary basis to transport military mail when U.S. commercial air carriers are unavailable or cannot provide timely delivery. Authority to use foreign air carriers on a continuing basis requires the specific approval of the MPSA, in coordination with the USPS.

6. MPS elements are authorized to use local overseas command funds to transport military mail between commands in unique problem situations. Such transportation may not be used in competition with U.S. commercial carriers, but shall be subject to the limitations above and the standards prescribed by the MPSA.

7. Foreign postal administrations may be used to transport military mail when approved by the MPSA, in coordination with the USPS.

8. Official registered mail that is moved to, from, and between MPS activities shall be transmitted in the manner required by DoD 5200.1-R (reference (d)).

9. Mail consisting of correspondence that relates exclusively to USPS business shall be mailed with USPS indicia.

10. Military activities receiving their primary administrative and logistical support from U.S. embassies or other government agencies are not eligible for MPS support, if such support would duplicate an existing communication system.

11. The goal of MPSA is to provide, at a minimum, a level of service equal to that provided by USPS to the civilian population of the United States.

12. Requests for exceptions to policy or procedures outlined in this Manual or in USPS and other DoD postal regulatory documents shall be submitted in writing through the appropriate major command direct to the MPSA.

103. RESPONSIBILITIES.

1. The Assistant Secretary of Defense (Production and Logistics) ASD(P&L) shall:

a. Provide broad policy guidance for operation and use of the MPS and establish guidelines concerning use of the MPS by DoD components, other government agencies, and nongovernment organizations.

b. Serve as the final authority concerning requests for first opening and last closure of an MPO in any country.

c. Serve as the DoD representative for implementation and administration of agreements with the USPS.

2. The Secretary of the Army is designated the single manager of the MPS and shall:

a. Establish and organize the Military Postal Service Agency (MPSA) as a jointly staffed headquarters located in the National Capitol Region, and establish other field activities, when required.

b. Designate a general officer (or equivalent civilian grade) to be the Executive Director, MPSA.

3. The Executive Director, Military Postal Service Agency, shall:

a. Act as the functional director for MPO mail (official and personal) with responsibility for the development of policy and monitoring of all overseas mail transportation costs.

b. Recommend to ASD(P&L) (Transportation Policy) (TP) policy and establish procedures required for proper administration of the MPS.

c. Serve as the single DoD point of contact with the USPS and other government agencies on MPS policy and operational matters; develop the DoD position and negotiate with the USPS for changes to the USPS-DoD Postal Agreement (reference (e)) as it relates to the operation of the MPS; furnish policy and procedural guidance for compliance with that agreement.

d. Command and operate single offices with joint Military Service staffing to serve as a liaison with USPS at mail concentration centers within the continental United States (CONUS).

e. Coordinate an integrated network of major military mail distribution and transportation facilities in overseas areas.

f. Establish, as necessary, Joint-Service postal finance, supply, and equipment distribution facilities in CONUS and overseas areas. If considered necessary, a Military Service element can be designated to perform this function.

g. Provide technical support and monitorship for command postal operations of the Military Services in overseas areas. Conduct technical assistance team visits, as required.

h. Coordinate the development of an integrated program for training postal personnel from the Military Services. Monitor all military reserve postal training programs.

i. Recommend to ASD(P&L) policy for and monitor investigations of depredations of mail, and USPS funds and equipment in the MPS, and process postal claims made against the Military Services by the USPS.

j. Coordinate the establishment and disestablishment of MPOs.

k. Ensure that MPOs comply with postal arrangements made with sovereign foreign governments.

l. Function as single point of contact with the DoD executive agent for customs (Department of the Army, Deputy Chief of Staff for Logistics) on matters relating to the MPS.

m. Coordinate with DoD Components to develop and recommend to ASD(P&L) (TP) DoD policy for official mail cost control program.

n. Monitor the responsiveness of the MPS and USPS as they impact upon performance standards and take corrective action, as required. Coordinate the compilation of statistics, conduct studies, and perform any necessary analysis.

o. Establish and maintain liaison with the DoD transportation operating agencies (Military Traffic Management Command (MTMC), MAC, and MSC).

p. Publish a single DoD postal manual and develop other technical regulatory documents to be used by all DoD Components in support of the MPSA mission.

q. Establish and maintain liaison with command postal operating elements within each Military Service to aid in the effective daily operation of the MPS, and establish and maintain liaison with major commands to investigate and resolve postal problems.

r. Process all presidential, congressional, and other high-level correspondence relating to the MPS in coordination with the respective Military Service's legislative liaison.

s. Maintain and publish periodically a consolidated list of MPO numbers as issued by the USPS and controlled by the MPSA.

t. Arrange for representation of the Department of Defense before federal regulatory agencies on MPS matters, and development of the proposed DoD action in response to notice of proposed rule making documents published by any federal agency that have a significant impact upon DoD postal matters. Notify ASD(P&L) and other interested DoD Components of any proposed or actual changes.

u. Develop, establish, and operate an integrated information data system to support the mission of the MPSA and the OSD in its postal oversight role.

v. Coordinate the development of Joint Uniform Military Postal Manning Standards (see paragraph 103.4.p).

w. Provide military postal transportation planning support to DoD Components in support of the plans of the Joint Chiefs of Staff (JCS) and other military operations, in coordination with MTMC, MAC, and MSC.

x. Provide information from MPSA management information systems to the Military Services for development of their budget estimates concerning overseas mail transportation costs and review the budgets of the Military Services to ensure that current rate data are included.

y. Ensure that the Military Services provide necessary resources that will allow, as a minimum, a level of service equal to that provided by the USPS to the civilian population of the United States and ensure that overlap or duplication of MPS functions between the Military Services, DoD Components, or other government agencies are identified and that a coordinated solution is obtained.

z. Appoint, as required, a designated Military Service within a Unified Command to serve as a single postal theater manager with duties and functions prescribed by the MPSA.

4. The Secretaries of the Military Departments shall:

a. Ensure their components request the establishment of MPOs under the criteria in this Manual.

b. Maintain audit, inspection, advisor, and assistance responsibilities for MPS activities under their jurisdiction.

c. Provide air and surface transportation support to move military mail when tendered by USPS or MPS activities.

d. Provide adequate resources to ensure that the level of postal service and facilities, at a minimum, are equal to those provided by the USPS to the civilian population of the United States and that these are provided uniformly to all authorized users of the MPS. This shall include processing, transporting, and delivering mail.

e. Ensure that major commands are designated to provide the MPSA, through the Joint Military Postal activity (JMPA) Atlantic or Pacific, with information to allow proper mail routing and dispatch instructions when their respective units change location, are activated, deactivated, inactivated, commissioned, decommissioned, or when units rotate.

f. Command and operate postal facilities not assigned to the MPSA. This shall include the administration and management of postal operations within a specified area or country when a Military Service has been designated the responsibility by the Unified Command commander (see paragraph 106.4).

g. Recommend to the Executive Director, MPSA, policies and procedures to be implemented by the MPSA in carrying out postal operations.

h. Issue internal instructions for the control and use of official mail entered in the USPS or the MPS.

i. Provide MPSA with information concerning postal restrictions or policies affecting MPS because of unique requirements. Provide excerpts of the appropriate country-to-country (status-of-forces) agreements that affect the MPS.

j. Plan, program, budget, and obligate for their overseas military mail transportation requirements, in coordination with the Executive Director, MPSA.

k. Coordinate all contingency and war planning involving MPS matters with the MPSA.

l. Provide the MPSA with information required to support MPSA management information systems, consistent with DoD Directive 7750.5 (reference (f)). Specific tasking shall be coordinated with each Military Service.

m. Assist the MPSA in resolving overlap or duplication of MPSA functions.

n. Establish and operate MPOs for use by all authorized organizations and personnel on their respective installations overseas. DoD Components shall be provided postal service on a nonreimbursable basis. MPOs may be operated at locations overseas other than at a military installation to meet an operational requirement of a Military Department.

o. Ensure support services are provided to onsite military postal activities; that is, custodial, utilities, real property maintenance, and transportation, on a nonreimbursable basis. This shall include providing additional facilities, supplemental transportation, and personnel augmentation in support of local postal activities to eliminate mail backlogs created by emergency or seasonal increases in mail volume.

p. Develop Joint Uniform Military Postal Manning Standards.

5. Joint Military Postal Activity (Atlantic and Pacific) shall:

a. Act as a single point of contact with the USPS at the gateways.

b. Provide information to the USPS to allow proper distribution, dispatch, and transportation of military mail for overseas and maneuver forces, ships, and other mobile units.

6. Commanders of the Unified Commands or Their Single Manager for Postal Operations shall:

a. Coordinate, as required, area MPS support responsibilities to include:

(1) Opening and closing of any country MPO.

(2) Transfer of operational control of the MPOs between the Military Services.

(3) Sharing of resources between the Military Services to avoid duplication of expenditures and effort.

b. Forward actions to the MPSA and ASD (P&L) for consideration as appropriate in accordance with guidelines provided by this Manual.

7. Major Commands shall:

a. Appoint "responsible commanders," as designees to carry out command responsibilities as addressed throughout this Manual. The major commands shall determine these designations according to each Military Service's command structure.

b. Establish, staff, administer, operate, and support field postal activities, as necessary, to provide an efficient, expeditious, and economical postal system.

c. Coordinate their activities and resources between the Military Services to avoid duplication of expenditures and effort for maximum effectiveness and economy. This shall include installation planning, audits and inspections, personnel and facility use, and common mail transportation modes. Any conflicts shall be referred to the Unified Command commander for resolution.

d. Develop contingency plans for providing postal services.

e. Ensure inspection and audit of command postal facilities and unit mailrooms. Coordinate with other Military Services, as necessary, to conduct these inspections in areas where one Military Service is the predominant element. The overall responsibility for these functions, however, remains with the command.

f. Activate reserve and contingency MPO numbers as required (see paragraph 110 for specific requirements).

g. Maintain liaison with host government postal administrations.

h. Coordinate mail transportation matters, such as:

(1) Operation of railway and trucking services.

(2) Routing of mail by commercial airlines, MAC, and MSC.

(3) Development of airlift and surface mail requirements.

i. Maintain liaison with postal officials of allied forces.

j. Ensure that mail service to the command is evaluated continually and incidents of unexplained missing, misdirected, or delayed mail are reported to appropriate mail routing authorities.

k. Ensure that a complete and effective mail directory service for the command is maintained.

l. Inform customers of the character of mail service that can be expected in the area concerned. Encourage all personnel to advise their correspondents to consult their local civilian postal authorities in connection with any inquiries, complaints, or claims concerning mail to MPO customers.

m. Establish procedures that will ensure that complaints, inquiries, and suggestions relative to mail service are given proper attention.

n. Locate deficiencies in the postal service, including the processing, dispatching, transporting, scheduling, stowing, and securing of mails and take or recommend appropriate corrective action.

o. Assist military and USPS authorities, as necessary.

p. Recommend improvements to the postal service to the MPSA, based on observations, inspections, and evaluation reports. These recommendations shall be submitted directly to the MPSA.

q. Ensure the command's facility review system properly considers MPO facility requirements, based on the standards set forth in Chapter 13 of this Manual.

104. CHANNELS OF COMMUNICATION.

1. The MPSA is the single DoD point of contact with Headquarters (HQ) USPS for all postal matters. However, responsible commanders, serviced directly by the USPS, are encouraged to communicate with local USPS representatives on operational concerns. If a problem cannot be resolved locally, or an issue requires the establishment of policy applicable to all DoD Component activities whether in CONUS or overseas, the matter shall be forwarded through command channels to the MPSA.

2. The MPSA shall communicate directly with DoD Components and Major Commands to establish and implement uniform worldwide postal practices and procedures.

3. In CONUS, the Military Services shall designate a local point of contact to conduct liaison with local USPS officials to resolve installation or activity postal matters (see Volume II, Chapter 2).

4. Recognizing the unique professional relationship between investigating agencies, military investigating agencies may conduct direct liaison with the USPS Inspection Service on matters affecting the MPS.

105. USE OF THE MILITARY POSTAL SERVICE. The policies and procedures governing the use of the MPS that are applicable to all DoD Components that operate the MPOs and to all units and organizations authorized to use the MPS are contained in Appendix A.

106. ESTABLISHING MILITARY POST OFFICES

1. Authority. The MPS is operated as an extension of the USPS as authorized by 39 U.S.C. 406 (reference (b)). This authority allows the establishment of MPOs overseas, afloat or in the United States when the military situation requires.

2. Mission. The primary mission of the MPS is to provide service to the DoD Components in support of DoD missions. Normally, both non-DoD and military activities that receive their predominant administrative and logistical support from non-DoD sources, such as U.S. embassies, may not be permitted to establish MPOs.

3. Information Requirements. A request to establish an MPO shall contain the following information:

a. If a non-DoD agency, the exclusive DoD mission to be supported and reasons why other means, that is, international mail, or State Department pouch, cannot be used.

b. If a non-DoD agency, DoD personnel considered a part of the agency and the portion of their local support supplied by the non-DoD agency.

c. Number of military personnel and dependents to be served by Military Service, and any projected increase or decrease in strength.

d. Number of authorized civilian personnel and dependents to be served by agency, to include projected increases or decreases.

e. Name and location of the installation or activity.

f. A description of the building size, type of construction, security features, relative location on the installation, total area in square feet available for postal operations, and whether the building meets the requirements outlined in Chapter 13.

g. Proposed opening date.

h. Availability of transportation, including the schedule and proposed routing. U.S. flag carriers shall be given first consideration. Ships shall initiate mail routing messages upon establishment as required IAW Chapter 11, Paragraph 1119.

i. Proposed method of procuring fixed/flex stamp credit. Stamp credit will be procured from an area PFSO or USPS. Initial stock levels will be determined IAW Chapter 5, Paragraph 501.5.

j. If Money Order service is desired.

k. What method will be available to obtain checks to be used in remitting funds to the USPS? In the case of ships - is a disbursing officer/finance officer attached to provide remittance checks?

l. Whether or not a qualified full-time military postal clerk will be on board to operate the facility.

m. Date by which postal supplies are required if USPS is the source. USPS requires 30 days to assemble and ship initial supplies. Provide address to which shipment will be made.

n. Any host country mailing restrictions or prohibitions. (Not applicable to ships.)

o. Identification of the agency that shall assume local operating costs.

p. If the MPO is first MPO in the country, a written statement from the host government which agrees to its operation. Include one copy of the status-of-forces agreements (SOFAs) or any other agreements that may be of significance to the request.

q. When required, an economic analysis of alternative methods of providing mail delivery service (see paragraph 102.2).

r. Unit Identification Code (UIC) (Navy and Marine Corps only).

4. Routing Procedures for MPO Requests

a. MPO establishment requests that involve (1) the first MPO in the country, (2) non-DoD activities, or (3) situations when the requesting Military Service differs from the Military Service already providing the support in an area shall be submitted through command channels to the appropriate Unified Command commander. The Unified Command commander shall designate the supporting Military Service and forward establishment recommendations to the MPSA.

b. Before submitting requests, as indicated above, non-DoD activities (such as U.S. embassies) shall obtain concurrence from their respective headquarters.

c. DoD Component activities desiring to establish additional MPOs, when the requesting and supporting Military Service are the same, shall submit requests through the major commander to the MPSA for consideration.

d. Approval authority for first opening in a country rests with the ASD(P&L). These requests shall be routed, as prescribed above, to the MPSA for referral to the ASD(P&L).

5. Establishment Procedures.

a. If the request is approved, the MPSA shall assign an MPO number, notify HQ USPS and appropriate DoD Component activities for inclusion in pertinent publications, and coordinate mail transportation requirements with the appropriate JMPA.

b. The required number of personnel authorizations for the new MPO shall be made available from the Military Service selected to provide the support. All required equipment, supplies, and personnel shall be available before opening. Normal lead time for these actions is 6 to 9 months.

6. Classification of MPOs. MPOs are classified into three basic categories: active, inactive, and contingency. These categories are defined in Volume II, Appendix A.

107. ESTABLISHING A MAIL ADDRESS ONLY (MAO)

1. MAOs are established to serve as routing indicators for mail separation and transportation purposes only. They will have a designated parent MPO. MAOs will not be established to avoid the requirements prescribed for the opening of an MPO.

2. The designated parent MPO will provide all required postal supplies and equipment.

3. Establishment Procedures

a. After reviewing establishment criteria, major commanders shall submit requests to the MPSA for approval at least 3 months in advance of the proposed opening. A request to establish an MAO shall contain the following information:

(1) Number of military personnel and dependents to be served, by Service, and any projected increase or decrease in strength.

(2) Number of authorized civilian personnel and dependents to be served, by agency, including projected increases or decreases.

(3) Name and location of the installation or activity.

(4) A statement that adequate space and equipment necessary for the proper handling and security of the mail shall be provided (see Volume II, Chapter 3, paragraph 309, for specific requirement).

(5) Proposed opening date.

(6) Availability of qualified personnel to process the mail.

(7) Parent MPO.

b. If the request is approved, the MPSA shall act as described in paragraph 106.5.

108. DISESTABLISHING A MILITARY POST OFFICE OR A MAIL ADDRESS ONLY

1. MPOs and MAOs are closed when they are no longer required or when a change in DoD policy dictates this action. Major commanders should submit requests for closure to the MPSA when the requirement is known. If the closure affects more than one Military Service or other DoD Components, the action shall be coordinated with the Unified Commander before submission to the MPSA. If it is the last MPO in the country, MPSA shall request ASD(P&L) approval.

2. When approval is granted, the following actions shall be taken:

a. The MPSA shall provide disposition instructions for USPS accountable mail records.

b. The major commander shall:

(1) Notify the MPSA and the serving JPMA, by message, as far in advance of the actual closing date as possible. MPSA shall notify USPS and appropriate DoD Component activities. Notification to MPSA shall include the following information:

(a) MPO number and ship's name, when applicable.

(b) Closing date.

(c) Military Post Office Mail Distribution Scheme (MPOMDS) and Military Post Office Location List (MPOLL) changes for all organizations and activities that used the MPO/MAO as their mailing address. (Follow the format prescribed in the MPOMDS and MPOLL). (References k and l).

(d) Disposition instructions for official mail.

- (2) Reassign personnel and adjust human resource authorizations.
- (3) Provide the MPO with disposition instructions for excess DoD and USPS supplies.
- (4) Designate a unit to which active postal offense case files shall be forwarded.
- (5) Ensure that an audit of accountable postal effects, including equipment, is performed at the close of business on the last day of operation or as soon thereafter as practicable. The audit shall be conducted by two postal officials appointed for this purpose, one of whom may be the custodian of postal effects (COPE).

c. The MPO supervisor or responsible commander shall:

- (1) At a minimum, provide customers with a 90-day termination notice.
- (2) Transfer active postal offense case files to the unit designated by the major commander.
- (3) Return all blank MOs to the accountable postmaster by registered mail (see Table 5-2, Rule 3, Chapter 5, for correct addresses). When preparing the shipment, ensure the contents are witnessed properly. Correspondence shall be enclosed listing the serial numbers involved and the reason for the return.
- (4) Obtain checks for all funds on hand as soon as possible after the close of business on the last day of operation. To preclude returning excessive quantities of stamps and stamped paper to the accountable postmaster or Postal Finance Officer (PFO), this stock may be sold for cash to the COPE of another operational MPO.
- (5) Return the fixed credit to the source from which received, accompanied by a copy of the final audit. Quantities and denominations of stamp stock returned shall be listed on a PS Form 17, "Stamp Requisition," and hand-carried or forwarded by registered USPS indicia mail.
- (6) Whenever documentation is the last of its kind (that is, money order business (MOB) report, dispatch documents, and other reports), endorse it "FINAL SUBMISSION MPO CLOSED".
- (7) Dispose of records. Comply with appropriate Military Service and MPSA disposition instructions.
- (8) Distribute supplies (such as forms, twine, and labels) to operational MPOs in the area or dispose of them as directed by the responsible commander.
- (9) After final audit and disposition of equipment, supplies, and records, submit a message to the MPSA and the major commander, indicating disposition of all accountable items and include registry numbers under which they were shipped.

d. Auditors shall conduct an audit to verify that all accountable postal effects and equipment are on hand or accounted for (see Chapter 12, for instructions).

(1) When the audit has been completed, dispose of all accountable equipment and all-purpose dating stamps and postmarking stamps as directed by the major commander. Items too large or heavy to mail or carry shall be shipped through a Military Service's traffic management office.

109. RELOCATION, RECLASSIFICATION, SUSPENSION, AND TRANSFER OF OPERATIONAL CONTROL OF MILITARY POST OFFICES

1. When a permanent land-based MPO changes location, the major commander shall send a message with the information required by paragraph 108 to the MPSA and the serving JMPA. When relocation entails change in units served, such information shall be included in the notification.

2. An operational MPO may be reclassified MAO when it is determined that financial and mail services do not warrant full-time MPO mail services. When this occurs, the major commander shall notify the MPSA and the serving JMPA, by message, of the following:

- a. MPO number.
- b. Statement that the MPO is reclassified as MAO.
- c. Date financial operations will cease.
- d. New instructions for the routing of mail, if applicable.
- e. Disposition of USPS equipment, supplies and postal effects.
(Date of mailing and registry number of articles mailed shall be included, if applicable).

3. When reclassifying an MAO to MPO status, the major commander shall notify the MPSA and the serving JMPA, by message, of the following:

- a. That the MPO is becoming operational.
- b. Date MPO begins operation.
- c. New instructions for routing of mail, if applicable.

4. When the operation of an MPO (including contingency MPOs) or unit is temporarily suspended, the responsible commander shall:

- a. Designate an official to conduct an audit at the close of business on the date of suspension, or as soon as possible.
- b. Notify the major commander, the source from which accountable items are received, the MPSA, and the serving JMPA, if applicable, of the following:

- (1) Date of suspension.

- (2) Reason for suspension.
- (3) Duration of the suspension.
- (4) New instructions for routing of mail, if applicable.

c. Designate an accountable official for postal effects, or return all accountable items by registered USPS indicia mail to source from which received.

d. When business is resumed, inform the major commander, the source from which accountable items are received, the MPSA, and the serving JMPA, if applicable, of the date business will be resumed. Include new instructions for the routing of mail, if applicable. Designate an accountable official and issue necessary postal effects to conduct business.

5. Subject to a major command-level agreement, an MPO may be transferred between Military Services. With acceptance of operational MPO missions, personnel staffing shall be absorbed by the accepting command. When the transfer is completed, the receiving major command shall advise promptly the Unified Commander, MPSA, and the serving JMPA of the effective date. If major command-level agreement cannot be reached, the matter shall be forwarded to the Unified commander for review. The Unified Commander shall designate the supporting Military Service and forward the recommendation through MPSA to ASD(P&L) for final approval.

110. ACTIVATION AND DEACTIVATION OF CONTINGENCY OR RESERVED MILITARY POST OFFICES

1. When activating a contingency or reserved MPO, the major commander shall send a message with the information required below to MPSA-OP and the serving JMPA. This message shall be sent at least 30 days in advance of programed (yearly) operations or immediately upon notification of short notice unprogramed operations.

- a. MPO number.
- b. Specify if the operation will be a full service MPO or an MAO. If an MAO, provide parent MPO.
- c. Mail routing instructions.
- d. Proposed opening date. Also, include proposed closing date for operations projected to last less than 30 days.
- e. Provide a statement that qualified postal personnel are available to properly perform the postal function.
- f. Approximate number of personnel to be served.

2. The deactivating message for contingency or reserved MPOs shall include the following:

- a. The proposed closing date.
- b. Disposition instructions for mail received after the closing date.

VOLUME 1

CHAPTER 2

PART 1

MILITARY POSTAL SERVICE PLANNING

200. PURPOSE. This chapter sets forth the principles and concept of support for MPS contingency planning and assigns responsibilities for those efforts. It also provides specific instructions for planning postal support during mobilization, deployments, domestic mail disruptions, and other contingency situations requiring standardized planning actions.

201. GENERAL. Postal planning will be conducted in accordance with established DoD and service directives. Planning of postal support is an essential consideration for any military operation. Although the scope and substance of support will vary, formal specification of postal support in the planning stage of a military operation is necessary at all levels. Major Commands (MACOMs) will prepare postal plans for all major contingency, exercise, and deployment plans. Postal service provides the commander with another line of communication (LOC) which must be highlighted in terms of its impact on logistical as well as morale support of the force as a whole. When properly incorporated into the concept of wartime support, postal service provides an increased operational capability with a minimum of resources. If postal planning is not incorporated into the joint planning process, postal support requirements may divert resources from other support requirements, or postal services may be curtailed to the point of having an adverse effect on critical spare parts resupply or troop morale.

202. PRINCIPLES. These basic principles apply when planning and providing postal support.

1. Relieve forward MACOM postal units to the maximum extent of mail processing, by increased USPS sortation and pouching.

2. Utilize USPS civilian and military resources in CONUS to the maximum extent possible to accomplish above criteria.

3. Integrate postal resources between military services to move and process mail on an area basis to the maximum extent possible, to reduce area duplication.

203. MILITARY POSTAL SERVICE CONCEPT OF CONTINGENCY SUPPORT

1. Requirements for wartime postal support are fulfilled by reducing some peacetime services, then integrating, deploying, and expanding the assets of MACOM postal elements to decrease duplication. Interservice support and prorated augmentation, based on contingency population served, services required, or mail volumes processed may be used to accomplish this transition. Existing MPO's will support all units (all services) in an area to the maximum extent. New MPS elements will be established when in place requirements exceed capabilities only after the above methods have been considered formally and found to

be impractical or insufficient. Under the combat environment, certain postal services may have to be curtailed or eliminated, based on the Unified Commander's requirements decision and support ability. If possible, postal services should include the collection, dispatch, receipt, and delivery of personal letter class mail (LCM), and high priority official mail with mission essential items. The Unified Commander controls what mail will be dispatched both from CONUS and overseas Time-Phased Forces Development List (TPFDL). See Figure 2-1 for listing of classes of supply the Unified Commander must choose from in balancing his decisions on how to use limited transportation. If postal service is curtailed or suspended, every effort will be made to resume it to a level commensurate with the tactical situation and the desires of the supported commander as soon as possible. The following guidance applies:

a. Embargoes. Embargoes will be necessary if the transportation system cannot accommodate mail entering the system. They may be total, (all classes of mail or total command area) or selective (some classes or selected area) by different types of mail. DoD (MPSA) requests USPS to initiate CONUS embargoes; Unified Commanders initiate overseas embargoes. If DoD requests USPS to embargo any class, MPSA will pass disposition instructions to USPS (usually return to sender) for mail in the domestic system, and inform theater postal elements of the action. A mail embargo may be initiated based on one or more of the following reasons: 1. Transportation Availability; 2. Storage Space; 3. Tactical Situation; 4. Personnel Staffing. Embargoes will be lifted (either fully or in mail class stages) when the situation allows.

b. Official mail. It is likely only first-class, priority, and official mail will be airlifted to overseas areas on a space-required basis. DoD/USPS will attempt to restrict official mail entering the system to mission essential items per a pre-established priority system. Content of official mail will be restricted to mission essential items. Plans at all levels should state that supporting transportation operating agencies (TOAs), and intra-theater transporters will move official mail whenever possible. Commanders will notify MPSA of all postal service changes that impacts adversely on the flow of official mail. DoD Components will ensure appropriate procedures are included in supporting plans for handling official mail during contingency operations.

c. Personal mail. When USPS embargoes personal mail, (by request of DoD), mail will not be accepted at the originating CONUS post office. An embargo of personal mail may specify class of mail as determined by the CINC.

d. Retrograde mail. In addition to above guidance, planning factors for retrograde mail are dependent upon the level of service specified by the Unified Commander. Analysis of the scenario, to include status of MPS resources, transportation, and storage availability, will be made to determine the level of postal support. All plans must address disposition instructions for mail in the system if it cannot be moved. To avoid storage problems, plans will include procedures for possible MACOM mailing embargoes immediately upon initiation of the plan.

2. The postal appendix to all plans will include assumptions/guidance as to levels of postal support during the execution of a plan. Upon implementation of a plan, the stated service levels should go into effect. The Unified

Command must notify MPSA of service levels, theater restrictions imposed, inbound restrictions desired, and theater Aerial Port of Embarkation/Debarcation, (APOEs/APODs) locations. MPSA will ensure supporting CONUS actions are developed and coordinated.

3. In the absence of the precoordination above, and in reaction to severe overseas transportation constraints, MPSA will initiate any level of USPS embargo as requested by the CINC. Unrestricted mail then will move in accordance with Military Standard Transportation and Movement Procedures (MILSTAMP), the Time-Phased Force and Deployment Data (TPFDD), and the commander's request.

4. Theater postal plans will provide for the transmission of mail for international exchange as that function may be necessary in the event U.S. Forces hold enemy prisoners of war (EPW).

5. MPS elements will adhere to any international support agreements in effect (NATO STANAGS, bilateral agreements, etc.).

6. Title 39 United States Code (USC), section 3401(a) (reference (b)), and Presidential Executive Order 12556 dated 16 April 1986 (reference (g)), detail the circumstances under which "FREE" Mail (FM) may be authorized. Also, 39 U.S.C. 3401(a)(2) and NATO STANAG 2109 provides for "FREE" foreign forces mail under certain conditions. All Unified Command postal plans must provide procedures for requesting FM if OPLAN assumptions warrant it (such as no MPO finance services). This is critical since the implementation of FM is not automatic. The Unified Command will initiate the request for FM to MPSA (into OJCS/J-1) as soon as the situation warrants. Requests will include geographic limits for the privilege. MPSA will coordinate requests with OJCS and submit to ASD (P&L) for Secretary of Defense signature. MPSA will provide guidelines once the privilege is approved. A sample request format is shown in figure 2-4.

7. Financial services are normally integral to postal operations. However, when situations dictate (for example, during high intensity combat operations or short-term deployments) MPS financial services may be curtailed or suspended until more favorable circumstances warrant. During short-term deployments and exercises, postal finance services are at the discretion of the supported/supporting commanders, within the capabilities of deploying or supporting MACOM postal elements. Finance operations will be IAW this Manual and USPS Directives. For planning purposes it is anticipated that financial services will be severely curtailed during the early stages of theater-wide, high intensity conflict. It is equally anticipated that once the conflict has stabilized and rear areas established the requirements for financial services will increase proportionally.

8. Postal plans must address postal support of non-combatant evacuation operations (NEO) prior to departure of affected personnel. Bear in mind, dependents will be saturating the system in an attempt to mail their valuables/heirlooms prior to evacuation.

9. As in peacetime within the joint support structure, most wartime air mail terminal (AMT) operations are an Air Force responsibility and surface mail terminal (SMT) functions are an Army mission. Navy fleet mail centers (FMC) also support other services. They may require joint service operation during contingencies; this is a decision of supporting/supported commanders and should be addressed in plans.

204. CENSORSHIP. There is no authority to conduct mail censorship in wartime. There is to be no planning at any level for censorship of the mails during wartime.

205. DOMESTIC DISRUPTIONS. The MPS is the overseas extension of the USPS. Crises that affect USPS operations will also have an impact on MPS operations. During times of national emergency, the Postmaster General may impose certain restrictions on mail processing and delivery that may adversely affect the MPS. MPSA will coordinate with USPS headquarters to ensure that USPS operational decisions regarding sortation, disposition, embargo, or restriction of mail will have only minimal impact on the MPS.

206. PLANNING RESPONSIBILITIES

1. MPSA is responsible for establishing the broad framework of MPS planning policies. MPSA responsibilities include:

a. Initiating and coordinating postal planning in response to actions that impact on worldwide MPS functions.

b. Coordinating contingency plans with USPS.

c. Coordinating non-DoD postal support for overseas commanders. This may include coordination with USPS and other appropriate authorities for the CONUS implementing actions of regional agreements (such as NATO STANAG 2109).

d. Providing area CINC's with recommended worldwide or area plans.

e. Initiating actions to the Secretary of Defense for authorization of "FREE" mail upon request of the supported Unified Commander.

f. Initiating a public information program in conjunction with USPS on any reduced services.

g. Assigning MPO numbers in accordance with Chapter 1, this Manual.

h. Complying with DoD/USPS agreement to notify USPS within three business days after beginning the use of postage due penalty mail during contingency operations.

i. Reviewing Unified/Specified Commands' postal plans and provide input and coordination.

2. Unified Commands are responsible for issuing and coordinating theater postal policy. Unified Commands are responsible for the integration of MACOM postal resources within the theater. Unified Command responsibilities include:

- a. Moving mail originating in, or transiting overseas locations as resources permit.
- b. Publishing implementing instructions for international agreements.
- c. Specifying OPLAN postal support levels within the theater.
- d. Initiating "FREE" mail requests to MPSA in accordance with 10 U.S.C. 3401(a) and Executive Order 12556 (reference (g)).
- e. Identifying and informing MPSA of the overseas aerial ports of debarkation (APOD) and embarkation (APOE) to be used for the dispatch and receipt of mail.
- f. Updating MPSA (JMPA's) on the MPOs served by each APOD and APOE as changes occur. This is critical so USPS knows where to route specific dispatches.
- g. Informing MPSA of postal actions that require coordination within CONUS.

3. Component Commanders are responsible for:

a. Preparing supporting plans (appendices) in sufficient detail to ensure minimum service levels are maintained. Although this list is not all-inclusive, planners should consider the following when preparing their plans:

- (1) Transportation - i.e. How the mail will be delivered to various units? How postal services will be implemented at forward/remote sites? How mail will be transported between MPOs and Air Terminals, etc.?
- (2) Personnel - i.e. How many personnel will deploy to provide postal support to supported units? From what unit(s) these people will come from? How long these people will provide support?
- (3) Levels of Postal Service - i.e. What types of services will be offered? What the hours of operation are? Where the post office(s) will be located? When and where units can pick-up or drop-off their mail?
- (4) Mailing Addresses - What the exact mailing address is personnel should use for both personal and official mail?
- (5) Official Mail Accountability - How official mail will be received, receipted, dispatched, and secured?
- (6) Directory Instructions (Including Home Stations) - When locator cards are required, how many locator cards are required? What is required on the locator card? Don't forget instructions to deploying units.
- (7) Routing and Disposition Instructions - How and when will units communicate to MPOs/AMTs/JMPAs about routing problems?

(8) Postal Financial Services - Whenever feasible, financial operations will be coordinated through a designated command PFO in the deployment area. What financial services will be available?

(9) Opening and Closing Contingency MPOs - What contingency MPOs will be opened? Who they will serve? What the opening and closing dates are of the contingency MPOs?

(10) Service to Early Deploying Units - What MPOs should advance parties use? What services are available to the early deploying forces?

(11) Postal Restrictions - What mail will not be allowed into or out of MPOs?

(12) "FREE" Mail - How will "FREE" mail be requested? How to use "FREE" mail if it's authorized?

(13) MPS Services in reference to NEO - whether MPO will open special hours to handle volume during NEO. We can expect very high volumes from people trying to mail their valuables/heirlooms prior to evacuation. What restrictions (if any) will be placed on mailing during NEO prior to actual conflict?

(14) Unit Sortation - What level will mail be sorted to? How mail will be brought to MPOs from units?

(15) Casualty Mail - Procedures on how mail for casualties is processed. Specifics on casualty mail can be found in DoD 4525.6-M, Vol II, paragraph 608.

(16) EPW/RP/POW Mail.

(17) Inspections and Audits. (Suspended or Continued)

(18) MPO Numbering System.

(19) MPS "Chain of Command" - List chain of command in postal area.

(20) Identify who is responsible for each function.

(21) Implementation for each system.

(22) Evacuation Planning. (Permanent and Temporary)

(23) Contaminated Mail. (Handling and Disposition)

b. Specify unit sortation requirements to the appropriate JMPA.

c. Pass mail routing and disposition instruction to the appropriate JMPA.

4. Examples (to be used only as guidance) of postal plans for theater and subordinate command operations are located at figure 2-2 and 2-3 respectively.

207. PEACETIME DEPLOYMENT/EXERCISE PLANNING. This paragraph applies to routine deployments and field training exercises, during which postal services are provided. When preparing plans for routine deployments, the following guidance applies:

1. Whenever U.S. forces deploy to areas where host nations allow postal support, every effort will be made to provide it.

2. The command sponsoring the exercise is responsible for issuing guidance and coordinating MPS support with the deploying force. Support requirements will be based on the deploying commander's desires, supporting command's capabilities, length of deployment, in-place or deploying resources available, etc.

3. During deployment planning, the sponsoring command will select the most appropriate component from MPS resources within his authority to provide postal support or request for support not within his authority. Selection is usually based on the command with the MPS element nearest the deployment area, or on the need for CONUS augmentation if in-theater assets cannot provide support.

4. The designated component command must coordinate directly with the deploying force command in developing a specific postal support concept with implementing instructions. The deploying command is responsible for issuing mailing and operational instructions to its units and personnel. This includes publicizing a complete mailing address to be used while on the operation, specifying the cutoff dates for CONUS/retrograde mail and providing accurate and updated directory information. Detailed MPS instructions will be published to provide guidance on nature and scope of MPS operations and will be prepared at all levels having planning and support responsibilities. The principles and concepts discussed below will be considered when preparing plans. Paragraph 206.3. provides a listing of information that may be necessary for deployment plans.

5. Although the serving JMPA is responsible for instructions to USPS for routing mail from CONUS to the deploying force, the designated component commander and deploying force commander must coordinate with the theater postal planners and the JMPA on instructions and procedures consistent with optimum mail routing. Refer to Table 2-1 for JMPA areas of responsibility; their message address, and their mailing address. The supporting component command will notify the serving JMPA of deployment requirements (including advance parties) as soon as possible, preferably 90 days in advance. Due to the time required for USPS to disseminate information notifications of less than 90 days may result in difficulties with initial service.

6. The normal minimum service for a deploying force is receipt and dispatch of personal letter mail and official mail. Actual first and last dates of mail on receipt/dispatch will be included in appropriate plans. Cover mail for advance parties if they precede activation of a supporting MPO.

7. Service can be provided to deploying units in several ways:

a. Using an existing MPO number near the location of the deploying force (small deployments).

b. Activating a Mail Address Only (MAO) number (to have total mail separation) at an existing MPO near the location of the deploying force (larger deployments).

c. Activating an unmanned contingency MAO at an area not near an existing MPO.

d. Activating a fully operational contingency MPO at an area not near an existing MPO.

(1) Can be manned by in-theater assets only, CONUS-deploying postal assets only, or a combination of both.

(2) Postal equipment and supplies for these operations may be staged in-theater, but in some cases have to come with deploying CONUS units.

e. Regardless of which method(s) are chosen in the planning process, they must be specifically identified in the published plan.

f. Procedures for activating contingency MPOs are outlined in Chapter 1 of this manual.

8. When Marine and Navy mobile units are deployed, organic MPS resources usually will be included in their force structure to preserve their independent operational capability. When in-theater support is required, coordination between Component Commands will be accomplished. The procedures in Chapter 11 will be used to route mail to mobile units.

9. Use of preassigned MPO numbers (for USPS processing and movement of mail) for deploying forces shall be coordinated with the serving JMPA, the theater command where the units will be deploying, and MPSA as described in Chapter 1 and Annex 2.

208. COMMAND POST EXERCISE (CPX) PLANNING

1. MPSA and the MPS will routinely participate in joint Command Post Exercises (CPX) that are directed and coordinated by JCS. These exercises offer the MPS with an excellent opportunity to evaluate the effectiveness of MPS plans and initiatives.

2. MPSA will coordinate exercise play for worldwide CPXs sponsored by JCS, while Unified/Specified commanders are responsible for developing MPS play in theater-level exercises.

3. MPS play for worldwide CPXs will be in accordance with the Joint Exercise Manual (JEM) and other DoD and service Directives. MPSA will determine the nature and scope of exercise play for JCS-directed and coordinated CPXs. MPS play will complement the scenario and exercise objectives published in the JCS implementing instructions.

4. MPS play will be coordinated by MPSA through the Unified/Specified Commands. Prior to an exercise, MPSA will publish an exercise directive announcing the exercise and scope of MPS play. MPS elements will participate to the level necessary to meet exercise objectives. Levels of participation

will be coordinated within the chain of command of overseas theaters. MPS elements must establish necessary liaison with other staff activities to ensure access to exercise materials.

5. MPSA will staff an exercise response cell during appropriate JCS exercises when postal scenarios are being evaluated. The response cell will include exercise controllers to ensure MPS exercise play is accomplished within the guidelines of the exercise directives.

209. TRANSPORTATION PLANNING

1. Transportation of mail (other than that MACOMs arrange, usually ground) is by a combination of commercial air carriers (both foreign and domestic), MAC, and ships contracted through Military Sealift Command (MSC). Mail is moved in the most timely and efficient manner consistent with domestic and international postal regulations and policies established through MILSTAMP. Transportation priority is primarily dependent upon class of mail and class of mail is determined by the mailer. During full-scale war, all mail transportation to/from overseas will be by TPFDD priority.

2. Transportation planning for mail movement to/from overseas in peacetime is the responsibility of MPSA (and its JMPA). Transportation planning for contingencies is the responsibility of the supported command and is accomplished through procedures specified in JOPS. During the transition to contingency operations, MPSA will coordinate with commercial and military mail transporters to ensure the most efficient network.

3. If a crisis occurs and JCS directs the implementation of a major OPLAN, transportation systems will be severely affected. Commercial airlift will be put into government service via the Civil Reserve Air Fleet (CRAF). Every effort will be made to continue using routine channels, but if they are unavailable, MPSA will route mail through military channels. JOPS procedures to allocate space on DoD-dedicated overseas transportation resources are used to program necessary lift and to identify appropriate APOEs/APODs. Mail volume planning factors found in JSCP Annex B will be used to quantify mail volumes for planning purposes.

4. Restrictions and embargoes are expected to limit MPS services to air eligible mail in accordance with postal directives and MILSTAMP. Procedures to program airlift for mail in accordance with JOPS ensures mail competes with other eligible cargo in accordance with the desires of the supported command. However, in the event that airlift resources become unavailable, MPSA will initiate action to transfer air eligible mail to surface modes, or finally, to embargo.

210. DOMESTIC MAIL DISRUPTIONS (GRAPHIC HAND). When civil actions affect mail movement (such as a USPS work stoppage, an airline strike, or natural disaster), MPSA will issue specific instructions for the anticipated situation. When overseas civil actions adversely impact mail movement, the Unified Command or its subordinate commands will issue specific instructions for each situation. In U.S. domestic disruptions, MPSA in conjunction with USPS, may:

1. Reduce inbound/outbound MPS mail (on a worldwide or area basis) to sustain, at a minimum, continuous movement of priority official mail and personal first-class letter mail for MPOs.

2. Arrange for temporary staging of mail in CONUS, and if necessary, embargo or otherwise restrict incoming or outgoing mail by class or service to reduce mail volume.

3. Publicize to domestic and overseas patrons the current mail movement/restrictions/embargo conditions and changes thereto.

4. Arrange for augmentation from serviced MACOMs and/or reserve forces, if appropriate.

211. EVACUATION PLANNING. (NEO) Component Commands and their postal units are responsible for input on postal support concerning evacuation plans, and for implementing procedures to redirect-divert, and if necessary, embargo mail to/from evacuees. The following procedures and guidance apply:

1. Evacuation plans shall provide for change of address notification to it. Whenever practical, an MPS element (usually out of the evacuation area) shall be designated to receive and reroute evacuee mail.

2. Requests to redirect, divert, or embargo evacuee mail in CONUS shall be routed to MPSA through the appropriate Unified Command. Implementation of these procedures in CONUS requires extensive coordination between DoD and USPS.

212. EMERGENCY DESTRUCTION/EVACUATION OF POSTAL EFFECTS

The following priorities are established for use in arranging evacuation, affording protection, and if necessary, ensuring the destruction of mail and postal effects:

- a. Official registered mail.
- b. Directory service cards.
- c. Blank postal MO forms.
- d. Currency and coins.
- e. Postage stamps and stamped paper.
- f. Paid MOs and checks on hand.
- g. MO imprinter.
- h. Other accountable mail.
- i. All remaining mail.
- j. All-purpose and canceling stamps.
- k. All other records, equipment, mail sacks, and furniture.

213. ACCEPTANCE, TREATMENT, AND HANDLING OF ENEMY PRISONER OF WAR/RETAINED PERSONNEL (EPW/RP) MAIL. This paragraph provides general planning guidance for handling mail for enemy prisoners of war and other retained personnel. The below information may be used by respective commanders when preparing more detailed contingency plans and implementing procedures.

a. References:

- (1) Geneva Convention of 1949
- (2) DoD 5100.69, 27 December 1972
- (3) SECNAVINST 3461.3, 30 April 1973 (USN and USMC)
- (4) AFR 125-25, 9 November 1970 (USAF)
- (5) AR 190-8, 1 June 1982 (USA)

1. Under the Geneva Convention, specific details for handling, transporting, and exchanging detainee mail would be determined through negotiations between the governments involved. The Geneva Convention has designated the International Committee of the Red Cross (ICRC) as the coordinating agent for these negotiations. The United States designated the Department of State as its negotiating representative. Because results of negotiations may have MPS implications, elements of the MPS must plan for the possibility of handling the mail.

2. DoD Directive 5100.69 designates the Secretary of the Army as the executive agent to administer the Enemy Prisoner of War/Retained Personnel (EPW/RP) program. AR 190-8 provides details on administering the program, including the treatment of EPW/RP mail. While these directives do not charge the MPS with specific responsibilities, MPS elements must be prepared to participate. The degree of participation would depend on the terms of any agreement reached and conditions which may vary from location to location.

3. Because of the uncertainty of what conditions might exist, the following tasks and responsibilities may be incomplete or may not apply in all situations. They should be used, therefore, only as a general guide:

a. MPSA will disseminate implementing instructions through command channels to the MPS element responsible for handling EPW/RP mail.

b. The MPS element shall:

(1) Ensure transportation and routing requirements are established and, to the extent possible, that all detainee mail transits the MPS in closed pouches.

(2) Conduct inspections of mail operations at EPW/RP sites to ensure compliance with proper procedures.

(3) Refuse to recognize any special services (registered, insured, certified, or C.O.D.) on mail for, or from detainees.

(4) Maintain close liaison with commanders operating EPW/RP facilities on all matters concerning detainee mail.

c. The commander operating the EPW/RP facility will:

(1) Establish mailrooms and designate mail clerks/mail orderlies IAW DoD Postal Manual, Volume II, Chapter 3.

(2) Ensure mail clerk/mail orderlies are properly trained to perform their duties.

VOLUME I

CHAPTER 2

PART 2

JOINT PLANNING PROCESS

214. PURPOSE. This part describes the joint planning process and the orderly, structured approach to deliberate planning. The joint planning system applies equally to all services and commands although some variations may exist. The joint planning process is defined as "a coordinated joint staff procedure used by a commander to determine the best method of accomplishing assigned tasks and to direct the action necessary to accomplish the mission." The system is very broad and can be applied to many situations and requirements. For the purpose of this section, attention will be directed toward the deliberate planning process specified in the Joint Operations Planning System (JOPS) Volumes I, II, and III.

215. GENERAL.

1. Military planning is conducted under the framework of the Joint Strategic Planning System (JSPS) and the Joint Operations Planning System (JOPS). JSPS considers our national objectives and passes planning guidance through the JCS to commanders of Unified and Specified Commands. MPS mail volume planning factors may be found in JSCP Annex B. The JSCP also defines the extent to which planning is conducted.

2. JOPS is the DoD system designed to enhance both global and regional joint planning and is primarily oriented toward the solution of strategic mobility problems associated with force deployment and support. JOPS Volumes I, II, and III specify standardized procedures, and computer support in order to coordinate the deliberate planning efforts of the Joint Deployment Community (JDC).

3. The MPS planner's responsibility is to develop supporting plans for MPS elements and to provide MPS input to the supporting plan of the Service Component, who develop the component (MACOM) input to the Unified Command plan.

4. The Worldwide Military Command and Control System (WWMCCS) is a composite system that allows for liaison between NCA (National Command Authority) and the military. WWMCCS capabilities are not directly accessible by most MPS planners. MPS elements will coordinate limited use of WWMCCS assets with the senior headquarters having access to the system. Without access to WWMCCS, MPS planners cannot access JOPS or JDS capabilities, which are critical for proper plan development, refinement, and execution.

5. JOPS III ADP application, which is used to build TPFDDs, is just one of the many executive aids available to WWMCCS users. This part will describe some of the more common JOPS III ADP applications used by the MPS planner.

a. The backbone of JOPS III is its standard data files. Resident in these standard files is data that does not routinely change and can be

applied equally to any theater or contingency. These files are centrally maintained to ensure accuracy and may be easily accessed through a VIP (Visual Information Projection) via WWMCCS. There are a number of standard data files in JOPS. A brief description of the more commonly used files is provided below. MPS planners must be familiar with these files and their uses.

(1) Type Unit Data File (TUCHA). This file provides standard planning data on movement characteristics for unit personnel, equipment, and accompanying supplies associated with type units of fixed composition. This data is used in developing and reviewing unit movement requirements in support of operation plans. Each unit in the TUCHA file is uniquely identified by a Unit Type Code (UTC). For each UTC, the file contains the weight and cube of selected cargo categories, physical characteristics of the cargo, and the number of personnel, if any, requiring non-organic transportation.

(2) Logistics Factors File (LFF). This file contains standard logistic resupply and replacement personnel planning factors to be used in the development of joint operation plans. Factors may be varied according to the theater of operations and combat intensities. Mail volume planning factors are located in the LFF.

b. JOPS III software programs allow the planner to access data files and manipulate the data according to functional categories. Major software programs include a System Monitor (SM), Force Requirements Generator (FRG), Movements Requirements Generator (MRG), and Transportation Feasibility Estimator (TFE). MPS planners must be familiar with the applications of each of these major programs. Together, these programs allow the planner to build the OPLAN TPFDD. Each TPFDD is "plan unique" in that it is specifically tailored for each OPLAN.

216. PLANNING FOR POSTAL SUPPORT--JOPS III PROGRAMS.

1. The JOPS III ADP program supporting force planning is the FRG (Force Requirements Generation). Force planning involves determining force requirements, and developing and refining force lists. It must consider the concept of operations, service policies/doctrine, force availability, etc. The objective is to develop a time-phased force list that will support the concept of operations. From an MPS viewpoint, MPS forces are usually added to the force list and time-phased to satisfy the combat service support requirements of the basic force. Postal units are identified in JOPS through specific Unit Type Codes (UTC). A UTC is a generic description of a particular deployable unit. Specific information about this type unit is resident in a JOPS III data file called the TUCHA. As the plan is refined, UTCs are replaced with UICs, which positively identify a particular unit. Data available on each UTC will identify personnel and cargo associated with that particular unit. MPS planning is done at the service component level and coordinated between MACOMs/services at Unified Commands. Postal planners must have access to the component planners to ensure that postal input is in the plan.

2. The JOPS III ADP program used in support planning is the Movements Requirements Generator (MRG). Support planning is a service component responsibility. The MRG allows the planner to account for non-unit-related supplies or cargo and add it to the total movement requirements. Mail is generally considered as non-unit-supplies and accounted for here.

3. The complex strategic transportation issue is one of the most critical in the joint planning community. The JOPS III ADP program used to conduct feasibility estimates is the TFE. The TFE uses the data generated in the MRG and FRG to simulate moving each requirement from the port of embarkation to port of debarkation in accordance with the phased plan.

4. The MACOM postal planners must be thoroughly familiar with the joint planning system. In deliberate planning, postal planners must address three separate but related issues that are summarized below:

a. The first requirement is to provide a narrative account of postal operations in support of the concept of operations. The account should become increasingly detailed as supporting plans are developed at lower levels of the chain of command. At the Unified Command level, the postal operations portion of the CINC's plan should assign responsibilities, plus provide policy guidance and a concept of operations in sufficient detail for subordinate commands to develop their supporting plans. The specific location for postal plans, operations, or instructions is designated by JOPS, Volume I, page VI-269 in the model OPLAN as Appendix 6 to Annex E: Personnel.

b. The next integral portion of the OPLAN which MPS planners will impact is the Timed Planned Force Deployment List (TPFDL). Timed Planned Transportation Requirement List (TPTRL) forms the TPFDD. The TPFDD defines a number of necessary elements including task organization, command relationships, unit identification, transportation schedule/priority, POE, POD, and a number of other data elements necessary to conduct detailed force planning by MPS planners. The TPFDD is a coordinated effort of the MPS planner at service component level, the service component planners, the postal staff officer at the supported command and postal planners at other supporting commands (FORSCOM, TAC, etc). MPS troop lists are developed to support the total force, concept of operations, and guidance published in the postal appendix and is dynamic and changing. Priorities identified in the appendix are those assigned by the CINC and should be reflected when the TPFDD is developed. Force allocation is a service responsibility so the TPFDD will reflect service policies and practices regarding unit size, allocation rules, and equipment.

c. The final element of the MPS planner's triad is quantifying mail volumes for the TPFDD. Mail volume planning/consumption factors are developed by each service and are resident in the JOPS III reference file called the LFF. Mail volumes are included in OPLAN TPFDDs as non-unit-related cargo. MPS planners must coordinate with service component planners to ensure that cargo increment numbers (CINs) are included in the TPFDD and that they reflect the priority in which mail will arrive in the theater. CINs are generated by the MRG.

d. To summarize the MPS planner's responsibilities with regard to the TPFDD, he/she must develop the MPS supporting plans based on MPS forces allocated to the OPLAN and in accordance with the TPFDD. Once major forces are identified, a postal concept is developed, support requirements are identified, supporting plans are developed, and TPFDD are prepared to support/complement the supporting plan. The planner must be an integral part of the process that decides which units are selected and how, when, and where they will be employed. Planners must also make sure that mail volumes are entered into the movement schedules--or there will be no mail in wartime.

A. Important Addresses for Planning Purposes

1. All Postal Issues

a. Mailing Address:

Headquarters
Military Postal Service Agency
ATTN: Plans Division
2461 Eisenhower Avenue, Hoffman I
Alexandria, VA 22331-0006

b. Message Address:

EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA//MPSA-PP//

2. Opening/Closing APO/FPO

a. Mailing Address:

Headquarters
MPSA-OP
2461 Eisenhower Avenue, Hoffman I
Alexandria, VA 22331-0006

Table 2-1. Addresses for Planning Purposes

b. Message Address:

EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA//MPSA-OP//

3. Postal Support - European Theater

a. Mailing Addresses:

Joint Military Postal Activity-Atlantic
USPS Air Mail Facility
Bldg 250, Room MF-35
JFK Intl Airport, New York 11430-9201

Commander
United States Army Postal Group-Europe
APO NY 09081-5520

Commander
7025th AIRPS
APO NY 09021-5000

Commander in Chief
U.S. Navy Europe
ATTN: Postal Officer
FPO NY 09510-0151

Table 2-1. (Continued)

b. Message Addresses:

CDR JT MIL POSTAL ACTY ATL NEW YORK NY
CDR 1ST PERSCOM SCHWETZINGEN FRG//AEUPE-PGE-OPS-SB//
7025 AIRPS KAPAUN AS//DO//
CINCUSNAVEUR LONDON UK
HQ FMFEUR //G-1//

4. Postal Support - South/Central America

a. Mailing Addresses:

Chief
Miami Element, JMPA-A
General Mail Facility
2200 Milam Diary Road
Miami, FL 33152-9710

Commander
4400th AIRPS
APO Miami 34002-0006

b. Message Addresses:

CH JMPA ATL FLD OFC MIAMI FL//MPSA-NY-M//
4400 AIRPS HOWARD AFB PN//DO//

5. Postal Support - Middle East

a. Mailing Addresses:

Joint Military Postal Activity-Atlantic
USPS Air Mail Facility
Bldg 250, Room MG-35
JFK Intl Airport, New York 11430-9201

Commander
4401st AIRPS
Shaw AFB, SC 29152-2001

b. Message Addresses:

CDR JT MIL POSTAL ACTY ATL NEW YORK NY
4401 AIRPS SHAW AFB SC//DO//

6. Postal Support - Pacific

a. Mailing Addresses:

Joint Military Postal Activity-Pacific
General Mail Facility, Room 266
San Francisco, CA 94188-5000

Table 2-1. (Continued)

Commander
United States Army Postal Group-Korea
APO SF 96301-0090

Commander
6005th AIRPS
HICKAM AFB HI 96853-5000

Commander in Chief
U.S. Pacific Fleet
ATTN: Code 4P
Pearl Harbor, Hawaii 96860-7050

b. Message Addresses:

CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//MPSA-SF//
CDRUSAFOSTGP SEOUL KOREA//EAPC-PG//
6005 AIRPS HICKAM AFB HI//DO//
CINCPACFLT PEARL HARBOR HI //4P//

7. Postal Support - Joint Planners

a. Mailing Addresses:

Commander
Forces Command
ATTN: AFIM-AST
Ft. McPherson, GA 30330-6000

Commander in Chief
U.S. European Command
ATTN: ECJ1-MP
APO NY 09128-4209

Commander in Chief
U.S. Pacific Command
ATTN: J114
Camp H.M. Smith, HI 96861-5025

b. Message Addressses

CDR FORSCOM FT MCPHERSON GA//AFIM-AST//
CINCUSEUCOM VAIHINGEN FRG//ECJ1-MP/
CINCPACOM CAMP HM SMITH HI//J114/

Table 2-1. (Continued)

DOD CLASSES OF SUPPLY

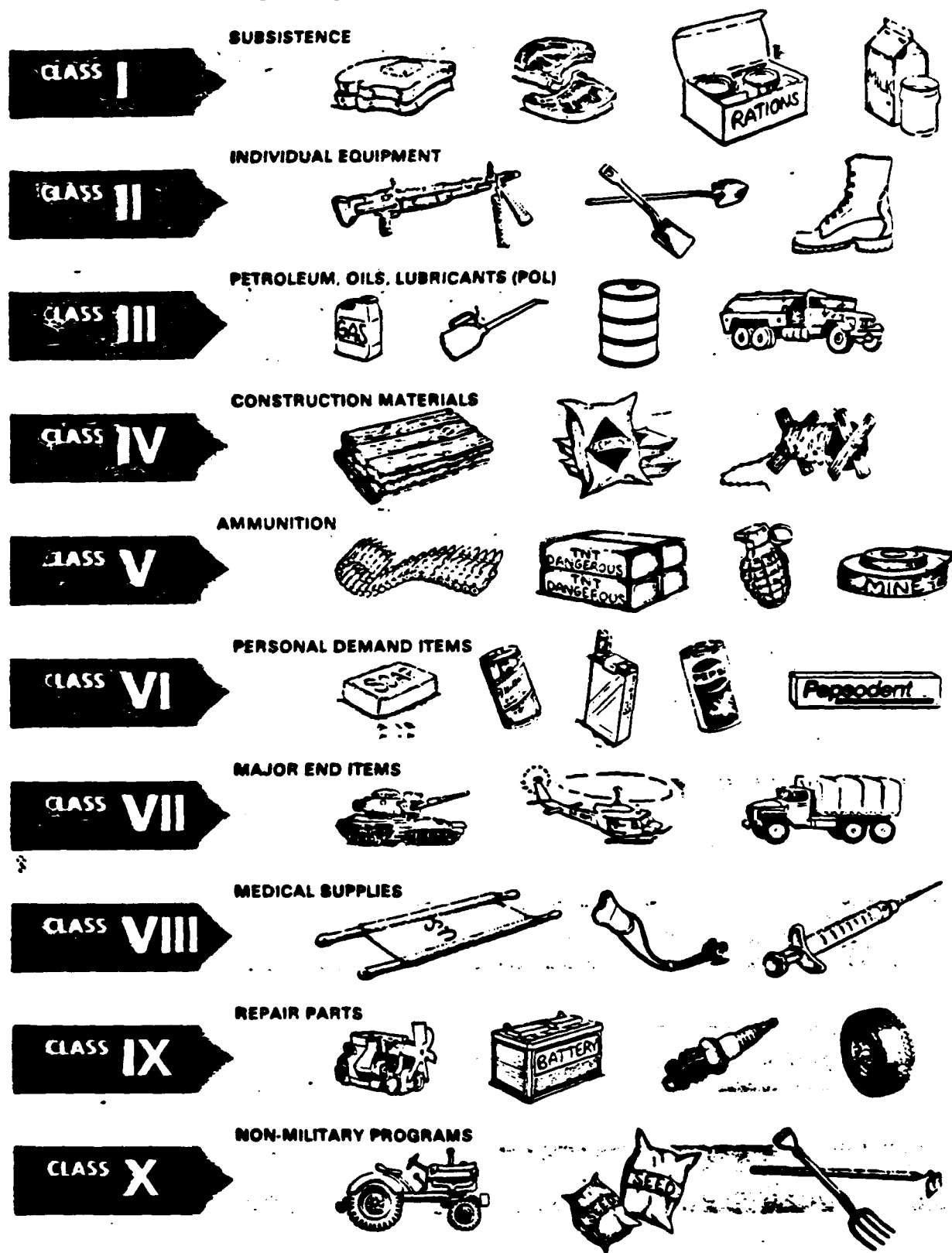


Figure 2-1. DoD Classes of Supply

APPENDIX 6 TO ANNEX E TO UNCINX OPLAN XXXX-XX (U)
MILITARY POSTAL SERVICE

[] REFERENCES: Cite the documents necessary for a complete understanding of this appendix.

1. [] GENERAL.

- a. [] Purpose. Provide a statement of the purpose of this appendix.
- b. [] Concept of Postal Operations. State the postal concept for postal support operations and the forces assigned to implement the plan.
- c. [] Assumptions. State realistic assumptions and consider the impact of postal operations. i.e.

[1] [] Restrictions on inbound mail.

[2] [] Discontinuation of special services in the theater of operations.

[3] [] Limited airlift to support mail transport requirements.

Figure 2-2. Example of Postal Section of Theater Level OPLAN

[4] [] Embargo of Retrograde mail.

d. [] Planning Factors. Refer to approved joint planning factors.

e. [] Responsibilities.

[1] [] State postal support responsibilities of the Military Postal Service Agency [MPSA].

[2] [] State the responsibilities of unified command.

[3] [] Assign postal support responsibilities to service component commanders and define the support required from other commands for preparation of supporting plans.

2. [] POSTAL POLICIES AND PROCEDURES.

a. [] General Guidance. See DoD 4525.6-M, Vol 1, Chap 2.

b. [] Specific Guidance. Summarize the following, in coordination with supporting commanders and service component commanders. Listing of aerial mail terminals and military post offices should be tabs.

[1] [] In coordination with MPSA:

Figure 2-2. Continued

- [a] ☐ Request Free Mail IAW Executive Order 12556.
- [b] ☐ Indicate the requirement to implement mail embargo procedures.
- [c] ☐ Arrange for mail movement to the theater of operations.
- [d] ☐ Pass mail routing, massing, labeling, and distribution information for unified commands AOR to USPS.
- [2] ☐ In coordination with subordinate commanders:
 - [a] ☐ Indicate procedures to establish/maintain mail operations.
 - [b] ☐ Indicate procedures for movement of mail originating in overseas theaters.
 - [c] ☐ Indicate implementing instructions for international agreements affecting postal operations.
 - [d] ☐ Specify restrictions for retrograde mail.
 - [e] ☐ Indicate extent to which postal operations will be established.
 - [f] ☐ Specify unit sortation requirements.
 - [g] ☐ Indicate anticipated source of transportation for secure mail movement.
 - [h] ☐ Outline procedures for obtaining postal unique supplies and equipment.

3. ☐ COORDINATING INSTRUCTIONS. Specify what agency resolves postal problems. State chain of command.

NOTE: This is only an example for format. Actual contents will be up to the planner.

Figure 2-2. Continued

APPENDIX 6 TO ANNEX E TO HQ MACOM OPLAN XXXX-XX [U]

MILITARY POSTAL SERVICE [U]

[] REFERENCES: [List all guidance documents and directives which govern operations in this appendix/annex. As a minimum, use the following:

a. [] DoD 4525.6-C, DoD Postal Supply Catalog, [DATE] [U].

b. [] DoD 4525.6-M, DoD Postal Manual, [DATE] [U].

[Use the following, only when applicable--all are examples only:]

c. [] Title 39, United States Code [U].

d. [] DoD 4525.32-R, Military Standard Transportation and Movement Procedures [MILSTAMP], [DATE] [U].

e. [] NATO STANAG 2109, Postal Organization for the NATO forces in Wartime, [DATE] [U].

Figure 2-3. Example of Subordinate Command Postal OPLAN

f. [] CINC OPLAN XXXX, Volume II, Appendix 6 to Annex E, [DATE] [S].

g. [] CINC OPLAN XXXX, Appendix 1 to Annex A, Time Phased Force Deployment List [TPFDL], [DATE] [S].

[] TASK ORGANIZATION[S]: [List units and their locations that are affected by this OPLAN.]

For example: 305th AG Postal, [LOCATION], APO 09XXX
1st Platoon, 305th AG Postal, [LOCATION], APO 09XXX
[Detachment Det XX, XXXX Air Postal Squadron, [LOCATION],
APO 09XXX]

1. [] SITUATION.

a. Purpose: [Provide detailed guidance for postal service in support of this plan, including a concise statement of tasks the postal facility will accomplish. The chief of postal operations as appropriate, is usually responsible for this appendix preparation and will coordinate with other postal operations prior to publication. The command postal planners will coordinate with subordinate units on their appendices prior to publication.]

b. [] Concept of Operations. [Provide a general explanation of how postal services will support the plan. Provide an overview to assure continuance of support to in-place forces, establishment of support for incoming

Figure 2-3. Continued

forces, deployment of postal personnel to provide support at designated location, and determination guidelines on whether or not postal support will be provided to transient forces, as applicable. Explain the relationship between the postal operation, parent detachment, other services, the MACOM, etc.) Example follows:

APO 09XXX will provide postal support to [Location] and all authorized users of the Military Postal Service [MPS] within its areas of responsibility under the direct operational control of _____ located at (Location). Postal support will be IAW the Unit Mailroom Concept [UMC]. There will be no postal receptacle [lockbox] service. APO-to-CONUS, CONUS-to-APO, and APO-to-APO mail will be First-Class personal mail and official mail. APOs will suspend delivery of personal parcels over 12 ounces and special services [i.e., registered, insured, certified, etc.]. APOs will increase/expedite pickup/delivery of Weapons System Pouches [WSPs] to provide essential aircraft parts by mail. Units should priority requisition material via official priority mail for rapid resupply. XXXX receives and dispatches mail through US Army ground transportation assets. Further, 305th AG Postal can and will change transportation routing as directed by XXXX AIRPS.

c. [] Assumptions/Limitations. [List expected conditions and capabilities which are a basis for the concept of postal support, and over which the Commander, has no control. Detail any and all limitations to postal services during plan implementation.) Examples follow:

Figure 2-3. Continued

[1] [] Transportation for mail movement may be extremely limited or nonexistent. Extensive use of Military Airlift Command [MAC] channels is forecasted for mail deliveries.

[2] [] IAW NEO plans, non-combatants, including non-essential US civilian employees, will evacuate from the forward area. APOs will directorize and forward non-combatant mail as applicable. At APOs where storage space is reduced, mail will be refused to enter system at discretion of local commander's consideration of transportation assets.

[3] [] Local national employees will be unavailable for work except where host country legislation requires continuation.

[4] [] Deploying commanders will have identified and designated unit mail clerks IAW applicable directives prior to departing CONUS.

[5] [] At some point after commencement of hostilities, the Secretary of Defense will authorize free mail privileges for US Armed Forces on duty in combat areas.

[6] [] USAPGE postal resources will provide postal service to international military commands, including North Atlantic Treaty Organization [NATO] agencies and personnel.

2. [] MISSION. [State the mission to provide postal support IAW DoD 4525.6-M under the limitations and assumptions of the plan. Include the necessity for

Figure 2-3. Continued

continuity of operations under all contingencies and the utilization of postal capabilities to support the operational effort with emphasis on weapon support systems.] Example follows:

XXXX AIRPS and 305th AG Postal is tasked to provide postal service in support of MACOM OPLAN XXXX-XX. This support includes the continuous receipt and dispatch of designated mail to in-place authorized users of the MPS, as well as the establishment of support to incoming forces, and the deployment of postal personnel as designated in Appendix 1 to Annex A the OPLAN.

- a. [] To establish postal operations. (List locations where deployed).
 - b. [] To establish a casualty mail section for proper routing of mail for personnel who are Wounded in Action [WIA], Missing in Action [MIA] and Killed in Action [KIA].
 - c. [] Official mail in theater will be at a level necessary for the conduct of essential operations only.
 - d. [] Personal mail is considered critical to the maintenance of morale.
 - e. [] Postal operations will be conducted as far forward as possible.
3. [] EXECUTION. [List tasks of postal unit and friendly forces.]

Figure 2-3. Continued

a. [] Tasks of XXXX AIRPS. [In separate subparagraphs, provide tasks of each postal activity.] Examples follow:

[1] [] The APO/AMT chief will provide postal support for the duration of this plan's implementation. Mail delivery to all units and personnel is IAW the Unit Mailroom Concept [DoD 4526.6, DoD Postal Manual].

[2] [] Incoming/outgoing mail will be limited to First-Class personal [under 12 ounces] and military official mail. This limited embargo will be lifted in stages as situation warrants.

[3] [] The APO chief will establish a casualty mail section and monitor its operations to ensure compliance with DoD directives.

[4] [] Deploy postal personnel and supplies/equipment IAW Appendix 1 to Annex A the OPLAN.

b. [] Tasks of all units receiving mail through APO 09XXX. [Provide specific tasks of all units receiving mail through the postal facility.] Examples follow:

[1] [] Unit commanders will appoint a unit postal officer, a unit mail clerk [UMC], and at least one alternate UMC IAW DoD 4525.6-M, Volume II, Chapter 3. DD Forms 285, Appointment of Military Postal Clerks, or Mail Orderly, must be prepared in triplicate and signed by the appointed individual and the unit commander.

Figure 2-3. Continued

[2] [] Appointed UMCs will present all DD Forms 285 to the APO chief for review and validation. The unit will retain one copy, one copy will be given to the appointed individual, and one copy will be retained by the APO.

[a] [] UMCs/alternates will be responsible for the receipt and dispatch of personal and official mail to/from APO 09XXX [DoD 4525.6-M, Vol II, Chap 3].

[b] [] Commanders/UMCs/alternates should be aware of their responsibility to immediately notify the servicing APO of unit casualties [e.g. WIA, MIA, KIA] for casualty mail processing by APO personnel.

[c] [] Transportation of mail to and from the APO is the responsibility of units receiving/dispatching mail through APO 09XXX.

[3] [] Upon implementation of this plan, complete two copies of Base/Unit Locator and Postal Directory Cards, on each individual who will receive mail through APO 09XXX. The unit mail clerk will retain one copy to provide directory service and the second copy will go to the APO within 48 hours of plan implementation, or upon arrival at [Location].

c. [] Tasks of units providing support to XXXX AIRPS. [List units which provide support in carrying out the plan. Specifically outline necessary tasks for these units under the plan. Identify vehicle requirements and capabilities. Coordinate transportation requirements with host base for inclusion in Annex D. Coordinate with host base supply to ensure they are aware of pickup/dispatch of special pouches, i.e. Weapon System Pouches, medical supplies, etc.] Examples follow:

[1] [] Tasks of 4th Trans Cmd: If commercial transportation is lost or, if established transportation routing cannot be utilized, 4th Trans Command will establish truck/ferry/etc. runs to support locations receiving postal support through APO 09XXX.

[2] [] Tasks of 42nd M.P. Co.: 42nd M.P. Company will provide area security at APO 09XXX.

[3] [] [Detachment/remote units.]: State their responsibilities.

[4] [] Tasks of 198th AG Co.: Coordinate closely with postal representatives on casualty information.

4. [] RESPONSIBILITIES. List all postal service functional responsibilities under the plan, as well as the responsibilities of other functions which provide support to the postal service function. Identify the chain-of-command. Provide AUTOVON numbers for each, when available, and provide mailing and message address as appropriate under this plan. Examples follow:

a. [] The Commander, Detachment X, XXXX AIRPS, [LOCATION], will function as Postal Coordinator on all postal matters arising during plan implementation. The Commander will ensure that APO 09XXX is capable of responding to postal

mission requirements. All units may directly contact the Postal Coordinator, telephone number AV XXX-XXXX/XXXX to resolve any special postal problems that APO 09XXX cannot resolve. Mail and messages addresses are as follows:

MAIL ADDRESS

DET X, XXXX AIRPS/CC
APO NY 09XXX

MESSAGE ADDRESS

DET X XXXXAIRPS [LOCATION]//CC//

b. [] Units may directly contact with the Postal Commander, XXXX AIRPS/CC, Kapaun AS GE, telephone number AV 489-7536/7701 to resolve any special postal problems that the Postal Coordinator cannot resolve. Mail and message addresses follow:

MAIL ADDRESS

XXXX AIRPS/CC
APO NY 09XXX

MESSAGE ADDRESS

XXXXAIRPS KAPAUN AS GE//CC//

5. [] COMMAND AND CONTROL. [State command and control responsibilities of postal personnel resources.] Example follows:

The commander, XXXX Air Postal Squadron, exercises command and control of USAFE postal personnel/resources through respective subordinate commanders. The commander, MACOM, exercises command and control over all other service personnel.

TAB:

A - [] Casualty Mail Handling Procedures []

OFFICIAL:

[NAME, GRADE, SERVICE OF PLAN WRITER]
[JOB TITLE]

NOTE: This example is only a guide; entries under each heading are examples of typical entries. Your plan should use a similar format, but have entries specific to your mission.

Figure 2-3. Continued

CASUALTY MAIL HANDLING PROCEDURES [U]

[] REFERENCES:

- a. [] DoD 4525.6-M, DoD Postal Manual, [DATE] [U].
- b. [] CINC OPLAN XXXX, Vol II, [DATE] [S].
1. [] General. IAW DoD directives, U.S. Army military post offices [MPOs] will not return to sender mail for casualties until military postal clerks [MPCs] receive absolute verification that proper authorities have notified the casualties next of kin [NOK].
2. [] Specific.
 - a. [] Unit Mail Clerk [UMC] Responsibilities. [In separate paragraphs provide specific tasks.] For example:
 - [1] [] UMCs must provide their servicing MPO written notification [signed by unit commander/designate] of unit casualties [e.g. deceased, KIA, MIA, WIA]. This notification will include the casualty's name, rank, SSAN, unit designation and evacuee location [e.g., hospital address], if known.
 - [2] [] UMCs will return all mail for KIAs, MIAs and evacuated WIAs to their servicing MPO.

Figure 2-3. Continued

- b. [] MPO Responsibilities. [Provide specific tasks] For example: All Army APOs will establish a casualty mail sub-section. After UMC notification [written] of a unit casualty, MPCs will take appropriate action, as follows:
 - [1] [] For a deceased individual/KIA:
 - [a] [] Hold all mail for individual.
 - [b] [] Code individual's [cite service directory, Card]. Under "Additional Data," annotate "Deceased" and the date of UMC notification.
 - [c] [] Three days after UMC notification, query the local Personnel Center or Personal Affairs] for NOK verification. If there is no local casualty personnel center or if NOK verification has not been received by existing personnel center send message to proper service authorities [below] requesting verification that authorities have notified NOK.
 1. [] For USA members: HQ Army Casualty Affairs, Alex. VA.
 2. [] For other services: Addresses will be provided as soon as they are available
 - [2] [] For an MIA:
 - [a] [] Hold all mail for individual.

Figure 2-3 Continued

[b] [] Code individual's directory card. Under "Additional Data" annotate "MIA" and date of UMC notification.

[c] [] Three days [72 hours] after UMC notification, query UMC and personnel center for additional information. If NOK verification received, comply with revised status procedures. If not, send message to: put MACOMs message address requesting assistance.

[3] [] For a WIA [evacuee only]:

[a] If hospital address is known:

1. [] Annotate directory card with forwarding address.
2. [] Endorse individual's mail "Patient" and forward to individual.

[b] [] If hospital address is unknown: Follow procedures for MIA, except annotate directory card "WIA-Hosp UNK" and date of UMC notification.

[4] [] Do not endorse casualty mail with any of the following endorsements: "Missing," "Killed in Action," or "Wounded."

NOTE: This TAB on casualty mail was included to show TAB formatting.

Figure 2-3 Continued

JOINT MESSAGEFORM										UNCLASSIFIED	
PAGE	DTG RELEASE TIME			PRECEDENCE		CLASS	SPECAT	INM	LT	ORIG MSG SENT	
	DATE TIME	MONTH	YR	ACT	PR						
01	01	201030Z	JUN	89	RR	UUUU					
BOOK	MESSAGE HANDLING INSTRUCTIONS										
FROM {ENTER THEATER CINC MSG ADDRESS} TO EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA//MPSA-PP// INFO CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY// CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//MPSA-SF// {CLASSIFICATION} AS APPROPRIATE SUBJ: REQUEST FOR FREE MAIL A. SECTION 3401(A) OF TITLE 39 US CODE B. CHAPTER 2, SECTION 203-6, DOD MANUAL 4525-6M VOL I 1. IAW REF A AND B, REQUEST FREE MAILING PRIVILEGES BE GRANTED FOR SERVICE MEMBERS LOCATED WITHIN A COMBAT AREA TO INCLUDE THE COUNTRY OF {ENTER COUNTRY} AND THE WATERS ADJACENT THERETO WITHIN THE FOLLOWING DESCRIBED LIMITS: FROM A POINT { } DEGREES NORTH LATITUDE, { } DEGREES EAST LONGITUDE ETC. 2. THEATER POC FOR THIS ACTION IS { }.											
DISTR											
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS					
MAJ I. M. SMART											
TYPED NAME TITLE OFFICE SYMBOL AND PHONE						SECURITY CLASSIFICATION					
LTC G.I. JOHNSON						UNCLASSIFIED					
SIGNATURE						DATE TIME GROUP					

6
5
4
3
2
1
0

DD FORM 170/2 (300)

PREVIOUS EDITIONS OBSOLETE

4-10-89 (100)

Figure 2-4. Sample of Free Mail Request

VOLUME I

CHAPTER 3

MILITARY POSTAL SERVICE INFORMATION SYSTEMS

PART I

SOURCES OF INFORMATION AND INSTRUCTIONS

300. PURPOSE. Part 1 of this chapter sets forth guidance on which sources of information shall be maintained at each type of postal activity. A brief description of the required publications is provided.

301. GENERAL. Procurement and maintenance of postal publications and related material are essential to the mission accomplishment of the MPS. All postal activities shall have access to established policies and procedures to carry out mission responsibilities.

302. PUBLICATION REQUIREMENTS FOR MILITARY POST OFFICES

1. The following USPS Publications (reference (i)) shall be maintained at MPOs:

a. Domestic Mail Manual (DMM). The primary USPS manual used in the operation of post offices. It contains regulations of direct interest to mailers, such as postage rates, mail classification, and mail preparation requirements.

b. Administrative Support Manual (ASM). Contains the internal operations procedures for post offices. Includes retail services, mail processing, transportation, delivery services, and fleet management.

c. Postal Operations Manual (POM). Contains the internal operations procedures for post offices. Includes retail services, mail processing, transportation, delivery services, and fleet management.

d. International Mail Manual (IMM). Contains regulations, classification, and other requirements for mailing between the United States and other countries.

e. National ZIP Code and Post Office Directory, Publication 65A. Designed to assist in finding the most current ZIP Code number for any postal address in the United States and overseas Army and Air Force Post Office (APO) and Fleet Post Office (FPO).

f. Postal Bulletin (PB). A weekly USPS publication containing instructions and information relating to the Postal Service and used to announce interim changes to the DMM, ASM, POM, and IMM.

g. Publication 52 - Acceptance of Hazardous, Restricted or Perishable Matter. A reference handbook used by postal clerks to determine under what conditions hazardous, restricted, and perishable materials may be accepted for mailing.

h. Publication 4 - Importing Animal and Plant Products Through Overseas Military Post Offices. A reference guide for postal clerks for determining which products may or may not be imported into the United States.

2. In addition to the USPS publications described above, MPOs shall also maintain the following DoD publications:

a. Department of Defense Postal Manual - Volumes I and II (DoD 4525.6M):

(1) Volume I - Military Post Office Operating Procedures. Contains policies and procedures issued by the MPSA for the administration and operation of the MPS and is binding upon all personnel of the Department of Defense and other eligible members or agencies who are users of the MPS.

(2) Volume II - Mail Handling and Delivery Procedures for Mailrooms and Postal Service Centers. Provides instructions for delivery of mail by mailroom facilities at the unit and postal service center (PSC) level. Topics include selection and appointment of unit mailroom and mail orderly personnel, delivery and accountability procedures, security, receptacle service, postal offenses and losses, and directory service.

b. Mail Distribution Instructions and Labeling Handbook (MDILAH). (DoD 4525.6-H) (reference (j)). Prescribes procedures for the makeup, routing, distribution, and labeling of military mail to CONUS, Alaska, and Hawaii by military postal activities overseas.

c. Military Post Office Location List (MPOLL) (DoD 4525.6-L-1) (reference (k)). Provides a numerical alpha, and ship listing of MPO numbers. Information includes the corresponding geographical location and/or ship's designation. Also, an alphabetical listing of Aerial Mail Terminals (AMTs) and international exchange offices with their geographical locations and serving MPOs is provided.

d. Military Post Office Mail Distribution Scheme (MPOMDS) (DoD 4525.6-L-2) (reference (1)). Used primarily for mail directory service. It provides a numerical and alphabetical listing of authorized users of the MPS and corresponding MPO.

e. DoD Postal Supply Catalog (DoD 4525.6-C) (reference (m)). Lists all USPS supply items available to MPOs and provides guidance for requisitioning.

f. Transit Time Information System for Military Mail (TTISM). (DoD 4525.6-STD) (reference (n)). A uniform system for measuring and monitoring military mail movement.

3. In addition to maintaining the publications described in 302.1 and 302.2, above, MPOs that dispatch mail direct to air carriers shall maintain the U.S. Postal Service Transportation Handbook, Series T-7 (reference (i)). It outlines USPS, air carriers, and DoD responsibilities for processing, dispatching, handling, and transporting military mail to and from the United States and between military postal activities overseas.

303. MAIL TRANSPORTATION FACILITIES PUBLICATION REQUIREMENTS

1. Postal activities that receive, distribute, transfer, and dispatch military mail, such as AMTs, Military Mail Terminals (MMTs), and Fleet Mail Centers (FMCs) shall maintain the following USPS, Department of Defense, and privately printed publications:

- a. DMM (reference (i)).
- b. POM (reference (i)).
- c. USPS Transportation Handbook, Series T-7 (reference (i)).
- d. DoD 4525.6-M, "Department of Defense Postal Manual," Volumes I and

II.

e. DoD 4500.32-R, "Military Standard Transportation and Movement Procedures (MILSTAMP)" (reference (o)), which provides policies and procedures required to manage and control the movement of mail through the DoD transportation system. In addition, it provides detailed instructions for completion of DD Form 1384, "Transportation Control and Movement Document" (TCMD). Note: Individual office copies are not required if the local Military Service's transportation management office has copies for easy reference.

- f. DoD 4525.6-H (reference (j)).

g. Official Airline Guide--Worldwide Edition (optional) which is a privately printed publication providing a complete listing of airline schedules for flights to and from the United States and between overseas locations. It lists alphabetically all major city and airport three-letter codes.

- h. DoD 4525.6-L-1 (reference (k)).
- i. DoD 4525.6 L-2 (reference (l)).
- j. DoD 4525.6-C (reference (m)).
- k. DoD 4525.6-STD (Reference (n)).

l. National ZIP Code and Post Office Directory, Publication 65A (reference (i)).

- m. PBs (reference (i)).

304. PROCUREMENT PROCEDURES

1. Current DoD postal publications are available through distribution channels from Military Service publications distribution centers and shall be

procured as prescribed by each Military Service's publication distribution system.

2. USPS publications, forms and posters shall be requisitioned as prescribed in DoD 4525.6-C (reference (m)).

3. Privately printed publications (Official Airline Guide) shall be obtained through command funds or local procurement channels.

PART II

MANAGEMENT INFORMATION SYSTEM

MILITARY POSTAL SERVICE INFORMATION SYSTEMS

305. PURPOSE. This part describes the management information systems (MIS) developed to support the MPS. Component systems are defined and their uses are outlined. Policy and procedures for the collection of data and distribution of information are also established.

306. GENERAL. The MIS is designed to provide timely and useful information derived from data generated through the MPS functions of transporting mail and operating MPO's. By summarizing, comparing, and evaluating critical operational data, MPS managers will be able to develop and execute intermediate and long-term planning to enhance the efficiency and economy of their MPS functions.

307. DATA COLLECTION POLICY. Data collection requirements and procedures contained in this Manual shall be used for management of the MPS at all levels. To ensure proper commitment of resources and eliminate duplication, formal approval by MPSA is required for collection of MPS data not specifically provided for by this Manual. Existing local data collection requirements shall be reviewed and, when duplication of collection exists, the local requirement shall be eliminated. After review and appropriate elimination, local data collection programs and procedures still desired shall be submitted to MPSA for review and approval.

308. MILITARY AUTOMATED MAIL ACCOUNTING SYSTEM (MAMAS) and REPORTING REQUIREMENTS

1. MAMAS is designed to provide the volume and transportation costs of mail moving between CONUS gateway cities and overseas locations and among overseas locations. It provides the monthly totals of volume and transportation costs for mail moved by U.S. or foreign commercial air carriers, MSC, and MAC. Magnetic tapes of electronically stored billing documentation from these transporters are processed at MPSA to provide pertinent information.

2. Data Input Each month USPS, MAC, and MSC provide magnetic data tapes to MPSA that contain the daily manifest data for MPS mail movement by commercial and DoD carriers during the previous month. A computerized program then extracts data from these tapes, applies the proper rate for the transportation segment, summarizes this data for the month, and stores data for 36 months for retrieval as required.

3. MAMAS Reports. The two reports available from MPSA to MPS managers through MAMAS are:

a. Segment Listing. This report provides current transportation segments and associated rates for the overseas movement of MPS mail. (See figure 3-1 for a sample of this report with explanatory notes.)

b. Report of Mail Volume and Cost. This report reflects the actual volumes and transportation costs of MPS mail moved over a transportation segment, or to or from a location or area for a specified period of time.

(1) An example of the standard report format is shown in figure 3-2. Those activities requiring information over a specified transportation segment shall submit their request to MPSA. An example of a specific request would be for transportation cost for military ordinary mail (MOM) dispatched on Pan American from New York, NY off-loaded in Frankfurt, Germany, for transfer to Lufthansa Airlines and onward movement to Munich (its final destination) during May 1980. An example of a general request would be for volume and cost of all mail moved to Okinawa, Japan, from all locations by all carriers during fiscal year (FY) 1980.

(2) Although there are limits to the capabilities of this report, the combinations available should accommodate most management information requirements.

309. TRANSIT TIME INFORMATION SYSTEM FOR MILITARY MAIL (TTISMM). This centrally operated uniform system for measuring and monitoring military mail movement is implemented by DoD 4525.6-STD (reference (n)). The system replaced all other transit time studies. Intracommand local transit time studies may be conducted without review and concurrence by MPSA. Information from the system is based on data collected by field postal units and sent to MPSA for processing. The information provided by field activities shall include inbound, retrograde, and surface statistics. This information on sack, pouch, letter, and parcel transit times shall be compared against benchmark standards to detect unacceptable service and identify and correct problem areas. TTISMM information shall be provided to various postal command levels for analysis and use by MPS managers. It shall also give customers accurate indications of transit times to and from their overseas location.

310. POSTAL ACTIVITY REPORTING SYSTEM (PARS) AND INFORMATION REQUIREMENTS

1. PURPOSE. PARS was designed to collect and report standard operational data generated at MPS activities. It now also includes MPOs operated by non-DoD personnel, (i.e., embassy and consulate MPO operations). Reporting is quarterly. Additionally, annual reporting of population served and postal manning is required for management information purposes. This data is used by MPSA for responding to congressional and other official inquiries, extended reports to HQ USPS and the U.S. Department of Commerce, and for operational and contingency planning. PARS data is also used by commanders and supervisors in day-to-day management of the MPS. This report is authorized by DoD Report Control Symbol DD-P&L(Q) 1599. It is the responsibility of the parent MACOM to ensure proper and timely reporting by subordinate units.

2. SCOPE OF REPORTING. Each operational MPO/MAO must report by letter, the information outlined in this chapter. Messages are allowed, with prior MPSA approval. The PARS codes below determine frequency and type of report.

a. PARS-CODE (P) represents operational MPOs and those MAOs which provide financial services; it requires a report each quarter. For consistency, a parent MPO must not include data in its reports when subordinate MPOs/MAOs conduct finance operations, have separate APO/FPO numbers, and serve a distinct population. Since PARS finance data is tied directly with the correlation

values in Postal Claims and Losses reports, this data must be reported separately by MPOs and MAOs that operate like normal MPOs. It does not apply to MAOs which are used simply as a routing indicator (to achieve a breakdown by USPS) to ease local sorting requirements.

b. PARS-CODE (D) represents any postal headquarters (groups, squadrons, detachments, etc), AMTs, and FMCs, which provide no financial services; it requires a report on an annual basis only.

c. PARS-CODE (C) is assigned to postal headquarters at which postal functions are assigned as a collateral duty and requires no report (examples are FORSCOM, WESTCOM, EUCOM, PACOM, CINCLANT, etc). MACOM Postal management headquarters (such as USAPGE, CINCUSNAVEUR, 4400/4401/6005/7025 AIRPS, POSTAL GROUPS, Air Force postal detachments, FMFLANT, FMFPAC, COMNAVLOGPAC) however, do report under PARS Code D.

3. REPORTING PROCEDURES. PARS reports will be submitted to MPSA-OP, through your MACOM, by letter, unless MPSA specifically approves a request for letter or message directly to MPSA. Reports must reach MPSA by the 30th of the month following the end of the quarter. When a unit-level activity detects an error after transmitting a report, that unit will submit a corrected report. When a MACOM or consolidating headquarters detects an error in a subordinate's report, it may direct the unit to submit a corrected report or the MACOM may submit the corrected report for the subordinate unit. Follow "Corrected Message Format" figure 3-3.

4. PREPARATION OF PARS REPORT. It is imperative that you use each line of the letter format even though you may not have any data to report for that particular line; i.e. if a postal unit sold no money orders for the quarter, do not eliminate that line of the letter. Simply enter MONEY ORDERS SOLD: 0 VALUE: 0. If a line of a letter is deleted or left blank, our plans for optical scanning won't work. Further, we have no way of determining whether data should or should not be reported, other than to send a message requesting clarification. This takes time and delays both the PARS report and other reports which are compiled from the PARS data. If requirements for a particular report are lines 1 thru 11 (first three quarters), complete all 11 lines. If they are lines 1 thru 22; (Annual Report), complete all 22 lines. All required lines must have some entry, even if that entry is 0.

5. Line-by-line descriptions for contents of letter and message formats for both the Quarterly Report (Oct-Nov-Dec; Jan-Feb-Mar; and Apr-May-Jun), and for the Annual Report (Jul-Aug-Sep) are contained in figure 3-4 (Quarterly Report-letter format), figure 3-5 (Annual Report--letter format), figure 3-6 (Quarterly Report--message format), and figure 3-7 (Annual Report--message format). Paragraph numbers refer to the exact paragraph entry in the report.

6. Letter formats, figures 3-4 and 3-5, may be reproduced locally. Form letters may be completed using pen, pencil, (PRINT LEGIBLY) or typewriter. Mail original to the headquarters designated for review and consolidation and keep a carbon copy for MPO files. Once review and consolidation are completed by the headquarters mail reports to the address below.

Headquarters,
Military Postal Service Agency
ATTN: MPSA-OP
Alexandria, VA 22331-0006

Military Automated Mail
Accounting System (MANAS)
Listing of Segments

Area Code (1)

③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

SVC	ORIG	DISP	OFFL	DEST	TYPE MAIL	CARRIER TYPE NAME	POUND RATE	RATE CODE	RATE 1 DATE
1	NYC	NYC	GUA	GUA	2	1 PLA		2	
1	NYC	NYC	GUA	GUA	3	1 PLA		3	

1 System and report title.

2 Area Code : 1 = U.S. to Atlantic
2 = Atlantic to U.S.
3 = Atlantic to Atlantic
4 = Atlantic to Pacific
5 = U.S. to Pacific
6 = Pacific to U.S.
7 = Pacific to Pacific
8 = Pacific to Atlantic

3 Service Code : 1 = Army/Air Force
2 = Navy/Marine Corps

4 Origin - Three character code representing the location where mail is initially manifested.

5 Dispatch - Three character code representing the location where mail was received by carrier. Dispatch is often the same as origin, however, it may differ as the following example demonstrates:

ORIG	DISP	OFFL	DEST
NYC	NYC	FRA	BER
NYC	FRA	BER	BER

In this example mail was initially manifested and dispatched from New York to Frankfurt where it was offloaded and then dispatched to Berlin, its final destination.

6 Offload - Three character code representing the location where the mail is removed from carrier. It may differ from destination, see example at 5. When dispatch and offload differ from origin and destination respectively, it means more than one carrier was used to move the mail from its origin to its destination.

7 Destination - Three characters code representing location where mail arrives prior to final delivery by USPS or MPS.

8 Type Mail:
1 = First-class and priority mail
2 = Military Ordinary Mail (MOM)
3 = Space Available Mail (SAM)
4 = Surface Mail

9 Carrier: Type - 1 = U.S. commercial
2 = Military Airlift Cmd (MAC)
3 = Military Sealift Cmd (MSC)
4 = Foreign commercial

Name - Three character code representing the particular U.S. or foreign commercial carrier. Codes for carrier names are contained in USPS T-9 Handbook.

10 Pound Rate - Cost in U.S. dollars (0.0000) per pound to move mail as specified in segment.

11 Rate Code: 1 = First-class and priority mail moved on U.S. commercial carrier
2 = MOM moved on U.S. commercial
3 = SAM moved on U.S. commercial
4 = (not assigned)
5 = LC moved on foreign commercial
6 = CP moved on foreign commercial
7 = Mail moved by MAC
8 = Mail moved by MSC

12 Rate 1 Date - The month and year (MMYY) the pound rate became effective.

Figure 3-1. Sample of Segment Listing Report.

① Military Automated Mail Accounting System
 Report of Mail Volume and Costs for APO Service from USA to Atlantic Transported by PAA Carrier for Air Rate Type
 Route: Origin Dispatch Offload Destination Carrier
 NYC FRA FRA PAA

② Summary Item	③ Month/Year		④ AIR		⑤ FRA		⑥ FRA		⑦ SAM		⑧ SUR		Cost
	Year	Volume	Cost	Volume	Cost	Volume	Cost	Volume	Cost	Volume	Cost	Volume	Cost
APO	1078	265278	196756.60							265278	196756.60		
APO	1178	547200	405858.24							547200	405858.24		
APO	1278	260783	193422.75							260783	193422.75		
APO	0179	317280	217400.26							317280	217400.26		
APO	0279	546141	374215.81							546141	374215.81		
APO	0379	243734	167006.54							243734	167006.54		
APO	0479	264495	193333.85							264495	193333.85		
APO	0579	234520	160643.10							234520	160593.10		
APO	0679	233600	160062.72							233600	160062.72		
APO	0779	202160	160826.87							202160	160826.87		
APO	0879	292325	233596.91							292325	233596.91		
APO	0979	271462	216925.28							271462	216925.28		

⑨ TOTAL 79 3657317 2653771.71 3657317 2653771.71

⑩ GRAND TOTAL 79 3657317 2653771.71 3657317 2653771.71

- 1 Use explanations and codes provided at figure 3-1 to define elements of narrative title.
 appears for each data listing, effect of the Summary Item selected is reflected in the sequence of those titles.
- 2 The example report above is so specific that Summary Item is a duplication of design. When a report contains multiple listings of data. Summary Item is used to vertically sequence them as required by the user. Summarization can be done service, area, origin, dispatch, offload, destination, carrier or rate. As a narrative title
- 3 All 12 months of the fiscal year will always appear. If only one month is required, data will only appear for that month. Reports can be made by month or fiscal year only.
- 4 The volume in pounds and cost in dollars of First-Class and Priority mail moved per the narrative title.
- 5 Same as 4 above except for Military Ordinary Mail (MOM) moved.
- 6 Same as 4 above except for Space Available Mail (SAM) and Parcel Airlift Mail (PAL) moved.
- 7 Same as 4 above except for surface mail moved by Military Sealift Command (MSC).
- 8 Horizontal total of data for corresponding period.
- 9 Vertical total of data for corresponding type mail.
- 10 Vertical total of all data listings in one report.

Figure 3-2. Sample of Mail Volume and Cost Report.

CORRECTED PARS REPORT--MESSAGE FORMAT

FROM LINE: Enter your message or unit address.

TO LINE: EXEC DIR MIL POSTAL SVC AGCY ALEX VA//MPSA-OP/

INFO LINE: Enter your MACOM's message address (i.e CINCPACFLT, 7025AIRPS, 1ST PERSCOM, etc.).

CLASSIFICATION OF MESSAGE: UNCLASSIFIED

SUBJECT LINE: PARS CORRECTED REPORT

1. ALPHA-ID: (Enter Alpha-ID of unit making error. Always include this line in corrected reports).

3. STAMP SALES: 350 vice 340.

20. ENLISTED ASGD: 23 Vice 21.

NOTE: The numbers in the format are to correspond with the numbers of the line of the letter or message format which is being corrected. Ensure the first line (ALPHA-ID) is included on each correction message; other lines are as required to correct errors. Send all report corrections by message.

Figure 3-3 Corrected PARS Report--Message Format

QUARTERLY REPORT, LETTER FORMAT

(December, March, and June)

(1) ALPHA-ID: A three letter alpha code which MPSA issues to each MPO/MAO when established. If you are not sure of your Alpha-ID, check with your MACOM.

(2) AS-OF-DATE: Is the last day of the quarter in which you are reporting regardless of your last business day. Examples of your four "AS-OF-DATES" with varying year date are listed below. Except for the year, these dates will not change (i.e. 4th Qtr. 1987 as of date is 870930, 4th Qtr. 1988 as of date will be 880930). Your "AS-OF-DATE" must be entered in year, month, day sequence (870331) not 31MAR87, MAR 31 87, or 310387; also, NO SPACING BETWEEN NUMBERS (i.e. no 87 03 31, 87-03-31, or 87/03/31). The last day of business does not determine the "AS-OF-DATE", the last day of the quarter will determine that (i.e. if your last day of business is 870328 your "AS-OF-DATE" will still be entered as 870331).

1ST QUARTER ----- 871231
(Oct,Nov,Dec--ending 31Dec87)

2ND QUARTER ----- 860331
(Jan,Feb,Mar--ending 31Mar86)

3RD QUARTER ----- 890630
(Apr,May,Jun--ending 30Jun89)

4TH QUARTER ----- 930930
(Jul,Aug,Sep--ending 30Sep93)

Figure 3-4 Quarterly PARS Report--Letter Format

(3) MONEY ORDERS SOLD: _____ VALUE: Use this line to report the total number of money orders you sold and the total dollar value, **ROUNDED OFF TO THE NEAREST WHOLE DOLLAR**. For example, M.O. sold were 565, actual dollar value was \$198,546.56 your entry would be MONEY ORDERS SOLD: 565 VALUE: 198547. Notice that the entry has **NO LEADING ZEROES** (0006 for 6), **NO DOLLAR SIGNS** (\$), **NO DECIMALS** (.), and **NO COMMAS** (,). The computer format requires a certain number of alpha or numeric characters. It will accept none of those symbols, also N/A cannot be used to indicate "none" use a numerical zero.

(4) MONEY ORDERS CASHED: _____ VALUE: This line follows the same format as line 3, except it covers the total money orders cashed and the total dollar value, **ROUNDED OFF TO THE NEAREST WHOLE DOLLAR**, for the quarter. For example, if you cashed 3 M.O.s, with an actual dollar value of \$2000.09, then your entry would be MONEY ORDERS CASHED: 3 VALUE: 2000.

(5) VALUE STAMP SALES: Use this line to report the total stamp sales by each MPO and its units (to include MAOs and their units), regardless whether or not the COPE is at a different MPO number.

A. Consider the following possible factors:

(1) Do not double count figures (i.e., do not count COPE sales to an MPO reporting on its own).

(2) If a COPE does not sell to other MPOs/MAOs who report separately, they can merely report the total sales to clerks and local units.

Figure 3-4 (Continued)

(3) Do not report fixed or flex credit amounts, report stamp sales only.

(4) Include COPE sales directly to any local activities such as banks, credit unions, clubs, and stamp vending machines.

B. ROUND OFF ALL DOLLAR AMOUNTS TO THE NEAREST WHOLE DOLLAR. For example, stamp sales were \$62,000.51 your entry would be VALUE STAMP SALES: 62001. This entry also applies to non-DoD postal operations, such as embassies and consulates, even if they obtain their stamps from co-op funds or any other source than USPS fixed credits from a postmaster. For any stamp sales in this category (mostly embassies not staffed by full time military personnel), enter an X immediately after each dollar amount (SALES: 3200X). Remember the X is only for non-USPS fixed credits stamp sales.

C. The main purpose of this type of reporting is to merge with claims data USPS maintains and statistical correlation to point out "high" and "low" activities in relationship to their claims volume. USPS maintains their data by zip to/from, not by COPE location, since they can be different.

(6) NUMBER POSTAGE METERS: _____ SALES: Use this line to report the actual number of USPS postage meters assigned and operated by your post office workers, whether you are currently using the meters or not. It is also for the dollar amount of meter sales, ROUNDED OFF TO THE NEAREST WHOLE DOLLAR (i.e. if your post office has no postage meters your entry would be NUMBER POSTAGE METERS: 0 SALES: 0).

(7) NUMBER CONTRACT METERS: _____ SALES: Use this line to report the total number of contract or company-owned meters on which your post office sets postage (normally at exchange mail order warehouses, banks, credit unions, etc.) and the dollar amount of sales from those meters, ROUNDED OFF TO THE NEAREST WHOLE DOLLAR.

(8) NUMBER OFFICIAL METERS: _____ SALES: Use this line to report the total number of DoD meters (for official postage) that your post office resets, and the dollar amount of sales from those meters, ROUNDED OFF TO THE NEAREST WHOLE DOLLAR.

(9) NUMBER REGISTERED PIECES ACCEPTED: Use this line to report the total pieces of mail your post office accepts for registration (i.e. accepted via PS Form 3877, Firm Registration Book or PS Form 3806, Receipt For Registered Mail).

(10) NUMBERED INSURED PIECES ACCEPTED: Use this line to report the total number of numbered insured articles your post office accepts on PS Form 3813P, Domestic and International Insured Receipt.

(11) UNNUMBERED INSURED PIECES ACCEPTED: Use this line to report the total quantity of unnumbered insured articles your post office accepts on PS Form 3813, Insured Mail Receipt.

Figure 3-4 (Continued)

QUARTERLY PARS REPORT

(1 Jan to 31 Mar; 1 Apr to 30 Jun; and 1 Oct to 31 Dec; not for 1 Jul to 30 Sep)

FROM:

TO: EXECUTIVE DIRECTOR, MILITARY POSTAL SERVICE AGENCY, ATTN: MPSA-OP,
ALEXANDRIA, VA 22331-0006

THRU:

SUBJECT: POSTAL ACTIVITY REPORTING SYSTEM (PARS)

1. ALPHA-ID: _____	
2. AS-OF-DATE: _____	
3. MONEY ORDERS SOLD: _____	VALUE: _____
4. MONEY ORDER CASHED: _____	VALUE: _____
5. VALUE STAMP SALES: _____	
6. NUMBER POSTAGE METERS: _____	SALES: _____
7. NUMBER CONTRACT METERS: _____	SALES: _____
8. NUMBER OFFICIAL METERS: _____	SALES: _____
9. NUMBER REGISTERED PIECES ACCEPTED: _____	
10. NUMBERED INSURED PIECES ACCEPTED: _____	
11. UNNUMBERED INSURED PIECES ACCEPTED: _____	

COPE SIGNATURE

THIS FORM MAY BE REPRODUCED AND COMPLETED USING PEN, PENCIL, OR TYPEWRITTEN MAIL ORIGINAL TO YOUR MACOM OR POSTAL HEADQUARTERS, FOR REVIEW AND CONSOLIDATION FOR MAILING TO MPSA. KEEP A COPY FOR MPO FILES.

REPORTING UNITS ARE AUTHORIZED TO ADD ADDITIONAL LINES AFTER LINE 11 TO REPORT DATA FOR MACOM USE ONLY, IF SO DIRECTED BY THEIR MACOM.

Figure 3-4 (Continued)

ANNUAL REPORT, LETTER FORMAT
(September)

The fourth quarter report will follow the format as shown in figure 3-5 for lines 1 thru 11, adding an additional 11 lines (lines 12 thru 22) to report population served and post office manning levels.

(12) MILITARY SPONSORS: _____ DEPENDENTS: Use the first blank to report the total number of active duty military your post office serves on a regular basis, in excess of 60 days, regardless of their branch of service. Although it may be difficult to capture data on those personnel on long term TAD/TDY (over 60 days, but not PCS), try to be as accurate as possible remembering the criteria is mail delivery to them, and never their appearance at a window for stamps, parcels, or other services. Use the second blank to report the total number of dependents of military sponsors.

(13) DoD CIVILIAN SPONSORS: _____ DEPENDENTS: Use the first blank to report the total number of DoD Civilian sponsors your post office serves on a regular basis, in excess of 60 days. Try to eliminate double reporting if a civilian employee (DoD school teacher, for example) has MPO privileges by virtue of also being a dependent. In this example, count on line 12, not here on line 13. Use the second blank to report the total number of dependents of DoD Civilian sponsors.

(14) U.S. CONTRACTORS: _____ DEPENDENTS: Use the first blank to report the total number of U.S. contractor sponsors your post office serves on a regular basis, in excess of 60 days. Use the second blank to report the total number of dependents of U.S. contractor sponsors.

(15) STATE DEPARTMENT: _____ DEPENDENTS: Use the first blank to report the total number of State Department sponsors your post office serves on a regular basis, in excess of 60 days. Use the second blank to report the total number of dependents of State Department sponsors.

(16) OTHER U.S. GOVERNMENT EMPLOYEES: _____ DEPENDENTS: Use the first blank to report the total number of other U.S. Government employee sponsors your post office serves on a regular basis, in excess of 60 days, (i.e. Drug Enforcement Agency personnel, Treasury agents, U.S. Customs agents, Department of Agriculture, etc.). Use the second blank to report the total number of dependents of U.S. Government employee sponsors.

(17) RETIREES: _____ DEPENDENTS: Use the first blank to report the total number of retirees your post office serves on a regular basis. A retiree could have privileges by virtue of both retirement and employment as a DoD civilian. In this case count under DoD civilian sponsor category (line 13), and do not recount here. Include surviving widows/widowers in this category. Use the second blank to report the total number of dependents of retired personnel.

Figure 3-5 (Continued)

(18) INTRANSIT PERSONNEL: Use this line to report the total number of personnel your post office serves for a period not to exceed 60 days, (i.e. TDY/TAD, LEAVE, FLEET VISITS, etc.). It is for mail receipt only, not for mailings at a window by TAD/TDY/on-leave personnel.

(19) OFFICERS AUTH: _____ ASGD: Use this line to report the total number of officers authorized and assigned, who actually work in the post office, based on your official manpower authorization document.

(20) ENLISTED AUTH: _____ ASGD: Use this line to report the above information for enlisted personnel.

(21) U.S. CIVILIANS AUTH: _____ ASGD: Use this line to report the above information for U.S. civilian employees.

(22) FOREIGN AUTH: _____ ASGD: Use this line to report the above information for foreign/local national employees.

NOTE: The 4th Quarter and Annual report is a combined report. It is not necessary to submit 2 separate reports. Lines 1 thru 11 of the report will include only the actual business information for the 4th quarter, not the cumulative business conducted for the 1st, 2nd, 3rd, and 4th quarters. Lines 12 thru 22 will include information which is representative of any given day or days in September.

Figure 3-5 (Continued)

ANNUAL PARS REPORT

(1 Jul to 30 Sep Report Only)

FROM:

TO: EXECUTIVE DIRECTOR, MILITARY POSTAL SERVICE AGENCY, ATTN: MPSA-OP,
ALEXANDRIA, VA 22331-0006

THRU:

SUBJECT: POSTAL ACTIVITY REPORTING SYSTEM (PARS)

1. ALPAH-ID:	_____	
2. AS-OF-DATE:	_____	
3. MONEY ORDERS SOLD:	_____	VALUE: _____
4. MONEY ORDER CASHED:	_____	VALUE: _____
5. VALUE STAMP SALES:	_____	
6. NUMBER POSTAGE METERS:	_____	SALES: _____
7. NUMBER CONTRACT METERS:	_____	SALES: _____
8. NUMBER OFFICIAL METERS:	_____	SALES: _____
9. NUMBER REGISTERED PIECES ACCEPTED:	_____	
10. NUMBERED INSURED PIECES ACCEPTED:	_____	
11. UNNUMBERED INSURED PIECES ACCEPTED:	_____	
12. MILITARY SPONSORS:	_____	DEPENDENTS: _____
13. DOD CIVILIAN SPONSORS:	_____	DEPENDENTS: _____
14. U.S. CONTRACTORS:	_____	DEPENDENTS: _____
15. STATE DEPARTMENT:	_____	DEPENDENTS: _____
16. OTHER U.S. GOVERNMENT EMPLOYEES:	_____	DEPENDENTS: _____
17. RETIREES:	_____	DEPENDENTS: _____
18. INTRANSIT PERSONNEL:	_____	
19. OFFICERS AUTHORIZED:	_____	ASSIGNED: _____
20. ENLISTED AUTHORIZED:	_____	ASSIGNED: _____
21. U.S. CIVILIANS AUTHORIZED:	_____	ASSIGNED: _____
22. FOREIGN AUTHORIZED:	_____	ASSIGNED: _____

COPE SIGNATURE

THIS FORM MAY BE REPRODUCED AND COMPLETED USING PEN, PENCIL, OR TYPEWRITTEN MAIL ORIGINAL TO YOUR MACOM OR POSTAL HEADQUARTERS, FOR REVIEW AND CONSOLIDATION FOR MAILING TO MPSA. KEEP A COPY FOR MPO FILES.

REPORTING UNITS ARE AUTHORIZED TO ADD ADDITIONAL LINES AFTER LINE 22 TO REPORT DATA FOR MACOM USE ONLY, IF SO DIRECTED BY THEIR MACOM.

Figure 3-5 (Continued)

QUARTERLY REPORT, MESSAGE FORMAT (prior MPSA approval only)

If the electronic message format is to be used, type, "TT" in the "LMF" block of the message form. If message centers cannot transmit via this mode, leave the "LMF" block blank. MACOMs or postal headquarters will be an info addressee on all reports. The top part of the message is as follows:

- (1) FROM LINE: Enter your message or unit address.
- (2) TO LINE: EXEC DIR MIL POSTAL SVC AGCY ALEX VA//MPSA-OP//
- (3) INFO LINE: Enter your MACOM's message address (i.e. CINCPACFLT, 7025AIRPS, 1ST PERSCOM, etc.)
- (4) CLASSIFICATION OF MESSAGE: Unclassified.
- (5) SUBJECT: PARS
- (6) TEXT: Follow the instructions for letter format figure 3-4.

Figure 3-6 Quarterly PARS Report-Message Format

ANNUAL REPORT, MESSAGE FORMAT (prior MPSA approval only)

If the electronic message format is to be used type, "TT" in the "LMF" block of the message form. If message centers cannot transmit via this mode, leave the "LMF" block blank. MACOMs or postal headquarters will be an info addressee on all reports. The top part of the message is as follows:

- (1) FROM LINE: Enter your message or unit address.
- (2) TO LINE: EXEC DIR MIL POSTAL SVC AGCY ALEX VA//MPSA-OP//
- (3) INFO LINE: Enter your MACOM's message address (i.e. CINCPACFLT, 7025AIRPS, 1ST PERSCOM, etc.)
- (4) CLASSIFICATION OF MESSAGE: Unclassified.
- (5) SUBJECT: PARS
- (6) TEXT: Follow the instructions for letter format

Figure 3-7 Annual PARS Report-Message Format

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED										
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CC	ORIG/MSG IDENT						
01 of 02	DATE-TIME Z	MONTH	YR	ACT RR	INFO RR	UUUU			TT OR	LEAVE BLANK						
BOOK	MESSAGE HANDLING INSTRUCTIONS															
FROM: YOUR MESSAGE ADDRESS TO: EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA//MPSA-OP// INFO YOUR POSTAL HEADQUARTERS/MACOM MESSAGE ADDRESS UNCLAS SUBJ: PARS 1. ALPHA-ID: YOUR ALPHA-ID ONLY 2. AS OF DATE: LAST DATE OF THE QUARTER IN WHICH YOU ARE REPORTING 3. M.O. SO: VAL: 4. M.O. CA: VAL: 5. VAL STA SA: 6. NUM POS MET: SA: 7. NUM CON MET: SA: 8. NUM OFF MET: 9. NUM REG ACC: 10. NUM INS ACC: 11. UNNUM INS ACC: 12. MIL SPON: DEP: 13. DOD CIV: DEP: 14. US CON: DEP: 15. STA DEPT: DEP: DISTR:- <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; padding: 5px;">DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE</td> <td style="width: 50%; padding: 5px;">SPECIAL INSTRUCTIONS</td> </tr> <tr> <td style="width: 50%; padding: 5px;">TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE</td> <td style="width: 50%; padding: 5px;">DATE TIME GROUP</td> </tr> <tr> <td style="width: 50%; padding: 5px;">SIGNATURE</td> <td style="width: 50%; padding: 5px;">SECURITY CLASSIFICATION UNCLASSIFIED</td> </tr> </table>											DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE	SPECIAL INSTRUCTIONS	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE	DATE TIME GROUP	SIGNATURE	SECURITY CLASSIFICATION UNCLASSIFIED
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE	SPECIAL INSTRUCTIONS															
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE	DATE TIME GROUP															
SIGNATURE	SECURITY CLASSIFICATION UNCLASSIFIED															

DD FORM 173/2 (OCR)
1 MAR 79

PREVIOUS EDITION IS OBSOLETE.
Figure 3-7

6
5
4
3
2
1
0

PREVIOUS EDITION IS OBSOLETE.

3-20

VOLUME I

CHAPTER 4

SELECTION AND DESIGNATION OF MILITARY POST OFFICE PERSONNEL

400. **PURPOSE.** This chapter provides procedural guidance and policy for the selection, designation, and termination of military post office personnel. Instructions on the direct hire of U.S. and local national civilians for overseas MPOs also are provided.

401. **BACKGROUND.** 39 U.S.C. 406 (reference (b)) requires that Armed Forces postal clerks, to include DoD and Foreign National civilians, be designated before assuming postal duties. To satisfy this requirement, personnel working in a postal activity who handle postal effects or process accountable mail shall be designated as Postal Clerk (PC), Custodian of Postal Effects (COPE), or Postal Finance officer (PFO).

402. QUALIFICATION, SELECTION, AND ASSIGNMENT OF POSTAL PERSONNEL

1. Personnel who perform postal duties must be loyal, trustworthy, and honest. By agreement between the USPS and the Department of Defense, personnel of questionable integrity may not be assigned to duties in MPOs, mailrooms, mail terminals, or other postal facilities.

2. Military personnel designated as PCs, COPEs, or PFOs shall meet the following qualifications:

a. Have no record of:

(1) Conviction by court martial.

(2) Punishment under Article 15 (reference (p)), involving a postal-related incident.

(3) Civilian conviction other than minor traffic violations.

b. Have no record of derogatory information or unfavorable conduct that casts doubt on the military member's trustworthiness and honesty.

c. Possess high moral standards and excellent military bearing.

d. Have no history of psychiatric disorder, alcoholism, or drug abuse, unless a medical evaluation determines the condition no longer exists.

e. Be financially responsible.

f. Not have been relieved previously for cause or criminal convictions from military postal duties.

g. Be a U.S. citizen and be eligible for a SECRET clearance (a favorable Entrance National Agency Check (ENTNAC) or National Agency Check (NAC) is on file) if required to handle official registered mail.

h. Not have physical restrictions prohibiting duty involving prolonged standing, walking, or lifting of weights up to 70 pounds.

i. Have a physical profile serial code (PULHES) of 211221.

3. The above basic requirements, as outlined by the USPS-DoD Postal Agreement (reference (e)) and expanded upon by MPSA apply to all Military Services. However, they are not intended as an all-inclusive list of qualifications for selection to a Military Service career field. In addition to the above criteria, each Military Service is responsible for developing its own selection qualifications to incorporate unique career field or duty classification requirements.

4. U.S. civilian personnel and Foreign Nationals also must meet the above basic criteria, to be designated as PCs, COPEs, or PFOs.

5. Military personnel selected for postal duties who have no previous postal experience should be scheduled to attend a postal course before assuming postal assignment. Personnel selected for key postal positions shall receive training before assuming duties. Training shall emphasize the importance of the postal service and the need to follow established policies and procedures. The MPS is dependent on well trained, motivated, and reliable personnel.

403. DESIGNATION PROCEDURES

1. Designation of PCs, COPEs, and PFOs. Commanders having command authority over military postal activities or their designated representatives are authorized to designate PCs, COPEs, and PFOs in accordance with the qualifications and requirements listed in paragraph 402, above. Designated personnel shall be advised of their responsibilities and obligations in handling postal funds and mail. Designation shall be formalized using DD Form 2257, "Designation Termination PC-COPE-PFO," as shown in figure 4-1. A change from one designation to another, such as from PC to COPE, shall require redesignation. If personnel to be designated are not located at the same place as the responsible commander, designation may be completed administratively through the mail. The designee shall sign the acknowledgement, and the DD Form 2257 shall be forwarded to the commander for approval and signature. DD Form 2257 shall be completed in enough copies for distribution as shown below. Additional copies and distribution instructions may be issued by major commands. Each designee shall also be issued a single DD Form 285, to identify him or her as a member of the MPS signed by the appointing official (See Figure 4-2). The appointing official shall also sign DD Form 2257. For additional Navy and Marine Corps requirements, see paragraph 403.2. The DD Form 285 shall be postmarked in block 10 with the all-purpose date stamp (APDS) of the MPO to which the individual is assigned. Provisions of Volume II, Chapter three, Paragraphs 303 and 305, do not apply to DD Form 285 issued to MPS personnel.

a. PCs (Navy and Marine Corps see paragraph 403.2 for additional instructions on designation of PCs).

- (1) Original in postal activity (Army and Air Force)
- (2) Copy to individual (DD Form 285)
- b. COPEs, and PFOs (all Military Services)
 - (1) Original in postal activity files.
 - (2) Copy to individual (DD Form 285 only).
 - (3) Copy to source of accountable paper (COPEs and PFOs only).

2. Designation of Navy and Marine Corps Personnel. Navy and Marine Corps PC designations shall be retained and carried forward for each reenlistment and shall remain in effect during the service member's entire period of continuous active duty unless otherwise revoked. However, DD Form 285 shall be issued by the command to which assigned and shall be revoked when the service member is reassigned to a new duty station. Navy and Marine Corps personnel meeting all career field entry requirements shall have their PC designations documented as follows:

- a. Navy. An original page 13 entry shall be made to show the designee, designating official, and effective date. The page 13 entry and the original copy of DD Form 2257 shall be filed in the member's field service record.
- b. Marine Corps. The original DD Form 2257 shall be forwarded to the Commandant of the Marine Corps (Code MHP-50) for inclusion in the member's master service record. A copy of the designation also shall be filed in the member's field service record.

3. Designation of Temporary COPEs and PFOs.

a. Fixed Credits. In a case of a temporary absence of the COPE or PFO (over 5 consecutive working days, but less than 31 total days) another qualified person shall be designated, by issuance of DD Form 2257, as a temporary COPE (figure 4-3). The required quantities of accountable paper, funds, money orders, and equipment shall be transferred to the temporary COPE to operate the facility during the period of the absence. PS Form 3369, "Consigned Credit Receipt," for stamps and funds and DD Form 885, "Money Order Control Record," for MOs and PS Form 1590, "Supply and Equipment Receipt," shall be exchanged between the two members. The original copy of the temporary designation shall be retained in the activities file and one copy provided to the designee. Upon return of the COPE, the temporary designation shall be terminated and the exchange of PS Form 3369 and DD Form 885 repeated.

b. Flexible Credits. If the COPE or PFO is absent from 3 to 5 consecutive days, a message shall be forwarded to the appropriate JMPA (New York or San Francisco) requesting the serving postmaster be notified that no requisitions or remittances will be forwarded during the specified time frame. If the absence is greater than 5 consecutive workdays, a new COPE or PFO shall be designated.

404. SPECIAL DESIGNATION OF MPO PERSONNEL IN AREAS WHERE USPS OPERATES

1. COPEs and PCs may be selected and designated to operate postal finance units at CONUS land-based postal facilities and other areas where the USPS operates. The following procedures and limitations apply:

a. Requests shall be submitted in writing to MPSA for approval.

b. Purpose shall be one or more of the following:

(1) Augmenting the USPS for short periods when unusual circumstances prevail and USPS cannot provide adequate service.

(2) Assisting in providing postal operations involving maneuvers and field exercises in isolated locations where USPS cannot provide adequate service.

c. On-the-job training (OJT) must be provided to personnel assigned to military reserve postal units.

2. Approval to operate military postal finance units in areas where USPS operates is necessary for each installation. Authority, once granted, remains effective indefinitely at the installation, provided:

a. The installation retains the mission to train military reserve postal personnel.

b. Personnel selected for such training are qualified members of the military reserve postal activities.

3. A COPE is designated in accordance with paragraph 403 when postal financial transactions are conducted.

405. TERMINATING DESIGNATIONS

1. Individual designations shall be terminated by a designating authority using DD Form 2257 for the following reasons:

a. Change from one designation to another, such as from PC to COPE (Army and Air Force only) or from COPE to PFO.

b. Reassigned to a new duty location, if the MPO number changes (Army and Air Force).

c. Reassignment to duties other than postal.

d. Termination of enlisted military service.

e. Convicted of a crime, such as theft or an offense of moral turpitude.

f. Relieved from postal duties for cause; for example, loss of postal effects through fraud or intent to defraud, negligence, mismanagement, or other serious irregularities.

2. Responsible commanders may terminate designations for the following reasons:

a. Consistent overages or shortages in account audits.

b. Failure by the member to show required progress in training programs established by each Military Service.

3. Procedures and authority for, and distribution of, termination actions shall be the same as shown in paragraphs 403.1 and 403.2. The MPO copy shall be retained in MPO files for 2 years from the termination date, then destroyed. The member's DD Form 285 shall be withdrawn and destroyed.

4. Military or civilian personnel who are relieved for reasons provided in paragraphs 405.1.e or 405.1.f shall not be considered eligible for further postal assignments or positions. Commanders relieving such personnel from postal duties shall coordinate this action with personnel offices to ensure personnel records are properly annotated to prevent reassignment to postal duties.

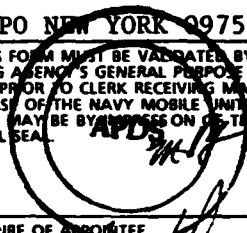
5. It is mandatory that the person whose designation is being terminated cease all postal duties by the effective date of revocation.

6. If it becomes necessary to terminate a COPE and no qualified relief is immediately available to continue operation of the post office, the postal effects and funds shall be placed in the custody of a commissioned or warrant officer designated by the responsible commander. In addition, operations shall be suspended until a designated replacement COPE is in position. See Chapter 1, paragraph 109.4 for procedures for suspending service. If possible, the COPE being relieved shall be provided receipts to document the transfer.

DESIGNATION/TERMINATION MPC-FPC-COPE-PFO		
TO: (Use complete address) 228th AG Company APO New York 09757	FROM: (Use complete address) 228TH AG Company APO New York 09757	
DESIGNATION		
THE INDIVIDUAL NAMED BELOW IS DESIGNATED: ☒ MILITARY POSTAL CLERK (MILITARY) ☐ FINANCIAL POSTAL CLERK (CIVILIAN) ☐ CUSTODIAN OF POSTAL EFFECTS ☐ POSTAL FINANCE OFFICER		
NAME: (Last, First, MI) (Typed or printed) SMITH, FRANK D.	PAY GRADE: Sgt.	BRANCH OF SERVICE: USA
ACTIVITY FOR WHICH DESIGNATED: APO 09757		
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		88 May 25 Date: (Yr., Mo., Day)
TYPED/PRINTED NAME OF DESIGNATING OFFICIAL: (Last, First, MI) Post, James R.	PAY GRADE: Capt	SIGNATURE:  DUTY TITLE: Postal Officer
TERMINATION		
THE ABOVE DESIGNATION IS TERMINATED EFFECTIVE (Yr, Mo, Day):		
REASON FOR TERMINATION (EXPLAIN IN DETAIL): 		
TYPED/PRINTED NAME OF TERMINATING OFFICIAL: (Last, First, MI)	PAY GRADE:	SIGNATURE: DUTY TITLE:

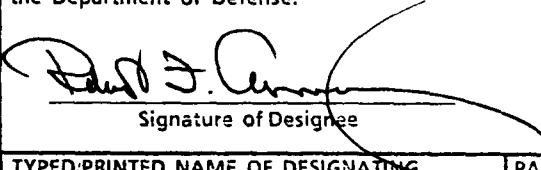
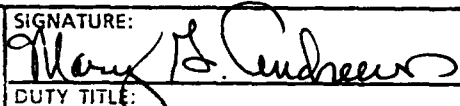
DD FORM 2257 Replaces AF Form 1848
 82 JAN Previous Edition is obsolete

Figure 4-1. Sample of a Completed DD Form 2257

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <i>(See Instructions on Reverse)</i>		1. DATE EFFECTIVE 27 May 88	2. DATE REVOKED
3. NAME OF APPOINTEE (Last, First, Middle Initial) SHAW, DAVID R.			
4. NAME OR GRADE SFC	5. SSAN 226-78-1658	6. TITLE OF APPOINTEE Postal Clerk	
7. ORGANIZATION / ACTIVITY 228th AG Company		8. APO, MPO, OR CONUS INSTALLATION APO NEW YORK 09757	
9. MAIL AUTHORIZED TO RECEIVE <i>(Check and Initial)</i>		10. THIS FORM MUST BE VALIDATED BY THE SERVING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALI- DATION MAY BE BY INSPECTION OF THE LIMITS OFFICIAL SEAL. 	
☒ PERSONAL (Accountable)	☐ OFFICIAL (Except accountable)		
☐ PERSONAL (Except accountable)	☐ OFFICIAL POUCHES ONLY		
☐ OFFICIAL (Accountable)	☐		
SIGNATURE OF APPOINTING OFFICIAL 		SIGNATURE OF APPOINTEE 	

DD FORM 285
JUN 67

Figure 4-2. Completed DD Form 285 (Appointment of Postal Clerk)

DESIGNATION/TERMINATION MPC-FPC-COPE-PFO		
TO: (Use complete address) 228th AG Company APO New York 09757	FROM: (Use complete address) 228th AG Company APO New York 09757	
DESIGNATION		
THE INDIVIDUAL NAMED BELOW IS DESIGNATED: Temporary COPE for the period 1 June thru 30 June 1989		
☐ MILITARY POSTAL CLERK (MILITARY) ☐ FINANCIAL POSTAL CLERK (CIVILIAN) ☒ CUSTODIAN OF POSTAL EFFECTS ☐ POSTAL FINANCE OFFICER		
NAME: (Last, First, MI) (Typed or printed) ARVEY, ROBERT F.	PAY GRADE: MSG	BRANCH OF SERVICE: US Army
ACTIVITY FOR WHICH DESIGNATED: APO NY 09757		
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		89 JUN 1 Date: (Yr., Mo., Day)
TYPED/PRINTED NAME OF DESIGNATING OFFICIAL: (Last, First, MI) ANDREWS, MARY G.	PAY GRADE MAJ	SIGNATURE:  DUTY TITLE: Commander
TERMINATION		
THE ABOVE DESIGNATION IS TERMINATED EFFECTIVE (Yr, Mo, Day):		
REASON FOR TERMINATION (EXPLAIN IN DETAIL): 		
TYPED/PRINTED NAME OF TERMINATING OFFICIAL: (Last, First, MI) 	PAY GRADE 	SIGNATURE:
		DUTY TITLE:

DD Form 2257, JAN 82

Replaces AF Form 1248, Aug 76, which is obsolete

FORM 112

Figure 4-3. Sample of a Completed DD Form 2257 for Temporary COPE

VOLUME I

CHAPTER 5

POSTAGE STOCK

500. PURPOSE. This chapter regulates the procurement, sale, and accountability of postage stamps and stamped paper.

501. GENERAL.

1. Stamp Stock. Hereafter, stamp stock is referred to as stock and is advanced on a flexible credit basis to a PFO by an accountable postmaster. Stock may be advanced on a fixed or flexible basis to a COPE by a PFO or an accountable postmaster. Only persons properly designated as COPEs, or PCs are authorized to sell stock or operate postage meters. PFOs and COPEs receiving stock directly from an accountable postmaster shall order stock from the designated source of supply as shown below:

<u>Postal Activity</u>	<u>Postmaster</u>
09XXX	New York
34XXX	
96XXX	San Francisco
98XXX	

2. Remittances. Throughout this chapter, the term "remittances" refers to a check, MO, paid USPS MO, or cash.

a. Authorized methods for remitting funds are:

- (1) Check issued by a recognized check-issuing facility.
- (2) No-Fee Postal MO. (See Chapter 7, paragraph 706.5)
- (3) Nonpostal MO.
- (4) Paid USPS MO.
- (5) Travelers Checks. (See paragraph 501.9)
- (6) Personal Checks. (See paragraph 501.8)
- (7) Cash (If checks and MOs are not available)

b. Remittances containing a check or MO shall be submitted using first-class USPS indicia mail. All remittance checks shall be postmarked legibly on the reverse so the remitting post office can be identified. Requisitions between COPEs and PFOs may be made utilizing first-class, USPS indicia mail.

c. Remittances containing cash shall not be sent to any USPS facility. (See Chapter 7, paragraph 709.4.h).

d. Remittances mailed between postal clerks, COPES, and PFOs containing cash or paid USPS MOs shall be submitted using registered USPS indicia mail. All cash remittances shall be witnessed. They shall be double wrapped with loose coins taped to paper or cardboard. The inner envelope shall be marked with the amount of cash enclosed and annotated with "OPEN IN THE PRESENCE OF A WITNESS."

3. Witnesses. When actions pertaining to postage stock and meter accounts require a witness and the postal activity is operated by one clerk, prior arrangements shall be made with a local unit or installation commander to provide such a witness. Under unusual circumstances and only when approved by responsible commanders or their designated representative, the phrase "no witness available" (NWA) may be used instead of a witness' signature. Every effort shall be made to obtain a witness because of the possibility of a clerk's personal liability when there are discrepancies.

4. U.S. Installations. At installations in the United States where USPS operates and where, as an approved exception (see Volume II, Chapter 2), stock is sold by military personnel, these instructions shall be followed unless in conflict with instructions issued by the accountable postmaster.

5. Determining Amount of Initial MPO Credit

a. As a general guide for newly established MPOs, calculate a minimum of \$5 per sponsor when requesting initial fixed credits. The following variables may require larger or smaller amounts and shall be considered in determining the initial credit:

- (1) Transit times between the MPO and the source of supply.
- (2) Availability of a postage meter machine.
- (3) Fluctuations in population served, such as mobile units and temporary duties (TDYs for Army/Air Force) and (TADs for Navy/Marine Corps).
- (4) Facilities and equipment for the protection of the stock.
- (5) At-sea operations.

b. If a meter is not available, a minimum credit of \$2,000 shall be established. This amount shall provide sufficient stocks of various denominations.

6. Christmas Stock

a. Each year during the September-October time frame, USPS announces availability and sale dates of Christmas stamps. COPES shall review PBs for the announcement and, when it appears, shall order Christmas stock.

(1) Postal activities ordering direct from the Postmaster, New York, or Postmaster, San Francisco, shall comply with the instructions contained in the PB announcing the Christmas stock.

(2) PFOs shall establish policy regarding the issue of Christmas stock to the MPOs they service.

b. If a fixed credit needs to be increased to accomodate additional Christmas stock, submit the request to the source of supply through the responsible commander. This shall be accomplished as soon as the PB announcement is received. Procedures outlined in paragraphs 502.3.c and 502.4.c, apply when increasing and decreasing fixed credits for Christmas sales. The credit shall be decreased to the normal stock level before 31 January.

7. Accountable Postmaster Addresses. Addresses to be used when contacting accountable postmasters for transactions pertaining to fixed and flexible credits are provided in tables 5-1 and 5-2, respectively.

8. Acceptance of Personal Checks. When authorized by the postal commander, (See Chapter 9, paragraph 910) postal clerks may accept personal checks for the purchase of all postal services except COD's and Money Orders.

a. Checks will be accepted only for the exact amount of purchase. Change will not be given.

b. Checks must be made payable to the accountable postmaster.

c. Clerks are responsible to ensure the following information is recorded on each check and may be held pecuniarily liable for the value of the check should they fail to do so.

(1) Name (Of Sponsor).

(2) Rank (Of Sponsor).

(3) SSN (Of Sponsor).

(4) Organization (Of Sponsor).

(5) Mailing Address of Writer/Sponsor.

(6) Duty Phone (Of Sponsor).

(7) Home Phone (Of Sponsor).

d. Personal Check Acceptance Procedures: Prior to accepting parcels/selling postage, the postal clerk (PC) shall ask the patron if he/she will be paying by check. If the purchase is to be made by check, the clerk will then ask the patron for his/her identification card (ID). The PC will then check the social security number (SSN) on the card against the AAFES (Army & Air Force Exchange) or NEX (Navy Exchange) returned check list. If the individual's SSN is not listed, the clerk may accept the individual's personal check. A government ID shall be required as a means of identification. When authorized personnel are not issued official ID's, a U.S. passport may be used for identification. The passport number will be entered on the reverse of the check when used. Only one form of identification is required. The postal clerk accepting checks will endorse the reverse of the check:

(1) For deposit only to the account of the serving postmaster (Postmaster New York or Postmaster San Francisco).

- (2) The account number of the accountable postmaster.
- (3) Affix the all purpose dating stamp.
- (4) Affix his/her initials near the APDS impression.

e. Submission/Accounting for Personal Checks:

(1) At the conclusion of the business day, the postal clerk will transfer all checks accepted to the COPE. Clerks will use accepted personal checks to account for postage and postage meter sales. If accepted checks exceed the amount required for meter sales, the clerk will list the excess checks on PS Form 17 to requisition postage stock from the COPE.

(2) The COPE will prepare a business tape listing (adding machine or calculator) of all accepted personal checks and the U.S. Treasury or Military Banking Facility (MBF) check. An impression of the APDS and COPE's initials must be affixed at the top of this tape.

(3) COPE's serviced by the Postmaster, New York, shall use accepted personal checks to account (to the maximum extent) for postage meter sales. These checks will be included in the daily postage meter remittance. Should the total dollar amount of accepted personal checks exceed the total of the meter remittance, the COPE shall retain only that amount which exceeds the meter remittance and submit these checks with the next day's meter remittance. The following items will be submitted via registered mail:

- (a) USPS Form 3602-PO.
- (b) Business tape.
- (c) Accepted personal checks.
- (d) U.S. Treasury/MBF checks.
- (e) Accepted Travelers checks.

NOTE: MPO's participating in Direct Deposit Program shall only remit a copy of the Bank Deposit Slip and PS Form 3602-PO to Control Desk, General Accounting Office, Room 3110, New York, NY 10199-9511.

(4) COPE's serviced by the Postmaster, San Francisco shall forward the following items to Bank of America, Attn: Military Postal Accounts, P.O. Box 702, San Francisco, Ca 94202 accompanied by a Bank of America deposit slip:

- (a) Accepted personal checks.
- (b) Accepted Travelers checks.
- (c) U.S. Treasury/MBF check.
- (d) Business tape.

NOTE: The total value of (a), (b), and (c) above, shall be included in the amount reflected in AIC 752 (Cash Remitted) on PS Form 1412-B.

501.9. ACCEPTANCE OF TRAVELERS CHECKS: Travelers Checks issued by well-known established American firms or banks may be accepted in payment for all postal charges and services as long as sufficient funds are available to provide change to the customer. If funds are not available, advise the customer to cash it at an Open Mess, military exchange, or MBF, or to return at a later time when funds would be available.

A. The following procedures will apply to the acceptance of travelers checks:

(1) The value of the travelers check may not be more than twice the amount of purchase. For example do not accept a \$50.00 travelers check unless the purchase is at least \$25.00.

(2) Accepting PCs will ensure that:

(a) The customer is authorized MPO services

(b) All travelers checks are made payable to "Disbursing Officer U.S. Postal Service". SECOND PARTY TRAVELERS CHECKS SHALL NOT BE ACCEPTED.

(c) The customer's I.D. card number or, for authorized personnel without I.D. cards, the U.S. Passport number, is entered on the reverse of the check.

(d) The reverse of the check is endorsed "For deposit to Disbursing Officer U.S. Postal Service". PCs shall affix the impression of the APDS and initial next to it.

(3) PCs may be held pecuniarily liable for wrongful payment of travelers checks. If the clerk suspects the check should not be accepted, he or she may refuse to cash it and the decision may not be overruled.

B. Process travelers checks as follows:

(1) PCs at the end of the business day will:

(a) Use accepted travelers checks to the maximum extent possible to account for money order sales.

(b) Use any remaining travelers checks to account for meter sales or to requisition postage stock from the COPE.

(2) COPES will:

(a) Consolidate all travelers checks from PCs and apply them to the maximum extent possible toward the daily money order remittance to the M.O.D.

(b) List the travelers checks by number on PS Form 6019, Section II (See figure 7-4). If the total dollar amount for travelers checks is less than the amount of remittance, use the remaining cash balance to

obtain a treasury or MBF check and list it along with the travelers checks in Section II of the PS Form 6019.

502. FIXED CREDITS

1. Administration

a. Fixed credits shall be administered in accordance with USPS directives as augmented by this chapter and instructions by the responsible commander.

b. Retention of fixed credits in excess of \$1,000 by window clerks shall be authorized in writing by the responsible commander.

c. When conditions do not allow the COPE to properly protect postal effects, such as shipboard operations, the responsible commander may designate in writing a reserve custodian. In such cases, the COPE shall prepare PS Form 3369 "Consigned Credit Receipt," in duplicate to reflect the amount of fixed credit to be transferred to the reserve custodian. The amount of credit to be retained by the COPE shall be determined by the responsible commander based on stock required to conduct day-to-day operations. The reserve custodian shall sign both copies of the PS Form 3369, retain a copy, and return the original to the COPE as a receipt. When this procedure is necessary, the portion of the account retained by the COPE shall be considered as a working fixed credit as prescribed in paragraph 502.5.a.(5). However, a separate PS Form 3369 is not required. Audits shall be performed at the same interval as window clerk fixed credit accounts (see Chapter 12).

d. When a COPE or clerk is relieved of an account, the full amount of fixed credit shall be produced in stock, funds, evidence of requisitions in transit, or receipts for funds and stock extended. The account shall be audited and any overage shall be collected and remitted by the PFO or COPE, as appropriate, to the source of supply and restitution or provision for restitution of shortages shall be made at the time of audit.

e. Clerks shall be temporarily relieved of their accounts because of a projected absence for a period of more than 5 consecutive workdays but less than 31 total consecutive days and they shall be audited. Any overage within tolerance limits shall be retained by the COPE and reissued to the clerk upon return. Any shortage requires restitution at the time of audit. If immediate restitution is not made, see Chapter 14, paragraph 1404.

f. Temporary absences of the COPE shall be handled as outlined in Chapter 4, paragraph 403.3.

2. General Guidelines for Preparation of Requisitions and Replenishing Stock

a. Requisitions shall be prepared on PS Form 17 and shall be numbered in sequence beginning with number 1 each new fiscal year, (for example, 1-88). Naval activities shall include their office identification number in addition to the MPO number at the top of the PS Form 17. Requisitions from ships also shall show the ship's name.

b. Replenishment of stock from other than primary source of supply is not allowed except in an emergency or by deployed Navy ships.

c. Fixed credits maintained at post office units shall be replenished from the stock at the parent post office or the servicing PFO, as appropriate.

d. When remittance is by check or MO, annotate the PS Form 17 with the serial number and the value. If cash is remitted, list the denominations and amounts.

e. Prepare requisitions in the presence of a witness who shall be required to sign the MPO copy of the PS Form 17. Open returned requisitions and verify contents in the presence of a witness. When the requisition is for establishment or increase of a fixed credit, resolve any discrepancies before signing the enclosed PS Form 3369.

f. If an error in the returned requisition is found, it shall be brought to the attention of the source of supply immediately and resolved. If a shortage exists that cannot be adjusted immediately through coordination with the source of supply, an investigation shall be conducted as outlined in Chapter 14, paragraph 1408.

g. If the requisition is not received within the normal transit time, notify the postmaster by message through the appropriate JMPA and request status. If the postmaster acknowledges that the requisition has been shipped, but it is not received after a reasonable transit time, notify the appropriate JMPA and request tracer actions be initiated.

h. PBs periodically announce new stock, indicating an effective date of sale. When requisitioning these items, use a separate PS Form 17 for stock of each different effective date.

3. Procedures Between the Custodian of Postal Effects and an Accountable Postmaster

a. Obtaining an Initial Fixed Credit. After the MPO is established and the amount of fixed credit is determined by the responsible commander, the designated COPE shall obtain the initial fixed credit. The following actions shall be completed:

(1) Submit two copies of PS Form 3369 (figure 5-1), indicating the amount of fixed credit requests, two copies of PS Form 17 (figure 5-2) in the amount shown on the PS Form 3369, and one copy of DD Form 2257 (see Chapter 4, paragraph 403.1.b.(3), to the source of accountable paper.

(2) After acknowledging the fixed credit and filling the stock request, the accountable postmaster shall sign and forward the PS Form 3369 to the COPE. The COPE shall verify that the correct stock is received, sign the PS Form 3369, return the original to the accountable postmaster, and file the duplicate in the MPO file. Resolve any discrepancies before signing the PS Form 3369.

(3) If the initial fixed credit already has been pre-positioned at the MPO, the COPE and a witness shall audit the stock. Upon verification that the credit is correct, the COPE shall prepare three copies of PS Form 3369, indicating the amount of fixed credit received, sign the forms and submit the original and one copy with a copy of the audit to the accountable postmaster. Resolve discrepancies before signing the PS Form 3369. Retain a suspense copy of the PS Form 3369 until a signed copy is returned. When the signed copy is received, file it in the MPO files and destroy the suspense copy. Note: PS Forms 3369 shall be submitted by the COPE to the accountable postmaster not later than the activation date of the MPO.

(4) When an established fixed credit is transferred to a new COPE, the procedure outlined in paragraph 502.3.a.(3) shall be followed. The outgoing and incoming COPEs shall perform the audit. If a reserve custodian maintains a portion of the stock, he or she shall participate in the audit.

b. Replenishing Stock. See paragraph 502.2 for general guidance for submitting requisitions. Prepare requisitions in quadruplicate and send the original and one copy and remittance to the address shown in rule 2, table 5-1. Forward one copy to the address outlined in rule 1, table 5-1, and retain the other copy of PS Form 17 in MPO files until the copy, accompanied by the filled requisition is returned. Verify that the returned stock is correct and file the returned PS Form 17 in MPO files. Destroy the suspense copy.

(1) Requisitions from MPOs served directly by postmasters shall be submitted as follows:

(a) The check or MO shall be made payable to the postmaster and shall be forwarded with the requisition (rule 2, table 5-1).

(b) When stock is being returned for redemption and exchange, prepare four copies of PS Form 17 (figure 5-3). Forward two copies with the returned stock by registered USPS indicia mail to the address listed in rule 3, table 5-1. One copy of PS Form 17 covering the returned stock shall be forwarded by first-class USPS indicia mail to the address listed in rule 1, table 5-1. Retain one copy in the MPO file pending receipt of the exchange stock. Requisitions for replenishment of stock shall be submitted separately from requisitions for redemption and exchange.

(c) When stock is returned for any reason, it shall be submitted as shown in paragraph 502.3.b.(1) (b).

(d) International reply coupons (IRCs) shall be listed on PS Form 17 (Return Stamps Column) and forwarded by registered USPS indicia mail to the Accountable Paper Depository (rule 3, table 5-2). Submit reply coupons separately from other requisitions. Also, submit U.S.-issued IRCs separately from foreign-issued IRCs. (Refer to Part 392, IMM, (Reference (i)) to determine the current value of IRCs.)

(2) COPEs shall order stock before cash on hand exceeds 25 percent of their fixed credit.

c. Increasing or Decreasing Fixed Credits

(1) Requests for increases or decreases shall be submitted to the accountable postmaster (rule 1, table 5-1). Increases and decreases shall be in multiples of \$500.

(2) Requests for increases shall be in letter format stating the amount desired, the new fixed credit resulting therefrom, and the reason for the request. Letters requesting increases shall reflect the date additional stock is needed. Required enclosures to the letter include:

(a) PS Form 17, in duplicate, listing the quantities and denominations of stock desired to make up the increase of credit.

(b) PS Form 3369, in duplicate, reflecting the amount of the new fixed credit. The accountable postmaster shall sign and return both copies with the increase. Upon receipt of the increase, the COPE shall verify that it is correct, sign the PS Form 3369, return the original to the accountable postmaster, and file the duplicate in the MPO file. Resolve any discrepancies before signing the PS Form 3369.

(3) Retain a copy of PS Form 17 and PS Form 3369 described above in MPO files as suspense copies pending receipt of the increase.

(4) Requests for decreases shall be in letter format to the accountable postmaster (rule 1, table 5-1). Letters shall state the amount of reduction requested and the new fixed credit resulting therefrom. Required enclosures to the letter shall include:

(a) Two signed copies of PS Form 3369 indicating the new credit to the accountable postmaster.

(b) Undesired portion of fixed credit. Make checks payable to Postmaster, New York (rule 1, table 5-1). When stock has to be returned to accomplish a reduction in fixed credit, attach one copy of PS Form 17 covering the returned stock. Unless circumstances require otherwise, accountable paper shall not be remitted to reduce a fixed credit.

NOTE: When stock is being returned for reduction in fixed credit, prepare three copies of PS Form 17, listing the stock returned on the back of the form. Forward one copy of the PS Form 17 with the returned stock by registered mail to the address listed in rule 3, table 5-1. One copy of the PS Form 17 will be attached to the request for reduction in fixed credit (see paragraph 502.c.(3)). Retain one copy of the PS Form 17 and registry receipt in the MPO file pending receipt of PS Form 3369 for the new fixed credit from the accountable postmaster.

4. Procedures Between a COPE and a PFO

a. Establishing a Fixed Credit. When establishing a fixed credit, follow the procedures prescribed in paragraph 502.2.b. through 502.3.b except that correspondence shall be exchanged between the COPE and the serving PFO.

b. Replenishment of Stock. Procedures for replenishing stock are outlined in paragraphs 502.2.b and 502.3.b except that all exchanges of correspondence shall be between the PFO and COPE. The PFO shall provide instructions on how to return and exchange stock and how to process IRCs.

c. Increasing and Decreasing Fixed Credits

(1) COPEs shall request increases and decreases from their serving PFOs. The requirement to increase or decrease in multiples of \$500 does not apply.

(2) Procedures for increasing and decreasing fixed credits are outlined in paragraphs 502.3.c.(2) and 502.3.c.(3), respectively, except that all correspondence shall be between the COPE and serving PFO. The PFO shall provide instructions on how to return stock.

d. Local Purchase of Supplies and Repair of Equipment. See paragraph 503.17.

5. Procedures Between PCs and COPEs

a. Establishing Fixed Credits

(1) COPEs shall extend initial fixed credits to selected personnel designated as PCs by:

(a) Preparing two copies of PS Form 3369 in the amount of the fixed credit and stamping them with the APDS. A change of COPEs does not require reaccomplishment of PS Forms 3369 for credits extended to clerks.

(b) Preparing two copies of PS Form 17, indicating amounts and denominations of stock issued.

(c) Extending fixed credit in the amount shown on the PS Form 3369.

(d) Obtaining the signature of the clerk on appropriate forms.

(e) Preparing an account folder for each extended fixed credit. These folders shall be used to file all documentation pertaining to the account.

(2) Postal clerks physically shall count all stamps, stamped papers, and funds before receipting for fixed credits on PS Form 3369.

(3) COPEs shall keep the original PS Form 3369 and PS Form 17 and the postal clerk shall retain the duplicates.

(4) Although the COPE shall administer all fixed credits, it is permissible to issue another person a fixed credit to be used to replenish the stock of postal clerks conducting window business. This credit shall be referred to as a "filler stock." This fixed credit may not be used for daily window sales. If it is necessary for the person with the filler stock to conduct window business, the COPE shall issue a separate account for that purpose.

(5) COPEs may issue themselves a separate fixed credit when necessary to conduct window business. This account shall be handled as any other extended fixed credit and an account folder shall be maintained, however, it need only be audited when the master COPE account is audited. (See Chapter 12).

b. Replenishment of Stock

(1) At the close of any business day when cash on hand (including IRCs) exceeds 25 percent of the extended credit, clerks shall replenish from the COPE or filler stock by submitting a requisition. IRCs shall be listed in the "Returned Stamps" portion of a separate PS Form 17. However, stock shall be requisitioned at least once a week, even though cash on hand does not exceed 25 percent of the total credit. EXCEPTION: Clerks that do not use their account during a given week (that is, backup clerk, leave clerk, leave, TAD, TDY, on quarters, or because of other reasons) need not requisition during that week.

(2) An alternate method of replenishment that may be used to reduce workload is for primary window clerks to be issued fixed credits in an amount up to one month's expected sales. Any extended credit in excess of \$1,000 shall be approved by the responsible commander as required by paragraph 502.1.b. At the close of business each day, the clerk shall prepare PS Form 1096, "Cash Receipt," in duplicate and submit all funds that exceed the authorized \$50 change fund (see paragraph 502.5.b.(3)). For example, at the end of a business day a clerk has \$396.80 in cash; the clerk shall prepare a PS Form 1096 for \$346.80 or more and retain the balance as a change fund. The COPE or filler stock custodian shall receipt for the funds, return the original PS Form 1096 to the clerk, and retain the duplicate. Once each week, the clerk shall total the PS Forms 1096, add funds from that day's sales, and submit a PS Form 17 for replenishment stock. COPEs or filler stock custodians may designate specific days for replenishment of stock, if they desire to do so.

(3) Clerks are authorized to retain up to \$50 of their fixed credit in cash as a change fund. When sources of change are not readily available, window clerks may be authorized to retain a \$100.00 change fund. Change funds are not included as a portion of the 25 percent restriction.

(4) When practical, requisitions shall be hand-carried by the clerk remitting the requisition to the COPE. When requisitions are hand-delivered, they shall be completed in duplicate. One copy shall be retained by the COPE and the other by the clerk. A witness is not required to sign the PS Form 17 if the requisition is filled when the receiving clerk is physically present.

(5) When mailing to the COPE, the inner envelope containing the requisition shall be endorsed in the lower left corner, "To Be Opened By The COPE In The Presence Of A Witness."

(6) Remittance for requisitions shall be itemized on the right side of the PS Form 17 under "Return of Stamps." All entries shall be verified by a witness (figure 5-2), and the requisition dispatched by USPS registered indicia mail.

c. Increasing and Decreasing Fixed Credits. Fixed credits extended by a COPE shall be increased or decreased as necessary.

(1) Increases. When an increase is necessary, the clerk shall prepare two copies of PS Form 17 indicating amounts and denominations of stock needed to increase the credit. The COPE shall prepare a new PS Form 3369 in duplicate, showing the total amount of the new fixed credit; extend the increase; and obtain the signature of the clerk on appropriate forms. After verifying that the issued stock is correct, the clerk shall sign the PS Form 17 and PS Form 3369. The originals shall be retained by the COPE and the duplicates, along with the original PS Form 3369 indicating the previous extended credit, shall be given to the clerk.

(2) Decreases. When a decrease is necessary, the clerk shall prepare a new PS Form 3369 in duplicate, showing the total amount of the new fixed credit. Submit them along with cash, check, or MO in the amount of the decrease to the COPE. The COPE shall verify that the amount is correct, sign for the funds on PS Form 1096, sign the PS Forms 3369, retain the original, and return the duplicate to the clerk. The COPE also shall return the PS Form 3369 that was on file for the clerk's previous credit.

6. Receiving and Filling Requisitions by PFOs and COPEs

a. Stamp requisitions received by a PFO or COPE shall be opened in the presence of a witness and the contents verified to determine that the requisition and remittance are equal. After requisition is verified and filled, the PFO or COPE shall make appropriate entries on PS Form 3295, "Daily Record of Stamps, Stamped Paper, and Nonpostal Stamps On Hand" (figure 5-4). The retained copy of PS Form 17 shall be signed and dated by the PFO or COPE and a witness, and if the filled requisition is mailed, the registered number used shall be entered in appropriate sections. The duplicate copy shall be signed, dated, and the registered number shall be entered by the PFO or COPE and enclosed in the requisition. Stock shall be securely packed and transmitted by USPS official registered mail. The registry receipt shall be attached to the original of the PS Form 17 as proof of dispatch and retained on file. When PS Form 3877, "Firm Mailing Book," is used, the registered number under which the requisition is dispatched shall be reflected in the appropriate space in the top portion of PS Form 17. PS Forms 3295 shall be maintained on all stock used to fill requisitions and bulk sales. PS Forms 3295 need not be used at one-person locations.

b. If an error in the remittance is made, it shall be brought to the attention of the originator of the requisition immediately and resolved.

c. Stock received from accountable postmasters shall be opened by the PFO or COPE in the presence of a witness. They shall verify that stock received agrees with the items requisitioned and those listed as shipped on duplicate PS Form 17. Enter registry numbers under which the stock was received and the date of receipt on the duplicate PS Form 17. If no discrepancies are noted, file the duplicate copy and destroy the triplicate copy. If a shortage in the shipment occurs, notify the accountable postmaster and the responsible commander. Notify the accountable postmaster by letter stating the circumstances and requesting replacement of short items. The letter shall be endorsed by the person who witnessed the opening of the requisition and include a copy of the PS Form 17 as an enclosure. The wrapper or shipping case in which the requisition was received shall be retained until the matter is adjusted. Record actual

amount of stock received on PS Form 3295. If a later shortage is discovered (such as a book of stamps missing upon opening a sealed container), submit a letter as outlined above. Also, postmark the container with the APDS and return it as an enclosure to the letter. Do not adjust the PS Form 3295. A copy of the letter relating to the shortage shall satisfy audit purposes.

d. COPEs receiving requisitions from PFOs and clerks receiving requisitions from COPEs by mail shall follow procedures in paragraph 502.6.c, except message notification shall be to the responsible commander; however, clerks transacting window service need not maintain PS Form 3295. When requisitions are hand carried, procedures outlined in paragraph 502.5.b.(4) apply. The provisions of paragraph 502.6.b shall be followed if there has been an error in stock received.

503. ADMINISTERING FLEXIBLE CREDITS. Flexible credits shall be administered by postmasters and copes under the same general guidelines established for fixed credits. The primary differences are in methods of establishment and in requisitioning procedures. The flexible accounting system provides more latitude in stamp requisitioning as funds are not submitted with requisitions to obtain stamps and stamped paper. The PFOs and COPEs accountability for stamps and stamped paper under this system is reduced, based on stamp sales remittances, and increased when stamp requisitions are received. Therefore, the term "FLEXIBLE" rather than "FIXED" is used to identify this system of accountability.

1. Establishment

a. After the postal activity is approved for establishment, the PFO or COPE shall submit the following documentation to the accountable postmaster (rule 1, table 5-2):

(1) Three copies of PS Form 17, in the amount of the flexible credit approved by the responsible commander.

(2) One copy of DD Form 2257, designating the accountable PFO or COPE (see Chapter 4, paragraph 403.1.b.(3)).

(3) A letter advising whether action has been taken to obtain a postage meter and whether support shall be provided to a DoD contractor postage meter (see Chapter 6, paragraph 619). In addition, include the proposed date on which operations will begin.

b. Upon receipt of information and documentation prescribed in paragraph 503.1, the serving postmaster shall forward the following for administering the flexible account:

(1) Stock in the requested amount of flexible credit.

(2) Two copies of validated PS Form 3369, "Consigned Credit Receipt" (Figure 5-5), to be signed by the designated PFO or COPE.

(3) PS Form 1412B, "Daily Financial Report," for use in recording transactions relative to the flexible account.

(4) The flexible account code to be used when conducting transactions with the serving postmaster.

(5) PS Form 3602-PO, "Postage Collected Through Post Office Meter No.," if a postage meter has been authorized for use by the MPO (see Chapter 6 paragraph 601.2.).

(6) If the MPO shall service a DoD contractor postage meter (see Chapter 6 paragraph 619).

(a) PS Form 3602A, "Daily Record of Meter Registry Reading," for use by DoD contractors to record daily postage meter use and the COPE to record meter setting.

(b) PS Form 3603, "Receipt For Postage Meter Setting," to receipt for funds collected from DoD contractors for "customer meters."

c. Upon receiving the initial flexible credit and after verification, the custodian shall complete PS Form 1412B in duplicate (figure 5-6) and submit the original and a signed copy of PS Form 3369 to the serving postmaster (rule 1, table 5-2). Entries on PS Form 1412B shall be typewritten, if possible.

2. Increasing or Decreasing Flexible Accounts. Flexible credits are increased or decreased automatically through receipt of requisitions and submission of remittance and no further action is required. However, when a significant increase or decrease is required, submit a letter of justification to the postmaster (rule 1, table 5-2). Normally, this would be caused by a significant increase or decrease in the number of customers served or a significant change in registered mail transit times.

a. Request for increase shall be in letter form, stating the amount desired and the reason for the request. In addition, letters requesting increases shall reflect the date additional stock is needed. Enclose three copies of PS Form 17, listing the quantities and denominations of stock desired to make up the increase of credit. NOTE: The postmaster may request that a new PS Form 3369 be prepared upon receipt of the increase.

b. Decreasing the flexible credit may be accomplished by submitting remittances and not ordering replacement stock or ordering lesser amounts of replacement stock. If it is necessary for stock to be redeemed to effect the decrease, see paragraph 503.11 for correct procedures. However, only full sheets of stamps and boxes of books or envelopes may be returned to the Accountable Paper Depository. Every effort shall be made to sell excess stock to other MPOs before returning such items.

3. Change of PFO or COPE

a. Before assuming duties as a PFO or COPE, the outgoing PFO or COPE, if available, and the incoming PFO or COPE shall conduct a joint audit of all stock and funds accountable as outlined in Chapter 12. Reaccomplishing PS Forms 3369 for credits extended to clerks is not required.

b. Upon completion of the audit, the incoming PFO or COPE shall prepare DD Form 2257, PS Form 3369, and PS Form 1590. Forward one copy of DD Form 2257 and two copies of PS Form 3369 to the serving postmaster with a copy of the completed audit and PS Form 1412B, which is the last report for the outgoing PFO or COPE (rule 1, table 5-2). NOTE: The amount indicated on the PS Form 3369 as "Stamp Credit Amount" shall be shown on the first PS Form 1412B submitted by the new PFO or COPE as the "Opening Balance," Code 840.

c. Temporary absences of the PFO or COPE shall be handled as outlined in Chapter 4, paragraph 403.3.b.

4. Numbering Sequence

a. PS Forms 17 and PS Forms 1412B are numbered consecutively, beginning with number 1 each new fiscal year. This number is placed in the upper right corner of the PS Form 1412B and in the finance block of PS Form 17.

b. Bank deposit slips will not necessarily be numbered consecutively. They shall reflect the same number as the PS Form 1412B that identifies the funds being remitted. The number is placed in the upper right corner of the deposit slip.

5. Account Identifier Code (AICs). These codes (see figure 5-7) identify the funds entered on PS Form 1412B. All financial entries on PS Form 1412B shall be identified with an AIC.

6. Bank Deposit Slips. These slips are coded individually to denote each flexible account. The bank deposit slips are obtained by submitting a letter to the serving postmaster (rule 1, table 5-2). A code is assigned to each PFO or COPE account and shall be indicated in the letter of request. The code is not interchangeable with other PFO or COPE accounts. Only preprinted bank deposit slips may be used to submit remittances.

7. Bank Deposits

a. Prepare bank deposit slips in quadruplicate in the format shown in figure 5-8 and PS Form 1412B in duplicate at least every second workday. Entries on PS Form 1412B shall be typewritten if possible. COPEs located where there is no disbursing officer or check-issuing facility, or when authorized by the serving postmaster may submit remittances once a week. Enclose the original and one copy of the the bank deposit slip with the remittance (rule 2, table 5-2).

b. One copy of the deposit slip with the original copy of PS Form 1412B shall be forwarded to the serving postmaster (rule 1, table 5-2).

c. One copy of the deposit slip with the duplicate copy of PS Form 1412B shall be retained in the PFO or COPE files. This copy of the deposit slip shall reflect the check or MO number and the date forwarded.

8. Carryover of Funds. COPEs located where there is no disbursing officer or check-issuing facility, but situated near an agent officer, shall make arrangements to convert cash into U.S. Treasury checks in the amount that the agent officer is permitted to issue. The remaining amount shall be carried forward as "Cash Retained Today," Code 753, and identified on the next report as "Cash Retained Previous Report," Code 353, on PS Form 1412B.

9. Requisitions

a. To obtain stock, prepare PS Form 17 in quadruplicate. See paragraph 502.2 for general guidelines for preparation of PS Form 17. Refer to table 5-2 for the correct addresses of offices listed below. Submit regular requisitions once each calendar month.

(1) PFOs and COPEs served by Postmaster, New York, shall forward the original and one copy to the Accountable Paper Depository and one copy to the Military Auditing Unit.

(2) PFOs and COPEs served by Postmaster, San Francisco, shall forward the original and two copies of the form to the Accountable Paper Depository.

b. Retain a copy of the PS Form 17 in the PFO or COPE files, pending receipt of the filled requisition.

c. Do not submit funds for stock requisitioned.

d. Upon receipt of the filled requisition, verify the quantity of stock received and record the value of the stamps and stamped paper in AIC 841 on PS Form 1412B. Forward the original of PS Form 1412B to the address shown in rule 1, table 5-2, and retain the duplicate in the PFO or COPE files. If a subsequent shortage is discovered (such as a book of stamps missing upon opening a sealed container), follow procedures outlined in paragraph 502.6.c. Do not make an adjustment on PS Form 1412B as the letter explaining the discrepancy shall also suffice for audit purposes.

e. PFOs and COPEs may request automatic distribution of commemorative stamps by submitting a letter to the appropriate Accountable Paper Depository, providing information as to the quantity desired on a recurring basis. PFOs and COPEs alternatively may order specific commemorative stamps by submitting a separate PS Form 17. The PFO or COPE shall enter the value of commemorative stamps received in AIC 841 on PS Form 1412B.

10. Discount Envelopes. The total discount amount for stamped envelopes sold (see paragraph 505.2) is reflected on PS Form 1412B in AIC 846. A copy of PS Form 3220 shall accompany the PS Form 1412B to support this entry.

11. Redeemed or Damaged Stock. Return redeemed or damaged stock to the serving postmaster Accountable Paper Depository by preparing PS Form 17 in quadruplicate and forwarding the redeemed or damaged stock with original and one copy of PS Form 17 by registered USPS indicia mail. Place the PS Forms 17 in an envelope and attach to the outside of the package containing the returned stock. Forward one copy of the PS Form 17 to the serving postmaster at the address outlined in rule 1, table 5-2, and retain one copy in PFO or COPE files. Each stamp item shall be listed individually, by value, in the "Return Stamps" section of the form. The value of the stamp items is entered on PS Form 1412B in AIC 848. Should replacement stamps or stamped paper be desired, follow requisitioning procedures outlined in paragraph 503.9.

12. International Reply Coupons. Upon receipt of IRCs, enter the value in the "Received" column of a PS Form 3295 and line 5 of PS Form 3958, "Main Stock Transaction Record." Return IRCs to the serving postmaster Accountable Paper Depository by preparing PS Form 17 in quadruplicate, and forwarding the IRCs with original and one copy of PS Form 17 by registered USPS indicia mail. Place the PS Forms 17 and the coupons in an envelope. Endorse the outside of the envelope "IRC" in the lower left corner. If the quantity of IRCs is too large to fit in an envelope, place only the PS Form 17 in the envelope and attach it to the outside of the package containing the IRCs. Forward one copy of the PS Form 17 with the PS Form 1412B that reflects the return to the serving postmaster at the address found in rule 1, table 5-2. Retain one copy in the PFO or COPE files. List the IRCs by value, in the "Returned Stamps" portion of PS Form 17. Submit U.S. issued IRC's on a PS Form 17 separate from that used for foreign issued IRCs to the serving postmaster of the address outlined in rule 4, table 5-2. Annotate the PS Form 17, "Flexible Credit - Do Not Return Stock." The amount of IRCs sent is entered in the "Issued" column of PS Form 3295, line 9 of PS Form 3958, and AIC 848 of PS Form 1412B.

13. Shortages. When a shortage in an account occurs and the responsible person does not make immediate restitution, refer to Chapter 14, paragraph 1403 and prepare PS Form 1412B as shown in figure 5-9. Add the amount of the shortage to the amount of postage sales, AIC 852, if any, and enter the total in AIC 090. The shortage shall also be reflected in the "DISBURSEMENTS" section of the form by entering in the "AIC" column, in blank spaces provided, the code "761" and the words "Flexible Acct Shortage" with the name and grade of the person responsible for the shortage. If the shortage is caused by acceptance of counterfeit currency, see Chapter 14 for reimbursement procedures. If funds from postage sales are not being submitted, enter only the amount of the shortage in AICs 090 and 852.

14. Overages

a. Overages discovered during audits of flexible accounts of PFOs or COPEs and those that are over allowable tolerance limits for fixed credit accounts of COPEs, or PCs extended by a PFO or COPE flexible account (see Chapter 12, paragraph 1203.7) are to be reported on PS Form 1412B as AIC 063 (see figure 5-10). Such overages are to be submitted on the next PS Form 1412B after the overage has been detected. In addition, a letter reflecting the name and grade of each person from whom an overage was collected and the amount of each shall accompany PS Form 1412B.

b. If an overage is submitted in error, a letter requesting refund may be submitted to the address shown in rule 1, table 5-2. The letter shall provide justification for the request. It shall relate the request for refund to a previous overage. Do not enter the amount requested in AIC 750, as the reimbursement will be a separate action.

c. Funds submitted as restitution for previous shortages shall be identified on PS Form 1412B as AIC 356 (figure 5-10). Enclose a letter reflecting the name and grade of each person for whom the restitution is to be credited.

15. Postage Meter. General guidelines pertaining to procurement and use of postage meters are contained in Chapter 6. The main difference is in submission of funds when the COPE has a flexible credit and is served through the postmaster. In that instance the following applies:

a. The amount of funds derived from the use of USPS postage meters operated at MPOs are submitted at the same interval and as a part of the remittance of stock funds. However, the original PS Form 3602-PO and any unused meter tapes with original of PS Form 3533, when applicable, are submitted to the postmaster as part of the documentation submitted with the PS Form 1412B. On the PS Form 1412B, enter the total amount of the unused or spoiled tapes or the amount claimed when a letter is submitted because tapes are not available (see Chapter 6 paragraph 606.1) in AIC 536. PS Forms 3533 completed by customers for refunds, including those for official mail and DoD contractor meters, are not reported on PS Forms 1412B.

b. The total amount of postage meter funds on hand when PS Form 1412B is prepared shall be entered in the "RECEIPTS" section of the form (see figure 5-11).

(1) Enter the words "Postage Meters" in the blank space.

(2) Enter the code "110" in the AIC column.

(3) Enter the total amount of all funds derived from the use of postage meters at the MPO.

c. Shortages in postage meter funds are reflected on PS Form 1412B in AIC 761 in the same manner as shortages in the flexible credit, except that the words "Postage Meter Shortage" and the postage meter number are reflected in the blank spaces provided.

16. DoD Contractor Postage Meters. General guidelines for administration of these postage meters are contained in Chapter 6, paragraph 619. However, remittance of funds derived from setting DoD contractor postage meters under the flexible accounting system shall be as follows:

a. Submit the funds derived from setting the DoD contractor postage meter with the next remittance of stamp stock funds.

b. Submit a duplicate copy of the PS Form 3603 to the postmaster as a part of the documentation submitted with PS Form 1412B.

(1) Under the "RECEIPT" section in a blank space, enter "Customer Meter."

(2) Under the "AIC" column, enter the code "111."

(3) Under the "AMOUNT" column, enter the exact amount of funds set on the meter.

(4) Add the amount of the check covering funds entered on the postage meter to the total amount entered on the bank deposit slip.

17. Local Purchase of Supplies and Repair of Equipment. USPS funds generated from the sale of stamp stock may be used for the local purchase of certain supplies and for payment for repairs to postal equipment (see DoD 4525.6-C, paragraph 125 (reference (m) for details). COPEs or PFOs authorized by the major commander to expend funds for this purpose shall obtain a paid receipt with the vendor's signature. Accountability shall be maintained as follows:

a. COPEs or PFOs having flexible accounts with a serving postmaster shall report local purchases of supplies and payment for repairs to equipment on the next submission of PS Form 1412B. The original copy of the paid receipt shall accompany the PS Form 1412B. Attach a duplicate copy of the receipt to the file copy of the PS Form 1412B.

(1) Local Supply Purchases. Under the "DISBURSEMENTS" section of PS Form 1412B (in a blank space), enter "Postal Supplies" as the description. Under the "AIC" column, enter "546." The amount column shall reflect the total amount of all paid receipts submitted.

(2) Equipment Repairs. Under the "DISBURSEMENTS" section of PS Form 1412B (in a blank space), enter "Miscellaneous Repair" as the description. Under the "AIC" column, enter "587." The amount column shall reflect the total amount of all paid receipts submitted.

b. COPEs with fixed credits extended by a serving PFO shall submit the original and a duplicate copy of the signed paid receipt obtained from the vendor along with the next submission of PS Form 17. The receipt shall be used to document and account for the funds expended and need not cover the entire amount of the requisition. For example, a requisition for \$200 could be accompanied by a \$50 receipt and a \$150 check. A third copy of the paid receipt shall be filed with the MPO copy of the PS Form 17. Upon receipt of the requisition, the PFO shall account for the expended funds following the procedures outlined in paragraph 503.17.a.

c. COPEs with fixed credits extended by Postmaster New York may not submit supply/repair receipts direct to New York using PS Form 17. These COPEs must submit same to an appropriate PFO who will in-turn submit receipts for credit to New York using PS Form 1412B.

d. COPEs/PFOs submitting vendor receipts to accountable postmasters must retain a record of the Foreign Currency Exchange Rate at the time of payment to the vendor. This does not apply for billing invoices prepared for payment in U.S. dollars.

18. U.S. CUSTOMS COLLECTIONS. General guidelines on collection of U.S. Customs duties are contained in Chapter 9, paragraph 907.9. In addition, COPEs/PFOs with flexible credits shall account for funds derived from the collection of U.S. Customs duties on PS Form 1412B which shall be submitted along with the original PS Form 6019 and Customs Form 3419 to the serving postmaster. Make sure to add the amount of funds collected for U.S. Customs duties to the total amount entered on the bank deposit slip. Fill out PS Form 1412B as follows:

a. Under the "Receipt" section, enter "Custom Collection" in a blank space.

b. Under the "AIC" column, enter the code "054."

c. Under the "Amount" column, enter the exact amount of funds collected for U.S. Customs duties.

504. CARE AND PROTECTION OF STOCK AND FUNDS

1. Stock and funds shall be given the best protection possible against loss or theft. The stock and funds in the possession of each person shall be kept separate from that held by other persons. The person to whom the stock is assigned is the only person allowed access to that stock except personnel conducting audits and inspections as described in Chapter 12. USPS funds may not be used for personal use. Funds from individual fixed credits may not be commingled with any other funds, unless authorized by the major commander (see Chapter 7, paragraph 711.) For purposes of this Manual, stock and postage meter funds are considered as belonging to the same credit.

2. Safes, lockable counter drawers, and cash boxes shall be provided to postal clerks to ensure that stock and funds are secured at all times. No personal property shall be stored in safes or containers used for postage stock. The duplicate keys or copies of combinations of containers and safes used to store funds overnight shall be placed in PS Form 3977, "Duplicate Key Envelope" (figure 5-12). Sealed envelopes are handled as outlined in Chapter 9, paragraph 906.2. Envelopes shall be checked during audits of the COPE and during MPO inspections for evidence of tampering. Only the persons whose names appear on the front of the envelope can receipt for the envelope. Counter drawers shall be locked when not in actual use and funds kept out of reach of customers. Clerks can ensure proper protection of funds and stock by storing them in a safe or vault during their absence from the post office. When a safe or vault is not available to individual postal clerks, comply with procedures in Chapter 9, paragraph 906.1.d. Clerks having custody of funds can be held liable for their loss when these instructions are not complied with.

3. Safe combinations are changed:

- a. When the safe is initially received.
- b. Because of compromise or possible compromise of combination.
- c. When a PFO, COPE, or PC having knowledge of combinations is transferred out of the activity or relieved of credit.
- d. Annually.

505. SALE OF STOCK

1. Stock shall be sold for cash, personal check, travelers check, or in exchange for IRCs. When exchanging IRCs for postage refer to part 392, IMM (reference (i)). Stock and meter funds need not be separated during the business day. U.S. Treasury checks may not be cashed using stock and meter funds. Stock may not be sold on credit.

a. NAF activities may use checks drawn on US banking facilities to purchase stamps. Checks from NAF activities will be submitted to the PFO/accountable postmaster as appropriate with other remittances when requisitioning stamp stock.

b. Private associations (boy scouts/girl scouts, and other locally authorized clubs and organizations) may use checks drawn on US banking facilities to purchase stamp stock, if they are authorized to use the MPS and approval to accept checks from that activity is granted by the appropriate MACOM.

2. Sale of stamped envelopes shall be at retail value, except when purchased in multiples of 500 at discount prices. To compute and report "Discount Sales," use PS Form 3220, "Stamped Envelope Sales At Discount" (figure 5-13). Credit for sale of envelopes at discount prices will be adjusted by listing discount sales on PS Form 3220. COPEs with fixed credits shall submit a copy of PS Form 3220 with PS Form 17 for the remittance. The COPE shall retain a copy of PS Form 3220 until credit is received from the source of supply. COPEs with flexible credits shall follow accounting procedures outlined in paragraph 503.10.

3. Clerks may not act as agents for any person or firm nor shall they be required to handle funds other than for meter, postal MO, or stock accounts. However, MPOs located within the customs territory of the United States including ships afloat, shall handle U.S. Customs funds in compliance with Chapter 9, paragraph 907.9.

4. Clerks shall not affix stamps to an article after acceptance for mailing; mailers must personally affix postage stamps to all mail matter. Postage shall be affixed to mail in accordance with Section 142.12, DMM (reference (i)). When an address label is used on a parcel, the postage will overlap the upper right corner of the label. Customers shall be given as few stamps as necessary to complete the transaction. Stamps on parcels shall be canceled in full view of the mailer by the accepting clerk immediately upon acceptance.

5. MPOs may not handle nonpostal stamps (for example, Migratory Bird Stamps).

6. Stamps issued by foreign postal administrations may not be sold at MPOs.

7. Commemorative stamps shall be made available at MPOs. Sale dates are announced in the USPS Postal Bulletin and stamps listed therein may not be placed on sale before that date.

8. International Reply Coupons may be stocked and sold at MPOs where demands exist.

506. DAMAGED STOCK

1. Damaged stock may be redeemed by customers in accordance with Part 147, DMM (reference (i)).

2. Return damaged stamp stock to the source from which received. MPOs with fixed credits issued by a postmaster shall follow procedures in paragraph 502.3.b(1).(b). Those MPOs maintaining flexible credits issued by postmasters shall comply with paragraph 503.11.

507. CASHING POSTAL MOs. Postal MOs may be cashed from fixed or flexible credit funds if volume of cash permits. Identification shall be required in accordance with Chapter 7, paragraph 708.1. Exchange paid MOs for cash from the MO account when funds are available, if the major command has not authorized commingling of funds under provisions of Chapter 7, paragraph 711.

RULE	If you are:	Then submit paperwork to:
1	Establishing, increasing, or decreasing an account or changing the COPE	Military Auditing Unit General Accounting Office Room 3110 New York, NY 10199-9511
2	Submitting a requisition (See Notes 1 and 2)	Control Desk General Accounting Office Room 3110 New York, NY 10199-9511
3	Returning stock or IRCs (See Note 1)	Postmaster Accountable Paper Depository Room 3129 New York, NY 10199-9615

NOTE 1 - Submit one copy of all transactions to the address listed in Rule 1.

NOTE 2 - Submit all requisitions containing Treasury, Travelers, MBF checks or 'No Fee' MOs by Registered USPS indicia mail.

Table 5-1. Postmaster, New York, Addresses To Be Used For Fixed Credits (Not Served by a PFO).

RULE	If you are:	And are served by:	Then submit paperwork to:
1	Establishing, increasing, or decreasing an account; changing the PFO/COPE; or submitting PS Form 1412B	New York	Military Auditing Unit General Accounting Office Room 3110 New York, NY 10199-9531
		San Francisco	General Accounting Office P.O. Box 886000 San Francisco, CA 94188-6000
2	Submitting a remittance	New York (Note 2)	Control Desk General Accounting Office Room 3110 New York, NY 10199-9511
		San Francisco	Bank of America ATTN: Military Postal Accounts P.O. Box 702 San Francisco, CA 94101
3	Returning IRCs, or	New York	Postmaster Accountable Paper Depository Room 3129 New York, NY 10199-9615
		San Francisco	Accountable Paper Depository P.O. Box 886002 San Francisco, CA 94188-6002
4	Returning Stock or U.S. reply coupons	New York	Same as Rule 3
		San Francisco	Stamp Destruction Committee Accountable Paper Depository P.O. Box 886002 San Francisco, CA 94188-6002

NOTE 1: Submit one copy of all transactions outlined in rules 2 through 4 to the address listed in rule 1.

NOTE 2: Submit all remittances via Registered USPS Indicia Mail.

Table 5-2. Accountable Postmaster Addresses To Be Used For Flexible Credits.

Name Jerome L. Patterson		Location of Credit APO 09757	
(Check One) ☒ Stamp Credit ☐ Cash Credit		Credit Amount 1,000 00	
		Max. Authorized Cash Portion 300 00	
Issued by (Signature) Arthur E. Hayden, Jr.		Date 10 April 89	
I will faithfully account to the U.S. Postal Service for the consigned 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 Part 434.2-434.4, <i>Fiscal Handbook</i>, F-1, and Parts 213 and 220, <i>Fiscal Handbook</i>, F-50. Employees and contractors will be held responsible for losses of stamps and funds from stamp credits resulting from failure to give the best available protection during and after post office hours in accordance with Part 430, <i>Fiscal Handbook</i>, F-1. 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 for violation of Title 18, Section 641 or 1711, U.S. Code.			
Signature Jerome L. Patterson		Date 10 April 89	
PS Form 3369, May 1987 *U.S.GPO:1988-0-202-395/78102 CONSIGNED CREDIT RECEIPT			

Figure 5-1. Sample Fixed Credit Receipt



Name Walter F. Bleiler		Location Of Credit APO San Francisco 96571	
(Check One) ☒ Stamp Credit ☐ Cash Credit		Credit Amount	40,000 00
		Max. Authorized Cash Portion	N/A
Issued by (Signature) 		Date 25 May 88	
I will faithfully account to the U.S. Postal Service for the stamp 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 Part 142, Fiscal Handbook, F-1. Employees and contractors will be held responsible for losses of stamps and funds from stamp credits resulting from failure to give the best available protection during and after post office hours in accordance with Part 132, Fiscal Handbook, F-1. 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 for violation of Title 18, Section 641 or 1711, U.S. Code.			
Signature 		Date 25 May 88	

PS Form 3369, June 1986

CONSIGNED CREDIT RECEIPT

Figure 5-5. Example of Completed PS Form 3369 (Flexible Credit).

US Postal Service
DAILY FINANCIAL REPORT

#1

Station or Unit APO SF 96571		I.D. No. 086			
I certify this is a true statement and the accountability consigned to me is as shown on this form.				Stamp Accountability	
Signature <i>Walter F. Blieler</i>		Date 25 May 88		AIC	\$ Amount
Walter F. Blieler, SFC, COPE				Opening Balance	840 00
				Stock Received (+)	841 40,000 00
Receipts				Subtotal	845 40,000 00
Description	AIC	\$ Amount		Stamped Envelope Discount (-)	848
Postage Sales	090			Stock Returned (-)	848
Bird Stamp Sales	091			Subtotal	851
Philatelic Product Sales (Items 800-999 Only)	092			Total Sales (-)	852
Retail Product Sales	093			Closing Balance	853 40,000 00
Domestic Money Orders	Value 100 Fee 101			Disbursements	
				Description	AIC \$ Amount
				Adjustment for Previous Overage	
Adjustment for Previous Shortage				Cash Remitted (Final)	752
Cash Retained for Previous Report	353			Cash Retained Today	753
Cash Required	400			Cash Accounted For	800

PS Form 1412-B, November 1987

* U.S. GPO: 1987-0-202-395/72998

PREPARATION

PS Form 1412B (Daily Financial Report) is prepared in duplicate and distributed as follows:

- Original - Accounting Office, address of the accountable postmaster.
- Duplicate - Retain in MPO files.

HEADING

Number each PS Form 1412B in the upper right corner of the form, beginning with number 1 on the first duty day of the fiscal year.

Enter the APO (Army & Air Force) or OID (Navy & Marine Corps) designation in the station or unit block, and the account identification number in the ID No. block. The ID No. for APO 96571 is 086.

Type the COPE's name, grade, and designation in the signature block.

Figure 5-6. Sample PS Form 1412B Prepared to Show Receipt of Initial Flexible Credit.

ACCOUNT INDICATOR CODE (AIC)

PS FORM 1412B

RECEIPT SECTION

<u>CODE</u>	<u>DESCRIPTION</u>	<u>EXPLANATION</u>
054	CUSTOM COLLECTION	Amount collected for payment of customs duties.
063	OVERAGE DERIVED FROM AUDITS	Total amounts collected for overseas in PROs and COPEs flexible account or MPC and FPC fixed credit account. A letter of explanation shall be submitted to the postmaster (see rule 1, table 5-2 for the address) indicating the amount of each overage and the name and grade of each responsible person.
090	POSTAGE SALES	Value of stamps and stamped paper sold to include the amount of any shortage. This amount must agree with the amount reflected in AIC 852.
091	BIRD STAMP SALES	These stamps are not currently for sale at MPOs.
092	PHILATELIC PRODUCT SALES	This AIC is not currently used by MPOs.
093	RETAIL PRODUCT SALES	This AIC is not currently used by MPOs.
100	MONEY ORDER SALES	This AIC is not currently used by MPOs.
110	POSTAGE METERS	Enter the total amount of funds derived from use of postage meters. PS Form 3602-PO shall accompany the PS Form 1412B to support this entry.

Figure 5-7. AIC Codes (see figures 5-9 through 5-11 for use of AIC codes with PS Form 1412B).

<u>CODE</u>	<u>DESCRIPTION</u>	<u>EXPLANATION</u>
111	CUSTOMER POSTAGE METERS	Enter the total amount of funds received from the customer as reflected on PS Form 3603.
353	CASH RETAINED PREVIOUS REPORT	Enter the amount of funds carried over from AIC 753 of the previous report.
356	ADJUSTMENT FOR PREVIOUS SHORTAGE	The amount submitted to resolve a previously reported shortage.
400	CASH REQUIRED	The amount derived from entries in the receipt section of the form.

DISBURSEMENTS

536	REFUND OF POSTAGE AND FEES	This AIC is used to document refund of postage and fees, such as spoiled or unused postage meter tapes when accompanied by PS Form 3533.
546	POSTAL SUPPLIES	This AIC is used to account for the local purchase of supply items required in the day-to-day postal related operations of MPS activities. Expenditures are authorized only when USPS supply centers and local self-service supply centers do not have the required items.
583	MAINTENANCE SERVICES	This AIC is used to account for funds used for local repair of postal equipment, such as adding machines, typewriters, and mail handling equipment.
750	ADJUSTMENT FOR PREVIOUS OVERAGE	Adjustment for previous overages is NOT entered in this AIC. A letter is submitted to the postmaster to resolve such adjustments.
752	CASH REMITTED (final)	The amount of cash converted to a check, when possible, for submission of remittance to cover entries made in the receipt section of the form.

Figure 5-7. (continued)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>EXPLANATION</u>
753	CASH RETAINED TODAY	Enter the amount of funds retained when only even denomination checks are available. This entry shall also be recorded in AIC 353 of the next report.
761	SHORTAGES	Enter the total amount of any shortage being reported with this remittance.
800	CASH ACCOUNTED FOR	This amount includes cash to be forwarded for deposit. This amount and the amount shown in AIC 400 shall be equal.
<u>STAMP ACCOUNTABILITY</u>		
840	OPENING BALANCE	The amount derived from the previous report's CLOSING BALANCE (AIC 853).
841	STOCK RECEIVED	The value of stamps or stamped paper received from requisitions submitted on PS Form 17, automatic distribution of stamps or stamped paper, or the initial amount of accountability on the first day of business.
845	SUBTOTAL	Total of AIC 840 and 841.
846	STAMPED ENVELOPE DISCOUNT	The total discount amount for stamped envelopes sold in accordance with procedures outlined in subsection F.2., above. PS Form 3220 shall accompany the PS Form 1412B to support this entry.
847	VOIDED POSTAGE DUE	This AIC is not used by MPOs.
848	STOCK RETURNED	Value of stamps or stamped paper returned to the Accountable Paper Depository. This entry is made on the day the stamp stock is forwarded.
851	SUBTOTAL	The sum total of AICs 845, 846, and 848.

Figure 5-7. (continued)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>EXPLANATION</u>
852	TOTAL SALES	The total amount of stamp items sold, including the amount of any shortage. This amount is also entered in AIC 090.
853	CLOSING BALANCE	The difference between AICs 851 and 852.

Figure 5-7. (continued)

U S POSTAL SERVICE
NO 056
POSTMASTER
SAN FRANCISCO CA 94101

2

CK # 580,651 Symbol # 5861

20 OCT 19XX
DATE

BANK OF AMERICA
DAY & NIGHT
0066

\$ 2215.04
TOTAL AMOUNT OF DEPOSIT

⑈000000066⑈ ⑆121000352⑆ 00667⑈80750⑈

1. The number on the bank deposit slip placed on the upper right hand corner shall match the PS Form 1412B number that reflects the deposit. Consequently, bank deposit slips may not necessarily be numbered consecutively. For example, bank deposit slips may be numbered 1, 2, 4, 5, 6, 7, 9, 10, etc. Numbers 3 and 8 were not used because the 1412B bearing those numbers did not reflect a deposit.
2. The deposit slip is prepared in quadruplicate.
 - a. Original and one copy is forwarded to the bank with the remittance.
 - b. Triplicate copy of the deposit slip is forwarded to the accounting office with PS Form 1412B.
 - c. The quadruplicate copy is retained in the MPO files.
3. The COPE's identification number is imprinted on the deposit slip.
4. Reflect the check number for funds submitted on the quadruplicate copy of the deposit slip. If a U.S. Treasury check is being submitted, reflect the check symbol number also.

Figure 5-8. Sample of Bank Deposit Slip.

US Postal Service
DAILY FINANCIAL REPORT

#2

Station or Unit APD SF 96571		I.D. No 086			
I certify this is a true statement and the accountability assigned to me is as shown on this form.				Stamp Accountability	
Signature <i>Walter F. Blieler</i>		Date 26 May 88		AIC	\$ Amount
Walter F. Blieler, SFC, COPE				Opening Balance	840 40,000 00
				Stock Received (+)	841
				Subtotal	845 40,000 00
				Stamped Envelope Discount (-)	846
				Stock Returned (-)	848 500 00
				Subtotal	851 35,500 00
				Total Sales (-)	852 400 00
				Closing Balance	853 35,100 00
Receipts					
Description	AIC	\$ Amount			
Postage Sales	090	400	00		
Bird Stamp Sales	091				
Philatelic Product Sales (Items 800-999 Only)	092				
Retail Product Sales	093				
Domestic Money Orders	Value 100				
	Fee 101				
Disbursements					
Description		AIC	\$ Amount		
Flexible Acct Shortage			22	11	
PFC Joe Lukie					
Adjustment for Previous Overage					
Adjustment for Previous Shortage					
Cash Retained for Previous Report		353			
Cash Required		400	400	00	
Cash Remitted (Final)		752	377	89	
Cash Retained Today		753			
Cash Accounted For		800	400	00	

PS Form 1412-B, November 1987

U.S.GPO:1987-0-202-395/72998

PS Form 1412B prepared to reflect entries required for the RETURN OF REDEEMED OR DAMAGED STOCK to the Accountable Paper Depository, and SHORTAGE in the Flexible or Fixed credit accounts (original shortage).

Enter the value of stock (redeemed, damaged, or exchanged) returned to the Accountable Paper Depository in AIC 848 (Stock Returned).

Enter the amount of any shortage or shortages in the DISBURSEMENT section of the form. In the blank space provided, enter "Flexible Accounting Shortage" and the name and grade of the responsible COPE or postal clerk. Enter "761" in the CODE column and the amount of the shortage in the amount column. The amounts reflected in AICs 852 and 090 must reflect the sum total amount of any shortage. The difference between the total sales and AIC 761 is entered in AIC 752. The amount shown in AIC 752 is the amount forwarded for deposit. In all instances, AICs 400 and 800 shall be equal.

Figure 5-9. Sample of PS Form 1412B Depicting Return of Stock and a Shortage.

#3

PS Form 1412-B, November 1987

U.S. GPO: 1987-0-202-395/72898

If the block in the example is used to record other transactions, overage information may be placed in any blank space in the RECIPTS section of the form.

5-37

US Postal Service
DAILY FINANCIAL REPORT

Station or Unit APD SF 96571		I.D. No. 086		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		840	34,780.00
Signature <i>Walter F. Bleiler</i>		Date 6 Oct 19xx		Stock Received (+)		841	
Walter F. Bleiler, sfc, cope				Subtotal		845	34,780.00
Receipts				Stamped Envelope Discount (-)		846	
Description	AIC	\$ Amount		Stock Returned (-)		848	
Postage Sales	090	850.00		Subtotal		851	34,780.00
Bird Stamp Sales	091			Total Sales (-)		852	850.00
Philatelic Product Sales (Items 800-999 Only)	092			Closing Balance		853	33,930.00
Retail Product Sales	093			Disbursements			
Domestic Money Orders	Value	100		Description	AIC	\$ Amount	
	Fee	101					
Postage Meters	110	75.75					
Customer Meters	111	1,000.00					
				Adjustment for Previous Overage			
Adjustment for Previous Shortage				Cash Remitted (Final)	752	1,925.75	
Cash Retained for Previous Report	353			Cash Retained Today	753		
Cash Required	400	1,925.00		Cash Accounted For	800	1,925.00	

PS Form 1412-B, November 1987

U.S. GPO: 1987-0-202-395/72998

PS Form 1412B prepared to reflect the required entries for reporting the amount of funds derived from the use of POSTAGE METERS.

PS Form 3602-PO shall be submitted at the same interval as PS Form 1412B.

Type "Postage Meters" in a blank space in the RECEIPTS section of the form. Type "110" in the AIC column and the total amount of funds expended by postage meters in operation.

The original copy of PS Form 3602-PO for each postage meter remittance submitted shall be attached to the PS Form 1412B to support this entry.

The duplicate copy shall be maintained in the COPE's files. The triplicate copy shall be retained by the postage meter operator.

Figure 5-11. PS Form 1412B Reflecting Postage Meter and Customer Meter Sales.

EMPLOYEE (Print Last Name, First Name and Middle Initial)			
OPERATING UNIT			
EQUIPMENT	NO.	NO. KEYS	SERIAL NO.
CASH DRAWER			
STAMP CABINET			
SAFE COMPARTMENT			
ENVELOPE DRAWER			
DESIGNATED WITNESSES (Print)			
1.			
2.			

INSTRUCTIONS: After enclosing the duplicate keys, the employee to whom assigned and the witness to the sealing of the envelope by the employee shall sign across both flaps on the back of the envelope. A distinct and legible postmark should be affixed across both envelope flaps. Envelopes containing duplicate keys shall be assigned to the appropriate supervisor, who will be held personally responsible for their protection.

If necessary to temporarily withdraw keys for use by the employee to whom assigned, this envelope shall be opened by the employee in the presence of a witness, endorsed by both, dated and preserved. When the keys are returned, the opened envelope should be discarded and a new envelope prepared.

If necessary to have access to a receptacle assigned to an employee absent from duty, the supervisor responsible for the duplicate keys will withdraw the keys from this envelope in the presence of one of the designated witnesses, and each will endorse this envelope to show date and reason for withdrawing the keys. An inventory of the credit thus made accessible shall be made and certified by the supervisor, or other designated employee, and the witness and maintained by the supervisor together with the opened envelope. (See Section 372, Handbook F-1).

DUPLICATE KEY ENVELOPE
 PS Form 3977
 Oct 1978

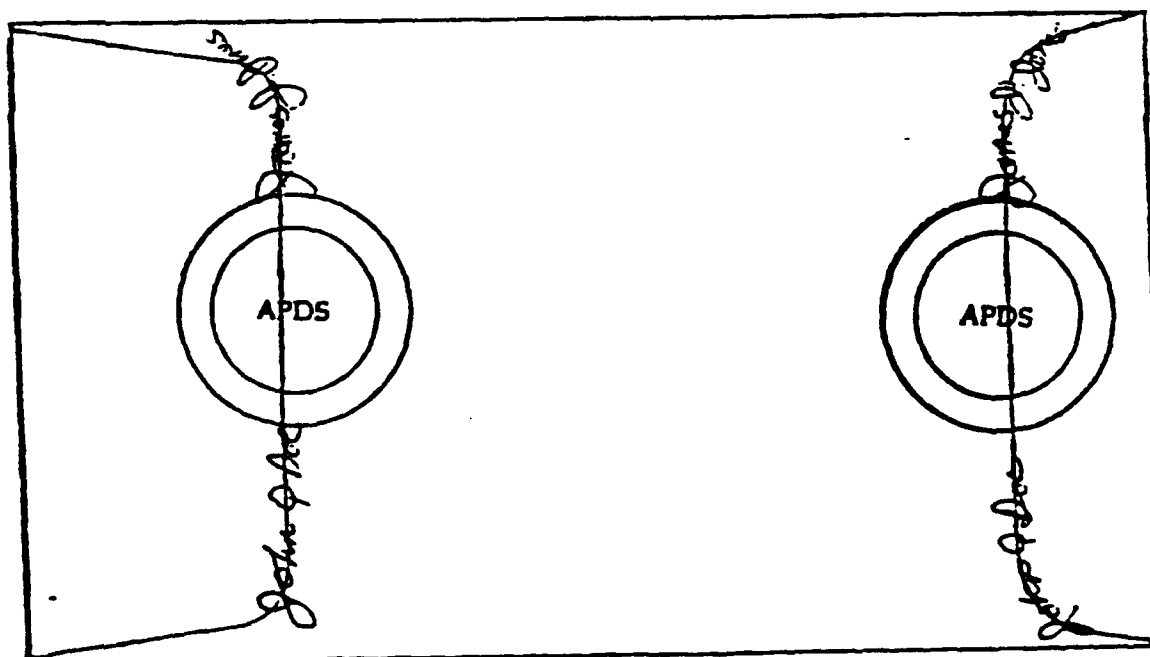


Figure 5-12. Sample PS Form 3977 Depicting Completed Front and Back.

Date credit for discount is submitted to the COPE or Accountable Postmaster.

U S GOVERNMENT PRINTING OFFICE 1979- 650-036/2009

5-40

VOLUME I

POSTAGE METERS

CHAPTER 6

PART I

MPO POSTAGE METERS

600. PURPOSE. This section, in conjunction with Part 144, DMM (reference (i)), establishes policies and procedures for conducting postage meter operations at MPOs. Specific instructions are provided for the procurement, control, and operation of postage meters, to include the remittance of funds and reports to USPS.

601. GENERAL.

1. Postage meters are furnished to MPOs primarily to provide a means of selling larger denominations of postage instead of stamps. Imprints made on gummed tape by postage meters are placed on articles being mailed as evidence of postage payment. A postage meter consists of a head and a base that are used together. The meter head prints the value of postage on a special tape designed for this purpose. The base operates the meter head. The meter head is the smaller of the two pieces and is designed to fit on the base (see figure 6-1 for meter base components and figure 6-2 for meter head components).

2. Postage meters can be requested by MPOs if parcel mail volume warrants. Postages meters and dies shall be procured as prescribed in DoD 4525.6-C (reference (m)). Postage meter equipment is assigned to a specific post office or finance unit and may not be transferred to another post office without the approval of the accountable postmaster (via JMPAs). Paragraph 608 covers procedures for sending in malfunctioning meters that are still required by the activity holding them. Functioning meters will not be turned into the accountable postmaster by any activity since another activity (possibly another service) may have a need for them. Activities wishing to turn in excess functioning meters must send a message to JMPAs, requesting disposition instructions.

3. PS Form 3602-PO shall be used to report meter sales to the accountable postmaster, record daily meter register readings, and report postage meter settings. These forms are issued in pads of 100 forms in triplicate and shall be requisitioned from the serving postmaster by letter (See DoD 4525.6-C). All PS Forms 3602-PO within a pad are accountable, serially numbered, and shall be issued in consecutive order. A separate pad shall be used for each meter operated at a post office. If a form is spoiled in any manner, all three copies shall be marked "Void" and the original forwarded to the accountable postmaster. The duplicate copy shall be retained, intact, in the pad and the triplicate copy destroyed.

602. CUSTODY OF METERS

1. The designated COPE at activities where postage meter equipment has been issued is responsible for the meter, meter setting keys, meter tools, operating lever keys, manufacturer's meter seals, and sealing presses.

2. Two keys for unlocking the operating lever of the meter base shall be furnished with each meter. One key shall be made available to the operating clerk during each business day; the other key shall be retained by the COPE in a sealed envelope, PS Form 3977, bearing the signatures of a person designated to operate the meter and the COPE. Meter seals and tools for setting and sealing the meter shall remain in the possession of the custodian and not made available to postal clerks.

3. When not in use, meter heads, keys, seals, and tools shall be stored in safes, to which only the responsible custodian has the combination. Meter heads shall be packed in their equipment cases when safe size allows.

4. When it is impractical to have the COPE issue the meter and operating lever key to the operating clerk (e.g., the meter is operated at a location away from the COPE's duty station, or the COPE is unavailable, postal commanders shall designate in writing a PC, or if none is available, a commissioned, warrant, or noncommissioned officer to serve as meter custodian. Meter custodians so designated shall follow the operating instructions and accounting procedures for COPEs detailed in this chapter; however, they are NOT AUTHORIZED TO SET OR OPERATE meters. (See paragraph 607.1).

5. Meter operators are responsible for locking the meter when not in use and safeguarding the key. During short absences, the operating clerk shall lock the meter base operating lever; during longer absences, such as for lunch, the clerk may release the meter to another clerk for operation. When so released the following procedures are required:

a. The ascending and descending register readings shall be written on the reverse of the triplicate copy of PS Form 3602-PO and verified and initialed by both clerks.

b. The regular clerk shall obtain a receipt on PS Form 1096 for any cash that may be turned over to the substitute clerk for making change.

c. When the regular clerk returns, the register readings shall be noted and verified in the same manner. The ascending and descending meter readings shall be subtracted to determine the amount of meter sales for which the substitute operator is responsible.

d. The substitute operator shall turn over to the regular operator all funds received from meter sales during the time he or she operated the meter and the change fund (if any) received from the regular operator. The regular operator shall include these funds with the remittance at the end of the business day.

e. The substitute clerk shall obtain a receipt on PS Form 1096 for any cash turned over to the regular clerk.

6. Meter operators are responsible for all postage printed while in their custody. Tolerance limits do not apply to meter operations. Shortages shall be processed as outlined in Chapter 14, paragraph 1403.5. If a clerk

only operates a meter, any overage shall be remitted with the current day's business. A letter of explanation shall accompany the submission explaining the reason the remittance and the PS Form 3602-PO do not match.

603. ISSUING METERS FOR BUSINESS

1. The COPE or meter custodian shall:
 - a. Enter the date, meter number, and the beginning ascending and descending register readings on the PS Form 3602-PO.
 - b. Change the date of the meter postmarking die.
 - c. Verify the entries on the PS Form 3602-PO with the clerk accepting the meter and initial all three copies of the form on the "Supervisor" line.
 - d. Release the meter and operating lever locking key to the meter operator.
2. The clerk accepting the meter shall:
 - a. Verify the entries on the PS Form 3602-PO with the readings of the ascending and descending meter registers.
 - b. Initial all three copies of the PS Form 3602-PO on the "Meter Operator" line.
 - c. Retain the triplicate copy of the PS Form 3602-PO. The original and duplicate copies of the PS Form 3602-PO shall be retained in the book by the COPE.

604. METER OPERATIONS.

1. Postage meter postage shall be used primarily for parcel post and registered mail. Occasionally, clerks may sell meter postage for use on letters; however, meter postage normally should not be used as a substitute for regular postage.
2. Clerks shall affix the meter tape to parcels or letters in the presence of the mailer at the time of the transaction. As an exception, meter tapes may be sold in a reasonable number (not more than 5) for philatelic purposes. Philatelic tapes may not be issued for less than 5 cents.
3. Clerks shall use two or more tapes to cover postage that exceeds the maximum amount a single meter tape will print. For example, if the total postage is \$12.50, one meter tape could be for \$9 and the second for \$3.50. Both tapes shall be affixed properly to the parcel or letter in accordance with Section 122.37, DMM (reference (i)).

605. CLOSEOUT OF DAILY METER BUSINESS.

1. At the close of the business day, the meter operator shall:

a. Return the meter, operating lever locking key, the funds for postage sold, (during the business day these funds may be maintained with stock funds), and unused meter tapes issued in error to the COPE or meter custodian.

b. Verify entries on PS Form 3602-PO made by the COPE against the ascending and descending meter register readings. Sign all three copies of the PS Form 3602-PO on the "Meter Operator" line.

2. The COPE or meter custodian shall:

a. Reinsert the meter operators copy (triplicate) of the PS Form 3602-PO into the PS Form 3602-PO book. Record the ending ascending and descending meter readings on the PS Form 3602-PO for that day. Subtract both columns, then compare these totals, which should be equal. The cash received from the meter operator and unused meter tapes shall equal this total and shall represent the total sales for the business day.

b. Verify all entries made on the PS Form 3602-PO and sign all three copies on the "Supervisor" line. Both the meter operator and COPE shall also print their name and rank next to their signature (figure 6-3).

c. Prepare a PS Form 1096 for all funds received from the meter clerk in duplicate. Give the original copy of PS Form 1096 and the completed triplicate copy of the PS Form 3602-PO to the meter operator.

606. REMITTANCE OF FUNDS.

1. The COPE, or designated custodian, shall remit postage meter funds to the accountable postmaster by registered USPS indicia mail on a daily basis. (See paragraph 606.4., for flexible credit submissions.) The remittance check shall be accompanied by the original of PS Form 3602-PO, original of any voided PS Form 3602-PO, personal checks (accepted for postage and postal finance services--see paragraph 501.8), and unused meter tapes issued in error. Unused tapes due to error in the operation of the meter or malfunction of the meter shall be submitted with the remittance accompanied by a PS Form 3533. If unused tapes are not available due to meter malfunction, a letter stating circumstances shall be submitted with the remittance.

2. Treasury checks, military banking facility checks, personal checks, or no-fee MOs shall be used for the purpose of remitting postage meter funds to USPS. Cash will never be sent to USPS without prior approval by MPSA. Checks and no-fee MOs shall be made payable to the serving postmaster.

3. The check serial number, symbol number, and amount shall be recorded on the duplicate copy of the PS Form 3602-PO, or a copy of the bank receipt, customer's receipt if a no-fee MO is used (see Chapter 7, paragraph 706.4), or registry receipt (when personal checks are submitted--see chapter 5, paragraph 501.8d.(4)) shall be stapled thereto and shall be retained by the custodian.

4. COPEs with flexible credits shall submit PS Form 3602-PO at the same interval as PS Form 1412B (figure 5-11). See paragraph 503.15 for remittance submission procedures if the flexible credit is issued by an accountable postmaster.

607. SETTING MPO/FPO POSTAGE METERS

1. Only the COPE is authorized to set the meter. The meter shall be set at least once every 6 months or whenever the "Credit Balance" register becomes less than \$100.00 on a business day, whichever comes sooner. Postage meters that can be set as high as \$99,999.99 may not normally be set higher than the anticipated sales for the next 6 months. This amount usually can be derived by reviewing meter sales for the same period during the preceding year and adjusting for any increase in postage rates since then. A significant increase or decrease in population served also shall affect the amount of postage to be set on the meter.

2. The amount added by a meter setting shall be in a multiple of 10,000 units, which is \$100. These units are added to the descending register. For example, if the credit balance in the descending register is \$137.75 (13,775 units) and the custodian desires that the clerk have approximately \$5,000 in credit available, he or she would add 490,000 units (\$4,900), thereby increasing the credit balance to \$5,037.75 (503,775 units).

3. To lessen the possibility of error in the amount of postage expended and reported, the meter normally shall be set at the beginning of the business day before completion of the top portion of PS Form 3602-PO and issued to the operating clerk (See figure 6-4). If necessary, the COPE may set the meter during the workday but this should be avoided whenever possible (See figure 6-5). Setting the meter during the day can be avoided by ensuring that postage remaining on the meter is more than normally used on any given business day prior to issuing the meter to the operating clerk. The procedures for setting the meter are explained in the instruction book furnished by the accountable postmaster at the time the meter was issued to the MPO. Disregard references to records of settings as they do not apply to meters assigned for use at the MPO/FPO.

4. Further information concerning the operation and maintenance of postage meters may be found in Part 144, DMM (reference (i)).

608. REPAIR OF DEFECTIVE POSTAGE METERS AND BASES. Refer to DoD Postal Supply Catalog, DoD 4525.6-C, (reference (m)).

VOLUME I

CHAPTER 6

PART 2

OFFICIAL MAIL POSTAGE METERS

610. PURPOSE. This section prescribes the responsibilities and procedures for the MPO in regard to official mail postage meters outside the areas served by the USPS. Official mail postage meters are used by DoD activities at their own locations for applying postage to their official mail. These meters do not include those used by the MPO for applying postage to personal mail presented by customers at the MPO.

611. GENERAL REQUIREMENTS.

1. Licensing a Penalty Mail Postage Meter. Overseas military units and all other federal agencies must obtain a license from the serving gateway postmaster to use a penalty postage meter and have the meter set at an MPO/FPO. Agencies must submit a separate PS Form 3601-A, "Application for Postage Meter License," for each license they request. More than one meter may be assigned to one license at a given location (MPO/FPO address) but only one subcode may be assigned. Agencies requiring more than one subcode must request another license. MPOs are not authorized to issue licenses, but shall maintain a supply of PS Forms 3601-A on hand should they be required by a local agency. PS Form 3601-A shall be completed by the requesting activity in accordance with figure 6-6. The completed PS Form 3601-A will be mailed to the appropriate gateway postmaster:

a. Locations served by Postmaster New York or Miami

U.S. Postal Service
Office of Mailing Requirements
Attn: Meter Section
Room 3220, JAF Building
New York, New York 10199-9651

b. Locations served by Postmaster San Francisco or Seattle

U.S. Postal Service
Office of Mailing Requirements
Attn: Meter Section
1300 Evans Ave, Room 303
San Francisco, Ca 94188-9651

2. The DoD component and other federal agencies using official meters are responsible for their operation and use. The COPE or Postal Finance Officer at each location where official penalty meters are in use shall maintain a copy of the PS Form 3601-A, "Application for a Postage Meter License," for each meter with a separate subcode assigned. Meters cannot be used without a valid PS Form 3601-A issued by the serving gateway postmaster.

3. Transfer of Meters

a. Meters may be transferred to another location (MPO/FPO) under the same license only if they are to be used by the same unit for which the license was issued. The agency shall notify the serving gateway postmaster and both the gaining and losing MPO/FPOs by letter prior to moving the meter.

(1) When notified in writing by the licensee that a meter currently being set by the MPO is being relocated to another MPO/FPO under the same license, the COPE currently resetting the meter shall:

(a) Annotate the original PS Form 3610 being maintained by the setting MPO with the register readings at the time of transfer and the address of the MPO/FPO where future settings are to be made. Draw a horizontal line under this last entry. The PS Form 3610 must be retained for 3 years. (See figure 6-7).

(b) Prepare a new PS Form 3610 and send it by USPS penalty mail to the MPO/FPO which will make future resets. The PS Form 3610 will have one entry stating the MPO/FPO which previously did resets and the register readings when transferred.

(2) When the activity first presents the meter for setting at the new-setting MPO/FPO, the COPE will follow the guidelines in paragraph 613.3. If the PS Form 3610 has not been received from the original setting location, obtain the required information necessary to complete the form by telephone.

b. Meters may not be transferred between military units without obtaining a new license. Should a military unit be deactivated and the meter transferred to another unit, a new license shall be obtained.

4. Canceling a license. A license to operate a penalty mail postage meter may be canceled by the serving postmaster at the request of the government agency assigned the license or by action initiated by USPS:

a. When a request is made by a government agency to cancel a license belonging to their activity:

(1) Verify that all meters being operated under that licence have been canceled.

(2) Prepare PS Form 3604, "Nonuse of Mailing Permit/Meter License" in four copies (see figure 6-8). Send the original to the address in paragraph 611.1 and second copy to address in paragraph 616.2. Give the activity representative the third copy and retain the fourth copy for the MPO/FPO files.

b. When advised of action by USPS to cancel a license assigned to a government agency for cause (Part 144.23, DMM), the MPO/FPO activity chief shall contact their MACOM postal headquarters for guidance.

612. SUPPLIES REQUIRED.

1. Meter manufacturers shall furnish the COPE with instructions for setting various types of meters and provide keys to the locks on the recording

mechanism, a stylus (used to set the meter), lead seals, and a sealing device. The COPE shall maintain the instructions in a binder with the PS Form 3610. The COPE shall requisition additional lead seals from the meter manufacturer and maintain a supply of the following USPS forms:

- a. PS Form 3602-A, "Daily Record of Meter Register Readings."
- b. PS Form 3603, "Receipt For Postage Meter Settings."
- c. PS Form 3610, "Record of Postage Meter Settings."
- d. PS Form 3601-A, "Application for a Postage Meter License."
- e. PS Form 3977, "Duplicate Key Envelope."
- f. PS Form 3633-G, "Daily Activity Recap for Official Mail."
- g. PS Form 3533, "Application and Voucher for Refund of Postage and Fees."

2. The COPE shall issue a PS Form 3602-A to the meter operator for each meter when the meter is initially set or when a book is filled. At the end of each day that the meter is operated, the meter operator enters into the book the figures appearing in the ascending and descending registers. If the sum of the two figures does not equal the total entered at the last setting, the meter head shall be taken promptly to the COPE for examination. Disposition of the PS Form 3602-A is covered in appropriate Military Service regulatory documents.

613. INITIAL SETTING AND RESETTING OF A METER.

1. Official mail postage meters used overseas shall be set by the COPE at the serving MPO. The COPE shall set the descending register to the amount desired by the postage meter operator. The COPE shall reset the meter when requested by the operator (normally, when the credit balance register (descending register) becomes less than \$50). The postage meter operator shall bring the meter head to the MPO for setting. No meter reset fee is collected. The COPE, the MPO supervisor, and the postage meter operator shall be present when official meters are reset.

2. Initial Setting of a Meter. When an agency first presents a postage meter to the COPE to be set, follow the following steps:

a. Verify that the unit has a meter license and that the "U.S. Official Mail" endorsement appears in the meter imprint.

b. Set the meter to the amount requested by the agency and complete PS Form 3603, "Receipt for Postage Meter Settings." Use a separate receipt book from that used for commercial meters. A separate PS Form 3603 receipt book is not required for each official meter being set under the same license. (See figure 6-9).

(1) Check the box provided on PS Form 3603 to indicate this is the first setting for the meter. Under the Official Mail Accounting System (OMAS) it is especially important that this box be checked.

c. Complete PS Form 3610, "Record of Postage Meter Settings." (See figure 6-10). Ensure that the meter license number is entered on the form. This form will be maintained in the MPO/FPO files.

d. Give the unit representative the original copy of the PS Form 3603. The second copy shall be forwarded with PS Form 3633-G, "Daily Activity Recap for Official Mail" to the serving gateway postmaster (see paragraph 616.1). The triplicate copy shall be retained in the receipt book.

3. Resetting a Meter. When a unit representative presents a meter for resetting, the following procedures will be followed:

a. Obtain the PS Form 3610 from the unit files that matches the meter serial number of the meter to be set.

b. Set the meter to the amount requested by the unit representative and complete PS Form 3603 (See figure 6-9).

(1) DO NOT check the box on Form 3603 indicating first setting.

c. Complete the PS Form 3610 to reflect the net setting amount (See figure 6-10).

d. Give the unit representative the original copy of the PS Form 3603. The second copy shall be forwarded with the PS Form 3633-G to the serving gateway postmaster (see paragraph 616.2). The triplicate shall be retained in the receipt book.

614. REFUNDING SPOILED METER POSTAGE.

1. Credit for spoiled penalty postage meter postage will be made under Part 147.252 and Part 147.253 of the Domestic Mail Manual (DMM) and this paragraph. When presented with spoiled penalty postage meter stamps for refund, the COPE shall:

a. Assist the unit representative to complete the top portion of PS Form 3533. Prepare the PS Form 3533 in duplicate (See figure 6-11a and b).

b. Complete the remainder of the PS Form 3533. In Part III of the form cross out "Received from the Postmaster at the office named above," so that the sentence now reads, "Refund in the amount of \$ ____." Enter the refund amount and date, and on the signature line of Part III enter the words "Official Mail" to indicate that no cash transaction occurred (See figure 6-11a).

(1) DO NOT make cash refunds or apply a refund to a meter.

c. Attach the spoiled penalty meter stamps to the original copy of the PS Form 3533 and forward with the PS Form 3633-G to the serving gateway postmaster (See paragraph 616.2).

615. CHECKING A METER OUT OF SERVICE. Official mailers must bring a postage meter to the MPO/FPO where it is normally set whenever the meter's mechanism becomes defective. The COPE will then check the meter "out of service." Meters may also be brought in and checked "out of service" if the activity no

longer desires to use the meter. The official mail activity shall also notify the meter manufacturer's representative that this is being done.

1. Withdrawing a Meter. A meter will be withdrawn when the using agency no longer needs the meter or when the meter is to be replaced (i.e., the old meter malfunctions). Within the MPS, the following procedures shall be followed:

a. Complete a PS Form 3533, "Application and Voucher for Refund of Postage and Fees" (figure 6-12a and b).

b. Verify the control total against the control total entered on the PS Form 3610 for the meter.

(1) If the total readings (control total) of the ascending and descending registers are equal to or less than the control total recorded on the PS Form 3610 for the meter, the COPE shall:

(a) Credit the agency for the postage left on the meter by indicating a refund on the PS Form 3533. DO NOT give refunds by cash, check, or money order for unused postage (See figure 6-12a).

(b) Reset the meter descending register of the postage meter to zero or as close to zero as the descending register can be set. (Most meters will lock out when the descending balance reaches \$9.99).

(c) Enter "0" on the PS Form 3533 as the final reading for the descending register. (See figure 6-12b).

(d) Enter the reason for withdrawal on the PS Form 3533. (See figure 6-12b).

(e) Record the register readings for the meter on the PS Form 3610. Indicate on the form the disposition of the meter. Draw a horizontal line under this last entry. The PS Form 3610 must be retained for 2 years (See figure 6-13 and paragraph 611.3(a)(2)).

(f) Give a copy of the PS Form 3533 to the unit's representative. The original of the PS Form 3533 will be submitted with the PS Form 3633-G to the serving gateway postmaster (See paragraph 616.2).

(2) If the control total of the register readings of the meter exceeds the control total of the meter or the meter is malfunctioning, the COPE shall:

(a) Advise the unit representative and meter manufacturer's representative that a credit for refund can not be made by the MPO/FPO. In all cases of mechanical malfunction of penalty mail postage meters, a determination will be made by the serving gateway postmaster. Additionally, advise the unit representative that the unit's PS Form 3602-A, "Daily Record of Meter Register Readings," for this meter must be retained for at least one year.

(b) Request that the meter manufacturer's representative furnish a detailed statement explaining why the meter failed to function properly in accordance with Part 144.364 of the DMM. This report will be sent

by the manufacturer to the appropriate gateway accounting unit (See paragraph 616.2). Upon receipt of the meter manufacturer's letter, the USPS gateway accounting unit will make the appropriate adjustment to the unit's meter account and the unit will be advised.

(1) The meter manufacturer's representative will be furnished a copy of the unit's PS Form 3602-A, "Daily Record of Meter Register Readings," a copy of the most recent PS Form 3603, "Receipt for Postage Meter Settings" and a copy of the PS Form 3610, "Record of Postage Meter Settings" for that meter on file at the MPO/FPO.

(c) Reset the descending register of the meter to zero or as close to zero as the register can be set. (Most meters will lock out when the descending register reaches \$9.99.)

(d) Enter "0" as the final reading for the descending register on the PS Form 3533.

(e) Enter the reason for withdrawal on the PS Form 3533 (See figure 6-12b.)

(f) Record the register readings for the meter on the PS Form 3610. Indicate on the form the disposition of the meter. Draw under this entry a horizontal line. The PS Form 3610 must be retained for 2 years. (See figure 6-13 and paragraph 615.3).

(g) Prepare a letter explaining circumstances and attach it to the PS Form 3533 that will be included with the "Daily Activity Recap for Official Mail," PS Form 3633-G. (See paragraph 616.2). Give a copy of the letter and PS Form 3533 to the unit representative.

2. Replacing a Meter.

a. Follow the procedures in paragraph 615.1a through 615.1.b.(2).(g) to cancel the old meter and process a refund credit for any postage remaining on the meter.

b. Follow the procedures in paragraph 613.1 and 613.2 to install the new meter.

3. Returning Meters. Meters that have been checked "out of service" will be returned to the meter manufacturer's representatives by the MPS. Obtain from the unit the address of the penalty postage meter manufacturer's representative or the address to which the manufacturer desires the meter shipped. The meter will be mailed to that address by USPS penalty registered mail. If the meter representative desires to receipt for the meter at the MPO/FPO, obtain a receipt from the representative for the meter. Attach this receipt or the mailer's copy of the PS Form 3806, "Receipt for Registered Mail," to the PS Form 3610 for the meter being returned to the manufacturer.

616. REPORTING METER TRANSACTIONS.

1. A PS Form 3633-G, "Daily Recap for Official Mail," will be prepared each day a transaction involving official mail meters occurs at an MPO or FPO. If transactions involving an official meter do not occur a PS Form 3633-G will not

be prepared. Official mail transactions are not reported by military activities on PS Form 1412's. The PS Form 3633-G will be prepared in two copies as per figure 6-14. Attach the following documents to the original copy of the PS Form 3633-G:

- a. PS Form 3603 (duplicate copies).
 - b. PS Forms 3533 and supporting documentation (submitted for spoiled postage).
 - c. PS Forms 3533 for canceled or replaced meters.
 - d. PS Forms 3635-G, "Postage and Fee Adjustments for Official Mail" (when received from serving gateway postmaster - used for revenue adjustments.)
 - e. PS Forms 1908, "Financial Adjustment Memorandum" (when received from serving gateway postmaster - used for revenue adjustments.)
2. Submit the original copy of the PS Form 3633-G with supporting documentation by first class USPS penalty mail to:

- a. MPS activities served by Postmaster New York or Miami.

Military Auditing Unit
General Accounting Office
J.A. Farley Building
Room 3110
New York, New York 10199-9531

- b. MPS activities served by Postmaster San Francisco or Seattle.

General Accounting Office
P.O. Box 886000
San Francisco, CA 94188-6000.

3. File the duplicate copy in the MPO/FPO files.

617. EXAMINATION. COPEs shall examine the meters when they reset them or at least every 6 months. They shall determine if the meters operate properly or if they have been tampered with. This shall be done at the MPO.

1. The COPE shall determine whether the seal, register window, breakoff screws, top cover, or other visible parts have been broken or tampered with and whether the die hub or meter drum is locked in home position. If evidence of tampering or breakage is found, the COPE shall retain the meter and submit a postal offense report.

2. COPEs shall check serial numbers to see that they agree with those listed on PS Form 3610 and that the total of the two registers equals the last entry in column 8 of the PS Form 3610. If the meter is not registering properly, the operator shall take it out of service.

3. COPEs shall validate entries on PS Form 3602-A.

4. In addition to making an entry on PS Form 3602-A, the COPE shall also make an entry on the PS Form 3610 when a meter is examined even though it is not reset.

5. Except for the COPE, no one may break the seal placed on a postage meter. Breaking or tampering with this seal is a postal offense.

618. EQUIPMENT FAILURE. Service contracts provide for postage meter maintenance and are established and maintained in accordance with individual Military Service policies. Under no circumstances should the COPE or meter operator tamper with the meter register.

VOLUME I

CHAPTER 6

PART 3

POSTAGE METERS OPERATED BY DoD CONTRACTORS

619. PURPOSE. This section assigns responsibility and prescribes procedures for administering USPS postage meters operated by DoD contractors. DoD contractors authorized to operate postage meters shall only use USPS owned equipment. Leasing of Postage Meters from other sources is not authorized.

620. GENERAL

1. Administrative Procedures. Before shipment of the meter to the supporting MPO, MPSA shall forward to the COPE a letter of instruction, PS Form 3601-A, an agreement between the MPO and the DoD contractor covering the use of the USPS meter, and an initial supply of PS Forms 3603.

2. Issuing the Meter. The COPE shall ensure the PS Form 3601-A is completed and the agreement is signed before issuing the meter. The COPE may not set the meter until the contractor provides a check covering the amount of postage desired. PS Form 1590, "Supplies Equipment Receipt," shall be used to document the transfer between the COPE and the DoD contractor. The PS Form 3601-A, the agreement, and a copy of the PS Form 1590 shall be maintained in the MPO files.

3. Setting the Meter. The DoD contractor is responsible for returning the meter head to the MPO for resetting, with a check for the amount of postage desired. The COPE shall complete PS Form 3603 in three copies and distribute as follows:

a. Original to the contractor.

b. Duplicate and the check covering postage is mailed to the banking facility of the accountable postmaster (See rule 2, table 6-1). Exception: COPEs with flexible credits issued by a postmaster shall refer to paragraph 503.15 for remittance procedures.

c. Triplicate is maintained at the MPO.

RULE	If you are:	And are served by:	Then submit paperwork to:
1	Sending second copy of letter authorizing repair of postage meters to your serving gateway postmaster	New York or Miami	USPS Supply Unit Room 5124 JAF Building New York, NY 10199-9951
		San Francisco or Seattle	Support Services Procurement Specialist Senior 1300 Evans Avenue, Room 215 San Francisco, CA 94188-9991
2	Sending a Post Office meter for repair	All MPOs (see Note 1)	Pitney Bowes Incorporated Meter Repair Department Attn: Mr. Karl Rupp Stamford, CT 06901-6829

NOTE 1: All meters will be mailed using registered USPS indicia mail.

Table 6-1. Addresses To Be Used For Repair of Postage Meters

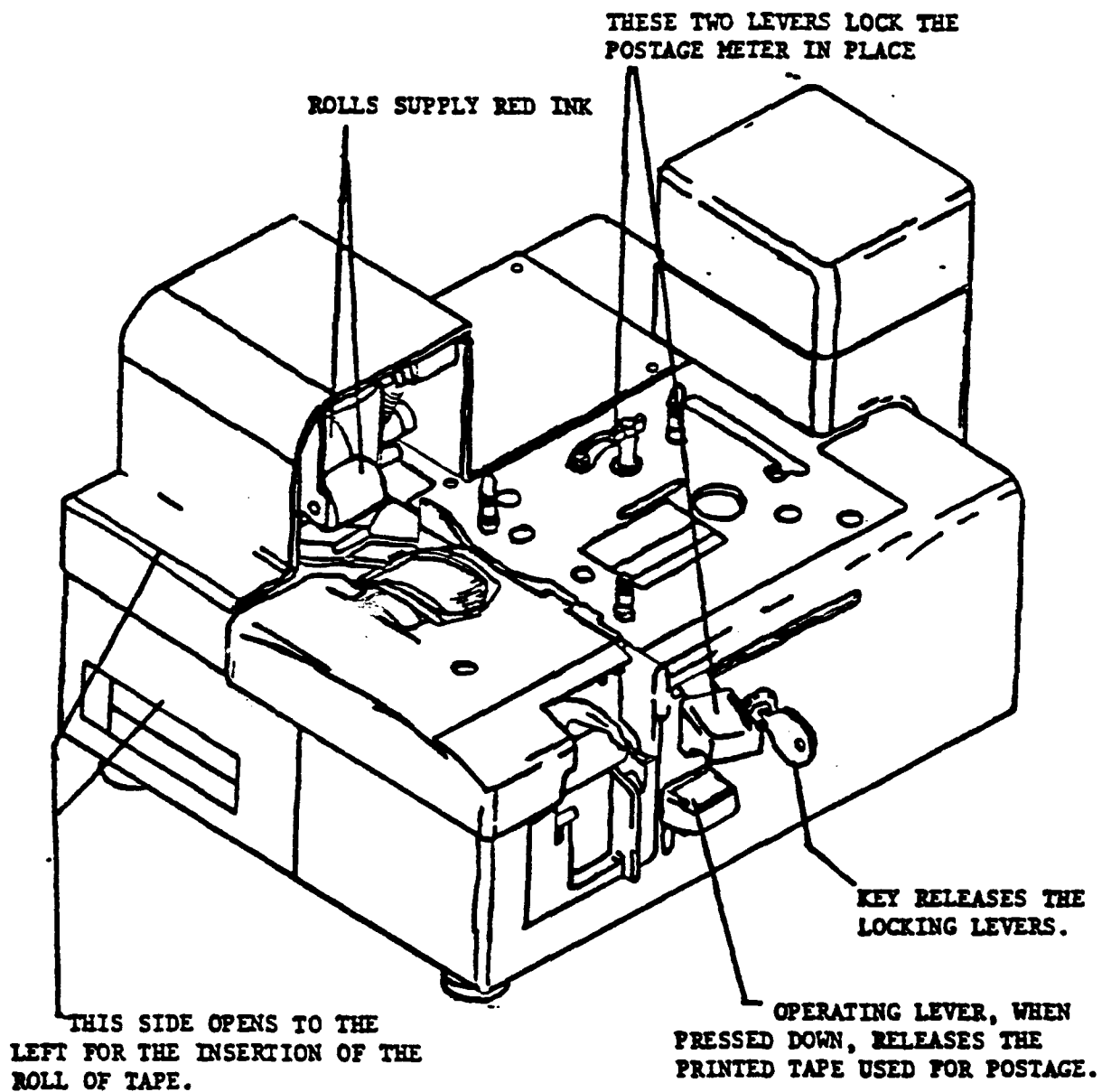


Figure 6-1. Postage Meter Base.

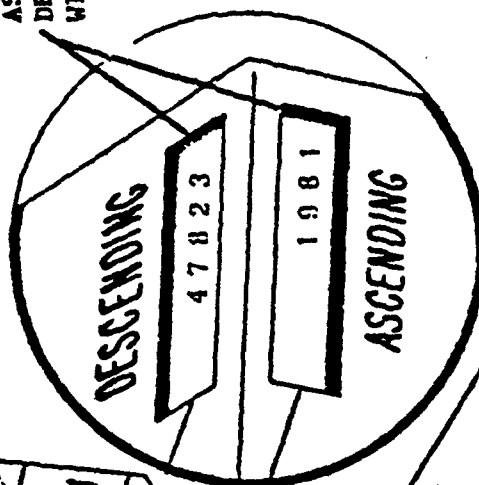
THIS WINDOW INDICATES THE NUMBER OF TIMES
THE POSTAGE METER IS OPERATED.

THE MODEL NUMBER OF THE POSTAGE
METER IS EMBOSSED HERE.

THESE KNOBS ARE USED TO SET THE AMOUNT
OF POSTAGE.

THE NUMBER OF THE POSTAGE
METER IS EMBOSSED HERE.

ASCENDING AND
DESCENDING REGISTER
WINDOWS.



THESE WINDOWS INDICATE THE AMOUNT
OF POSTAGE SET ON THE METER.

THIS HANDLE AIDS IN THE
TRANSPORTING OF THE POSTAGE
METER HEAD.

Figure 6-2. Postage Meter Head.

THIS REPORT TO ACCOUNTING UNIT

ORIGINAL

01

APD 98571 (Unit or Station) PB (Meter Mfr.) 456789 (Meter No.) 6 Oct 19XX (Date)

This is to certify that the readings of the registers were as follows at the beginning and end of this day:

Descending register beginning	917575	Ascending register end	989999
Descending register end	910000	Ascending register beginning	982424
RECEIVED FOR POSTAGE as determined by the register readings	\$ 7575		7575

JOHN JONES SP4 (Meter Operator) JOHN Q. DOW (Supervisor)

REPORT OF METER SETTING
(Fill in the following only when meter is reset)

Ascending register readings	
Descending register readings before setting	
Number of units added	
Descending register after setting	

PS Form 3602-PO Jan. 1983

Meter set by _____

Figure 6-3. Daily Report of Meter Business

ORIGINAL

01

OMD 625859 (Unit or Station) ZINGER (Meter Mfr.) 768314 (Meter No.) 24 SEP 81 (Date)

This is to certify that the readings of the registers were as follows at the beginning and end of this day:

Descending register beginning	917575	Ascending register end	982424
Descending register end		Ascending register beginning	

RECEIVED FOR POSTAGE as determined by the register readings

[Signature] (Meter Operator) [Signature] (Supervisor)

REPORT OF METER SETTING

(Fill in the following only when meter is reset)

Ascending register readings	982424
Descending register readings before setting	17575
Number of units added	900000
Descending register after setting	917575

PS Form 3602-PO Jan. 1983 Meter set by: [Signature]

Setting Before Issue. The register reading indicates that the meter contained 17,575 units (\$175.75) when it was checked out of service the previous day. The custodian had added 900,000 units (\$9,000) for a total of 917,575 units (\$9175.75) now on the meter. The ascending register at the time of setting indicated 982,424 units (\$9,824.24) have been expended by the machine from the time it was originally placed in operation. After the meter has been set and all entries completed, the custodian shall sign all copies of PS Form 3602-PO. The beginning ascending and descending meter readings after setting shall be entered on the top of the form. The meter is now ready for release to the operating clerk following the procedures prescribed in paragraph 603.

Figure 6-4. Setting Before Issue

ORIGINAL

01

APO 09144 (Unit or Station) PB (Meter Mfr.) 611233 (Meter No.) 8 Nov 81 (Date)
 This is to certify that the readings of the registers were as follows at the beginning and end of this day:
 Descending register beginning 14500 Ascending register end
 Descending register end Ascending register beginning
 RECEIVED FOR POSTAGE
 as determined by the register readings

99
 (Meter Operator)

BK
 (Supervisor)

REPORT OF METER SETTING

(Fill in the following only when meter is reset)

Ascending register readings
 Descending register readings before setting
 Number of units added
 Descending register after setting

		9	9	5	4	9	9
				4	5	0	0
		9	0	0	0	0	0
		9	0	4	5	0	0

PS Form 3602-PO Jan. 1983

Meter set by *Tom R. H.*

Setting After Issue. The beginning descending register reading in the top portion indicates that the meter contained 14,500 units (\$145) when the meter was released to the operating clerk at the beginning of the business day and a total of 985,499 units (\$9,854.99) (ascending register reading) expended since the meter was originally placed in operation. The ascending and descending meter readings in the bottom portion of the form, completed by the custodian at the time of the setting, indicate the operating clerk has collected \$100 in postage funds before the setting. An additional 900,000 units (\$9000) were added to the descending register and the meter returned to service with a total of 904,500 units (\$9,045).

Figure 6-5. Meter Setting After Issue.

NAME OF ORGANIZATION
APPLYING FOR
METER LICENSE

ADDRESS OF ORGANIZATION
WHO WILL HAVE LICENSE
AND USE THE METER

ENTER APO/FPO NUMBER
THAT WILL SET YOUR METER

SIGNATURE OF BASE CHIEF OF
ADMINISTRATION OR DESIGNATED
REPRESENTATIVE

ENTER YOUR MAILING
ADDRESS HERE

LEAVE BLANK

ENTER YOUR FEDERAL AGENCY
CODE AND SUB-CODE AS FURNISHED
BY THE OVERSEAS MACHIN

ENTER APO/FPO NUMBER
THAT WILL SET YOUR METER

DATE SIGNED

U.S. Postal Service

APPLICATION FOR A POSTAGE METER LICENSE

APPLICANT: File at office where mailings will be made. (Per 144, Domestic Mail Manual)

Name of Applicant (Print or Type) 52 CSG/DA

Address of Applicant (Street, City, State, ZIP Code) (Print or Type)
52 CSG/DA, APO NEW YORK 09123-5000

Meter to be set at (Main office, station, or branch)
ARO NPM YORK 09123

Signature of Applicant _____

TO BE COMPLETED BY POSTMASTER

(Return application in this file after application has been approved, deliver authorization to license holder.)

Post Office _____

Name of License Holder (Address, City, State and ZIP Code)
52 CSG/DA
ARO NPM YORK 09123-5000

License Number _____

Date _____

Date of Issuance 15 SEP 1986

Applicant's telephone No. _____

Post Office _____

License No. _____

Date _____

Signature of Postmaster _____

U.S. Postal Service

LICENSE TO USE POSTAGE METERS

You are authorized to pay postage on any class of mail by printing meter stamps with postage meters, subject to all conditions applying to the various classes of mail.

Post Office _____

Name of License Holder (Address, City, State and ZIP Code)
52 CSG/DA
ARO NPM YORK 09123-5000

License No. _____

Date _____

Signature of Postmaster _____

The collection of this information is authorized by 39 USC 401, 404. It will be used to administer postage meter services. As a condition of use, license information may be disclosed to the public, to an appropriate law enforcement agency for investigations, or to other agencies for law enforcement purposes. It is requested that you provide this information to the best of your knowledge and belief. If you are unable to provide this information, please so indicate. If you are unable to provide this information, please so indicate. If you are unable to provide this information, please so indicate.

NOTE: INFORMATION WHICH YOU WILL NEED. PLEASE READ IT.

(References from Chapter 1, Domestic Mail Manual. Consult postmaster for more detailed information and for subsequent amendments.)

144.1 POSTAGE METERS

119 Meter stamps may be used to prepay reply postage on First-Class letters, First-Class parcels which do not exceed 13 ounces or single flats, special fourth-class, and literary matter.

120 Meter stamps may be placed directly on the envelope, postcard, or label that bears the return address of the meter license holder in an identical position to prepay the postage on the meter stamp.

121 Only meter stamps, return address labels may be used on single flats, special fourth-class flats or literary matter and these labels must adhere to such a meter as they will be used.

122 Any photographic, mechanical, or electronic process, or any combination of such processes, when used for handwriting, typing, or hand-drawing, may be used to produce the address side of reply mail prepaid by meter stamps. The address side must be printed in a plain type and content in the following form without the addition of any other matter than a return address:

NO POSTAGE STAMP NECESSARY
IF POSTAGE HAS BEEN PREPAID BY
METER

John Doe Company
123 Main Street
New York, N.Y. 10010-0000

123 Reply mail prepaid by meter stamps will be delivered only to addressee of the meter license holder. If the address is altered, the mail will be held for postage.

14.5 SETTING METERS

211 A meter may be set only by a postmaster or by a person authorized by the postmaster to set meters.

212 A meter may be set only by a postmaster or by a person authorized by the postmaster to set meters.

213 A meter may be set only by a postmaster or by a person authorized by the postmaster to set meters.

Figure 6-6. Sample of How to Complete PS Form 3601-A
6-21

ENTER DATE PS FORM 3604 IS PREPARED

ENTER YOUR COMPLETE
APO/FPO ADDRESS

ENTER THE METER LICENSE
NUMBER TO BE CANCELLED

ENTER THE AGENCY'S REASON FOR
CANCELLATION OF LICENSE. (I.E.
NO LONGER NEEDED, OR UNIT
DEACTIVATION

CHECK THE "METER LICENSE" BOX

POST OFFICE STATE AND ZIP CODE		U.S. POSTAL SERVICE		DATE	
APO NEW YORK 09012		NONUSE OF MAILING PERMIT OR METER LICENSE		11-03-86	
PERMIT/LICENSE NO. 93457		DATE OF LAST MAILING OR USE OF METER		METER LICENSE (Form 144.23)	
		☐ PERMIT IMPRINT PERMIT (Form 144.22)		☒ METER LICENSE (Form 144.23)	
TO: . License 93457 no longer needed by USAFE/DA POSTMASTER <i>Edward A. Pardini</i> It is my/our intention to mail within the next 90 days under the present permit/license. SIGNATURE AND TITLE RETURN TO: POSTMASTER					
PS Form 3604 May 1981 (RC 211)					

Figure 6-8. Sample of Completed PS Form 3604.

CHECK THIS BLOCK TO INDICATE THIS IS THE FIRST SETTING FOR THIS METER. LEAVE THIS BLOCK BLANK WHEN THE METER IS RESET.

MODIFY THE PS FORM 3603 BY ADDING BLOCKS FOR LICENSE NUMBER AND SETTING LOCATION ZIP CODE IF NOT PREPRINTED ON THE FORM. NEW PS FORM 3603 WILL HAVE BLOCKS FOR THIS INFORMATION.

SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER
Douglas R. Michels

ENTER THE COMPLETE ADDRESS OF THE ACTIVITY TO WHOM THE LICENSE IS ASSIGNED
 APO NY 09123

NO NOT CHECK THESE BOXES

ENTER "OFFICIAL MAIL" HERE
 OFFICIAL MAIL

RECEIPT FOR POSTAGE METER SETTINGS
 U. S. POSTAL SERVICE
 DATE 10/04/86
 CHECK IF THIS IS FIRST SETTING AT THIS OFFICE ☒

UNIT VALUE	01	MFG. CODE	02
RECEIVED FROM			
52 CSG/DA			
APO NY 09123			

AMOUNT OF SETTING	TRUST FUND	CASH OR CHECK
200000		
244100		

POST OFFICE	SETTING LOCATION ZIP
APO NY 09123	09123

Figure 6-9. Sample of a Modified PS Form 3603 for Setting a Penalty Mail Postage Meter

U.S. POSTAL SERVICE APPLICATION AND VOUCHER FOR REFUND OF POSTAGE AND FEES	
Complete in duplicate by typewriter, ink or suitable pencil and submit to the Postmaster with envelope or wrapper or portion thereof (including return address and address of meter and addressee, cancelled postage and postal markings. See 147, Domestic Mail Manual (DMM)). PRIVACY ACT: The collection of this information is authorized by 39 U.S.C. 401, 403, 404. 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, this information may be disclosed to an appropriate law enforcement agency for investigative or prosecutive purposes. No congressional officer at your request, to a labor organization as required by the NLRA, and where pertinent, in a proceeding to which the Postal Service is a party. Completion of this form is voluntary; however, if this information is not furnished, a refund will not be considered.	MODIFY THE PS FORM 3533 BY ADDING BLOCKS FOR LICENSE NUMBER AND METER SERIAL NUMBER IF NOT PRE-PRINTED ON THE FORM. NEW PS FORM 3533 WILL HAVE BLOCKS FOR THIS INFORMATION.
ENTER THE COMPLETE ADDRESS OF THE ACTIVITY TO WHOM THE LICENSE IS ASSIGNED Customer's Name (PS Form 7120) 52 CSG/DA Mailing Address 52 CSG/DA City, State and Zip Code APC New York 09123-5000 Refund For 1861361	PART I—APPLICATION (To be completed by Customer) Voucher No. 93457 License No. 93457 Meter Serial No. 1861361 ☐ Postage and special service fees paid on accompanying matter which is itemized in Part IV on reverse. (AKC 536) ☒ Complete and legible unused or spoiled meter stamps less than one year old, which are itemized in Part IV on reverse. (AKC 536) ☐ Unused valid in discontinued meter. (AKC 536) ☐ P.O. Box Service (AKC 535) ☐ Other (Specify) _____ ☐ Call Service (AKC 535) (List Numbers below)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF AGENCY REPRESENTATIVE 11-04-86 <i>Steve Zier</i> (Date of application)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"	SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 <i>Steve Zier</i> (Date)
SIGNATURE OF WITNESS	

Figure 6-11a. Sample of a Modified PS Form 3533 (Front) For Refunding Penalty Postage Meter Postage (Crediting Account of Official Mailers.

PART IV POSTAGE ON METER STAMPS			PART V POSTAGE METER WITHDRAWN FROM SERVICE			PART VI FOR POST OFFICE USE ONLY		
GROUP AND LIST BY POSTAGE UNITS ON VALUE			FOR POST OFFICE USE ONLY			FOR POST OFFICE USE ONLY		
NUMBER OF STAMPS	AMOUNT EACH	POSTAGE VALUE	READING OF METER	READING OF METER AFTER CHECKOUT	READING OF METER AFTER CHECKOUT	SPECIAL SERVICE FEE	NOT RE-PAIDABLE	SUBJECT TO RETURN
10	.25	2.50	4.40	3.90		Registry		
						Certified		
						Insurance		
						C.O.D.		
						Special Handling		
						Special Delivery		
						Other		
TOTAL POSTAGE VALUE			TOTAL SPECIAL SERVICE FEE			TOTAL POSTAGE		
8.30			.83			9.13		
TOTAL SPECIAL SERVICE FEE			STATION OR BRANCH			SIGNATURE OF EMPLOYEE		
.83			CHECKING OUT METER			CHECKING OUT METER		
TOTAL REFUND CLAIMED			STATION OR BRANCH			CHECKING OUT METER		
8.30			CHECKING OUT METER			CHECKING OUT METER		

ENTER SPOILED PENALTY METER POSTAGE BY DENOMINATION. (SEE PART 147.252, DMM).

ENTER TOTAL OF SPOILED PENALTY METER POSTAGE SUBMITTED WITH THE PS FORM 3533.

COMPUTE BY 10% REDUCTION. (MULTIPLY TOTAL ABOVE BY .10 AND ENTER RESULT)

8.30

.83

9.13

CERTIFICATION

This certifies that the postage stamps for which the application has been approved have been destroyed in accordance with the provisions of 147 of the Domestic Mail Manual.

POST OFFICES HAVING \$40 OR MORE REVENUE UNITS ANNUALLY

(A) ALL OTHER POST OFFICES

NOTE: MPOs/FPOs WILL ATTACH SPOILED METER POSTAGE FOR WHICH THE CLAIM IS BEING SUBMITTED. THE ORIGINAL PS FORM 3533 WITH SPOILED/UNUSED METER POSTAGE WILL BE FORWARDED WITH THE PS FORM 3633-G (SEE PARAGRAPH 500.1 OF THIS LOI.)

U.S. GOVERNMENT PRINTING OFFICE: 1985-475-742

Figure 6-11b. Sample of a Modified PS Form 3533 (Back) For Refunding Penalty Postage Meter Postage (Crediting Account of Official Mailers.)

U.S. POSTAL SERVICE	
APPLICATION AND VOUCHER FOR REFUND OF POSTAGE AND FEES	
Complete in duplicate by typewriter, ink or indelible pencil and submit to the Postmaster with envelope or wrapper or portion thereof bearing name and address of sender and addressee, cancelled postage and postal markings. See 107, Domestic Mail Manual (DMM).	
PRIVACY ACT: The collection of this information is authorized by 39 U.S.C. 401, 403, 404. This information will be used to reimburse you when no service is rendered or when postage and fees are paid in excess of the tariff rate. Information will be released to the Department of Justice for investigation or prosecution. This information may be disclosed to an appropriate law enforcement agency for investigation or prosecution. This information is not to be used for any other purpose without the express written consent of the Department of Justice. Completion of this form is voluntary; however, if this information is not furnished, the refund will not be considered.	
MODIFY THE PS FORM 3533 BY ADDING BLOCKS FOR LICENSE NUMBER AND METER SERIAL NUMBER IF NOT PRE-PRINTED ON THE FORM. NEW PS FORM 3533 WILL HAVE BLOCKS FOR THIS INFORMATION.	
PART I - APPLICATION (To be completed by Customer)	
Customer's Name (Print or Type) SA CSG/DA Business Address SA CSG/DA City, State and ZIP Code APC New York 09123-5000	Voucher No. 53457 License No. 163248 Meter Serial No. 163248
☐ Postage and special service fees paid on accompanying matter which is itemized in Part IV on reverse. (AKC 536) ☐ Complete and legible unused or spoiled meter stamps less than one year old, which are itemized in Part IV on reverse. (AKC 536) ☒ Unused units in discontinued meter. (AKC 536) ☐ P.O. Box Service (AKC 535) ☐ Other (Specify) _____	
SIGNATURE OF AGENCY REPRESENTATIVE 11-04-86 (Date of application) <i>[Signature]</i>	
SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER 11-04-86 (Date) <i>[Signature]</i>	
SIGNATURE OF WITNESS 11-04-86 (Date) <i>[Signature]</i>	
CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE" 11-04-86 (Date) <i>[Signature]</i>	
OFFICIAL MAIL HERE (Signature of Paper or Envelope Mail)	

PS Form 3533, Feb. 1985

Figure 6-12a. Sample of a Modified PS Form 3533 (Front) for Cancelling a Penalty Postage Meter.

General Services

1007471 A **Primary**

JERRY LUTZ, NSAF

11-10-86

Learning Unit 11:10:10

APR New York 09123-5000

7

**ENTER TOTAL AMOUNT OF PENALTY METER
POSTAGE SET ON ALL PS FORMS 3603
SET ON DATE OF REPORT.**

Item	Penalty Interest	Second- Class	Business Reply	Penalty Mail Stamp	Meters	TOTAL
Overpaid Refunds						
Revenue					2000.00	2000.00
Subtotal						
Refunds						186.33
Adjustments						-100.00
UNIT FROM						
08 RECEIVED						
08 METERS						
FIGURE CAN						

SET ON DATE OF REP.

ENTER TOTAL AMOUNT OF REFUND CREDIT
 FROM FS FORMS 3533 FOR METERS CHECKED
 OUT OF SERVICE AND REFUND CREDIT
 OF SPOILED PENALTY METER POSTAGE
 PREPARED ON DATE OF REPORT

ENTER THE TOTAL ADJUSTMENT AMOUNT FROM
PPS FORMS 3635-G AND PPS FORM 1908 RECEIVED
FROM THE USPS FOR PENALTY POSTAGE METERS
ON THE DATE OF REPORT. THIS FIGURE CAN
BE EITHER A POSITIVE OR A NEGATIVE VALUE.
THEREFORE A PLUS (+) OR MINUS (-) SIGN
IS REQUIRED.

Activity	3433	3461-A	3463	3433-2 (Max. A)	3433-3 (Max. B)	3434-3 (Max. A)	3435-3 (Max. B)
Minors/ Refunds	3431-0	3464	3465-0	3434-3 (Max. A)	3435-3 (Max. B)	3435-3 (Max. A)	3435-3 (Max. B)
Period [max. (m)]	3431-0	3464	3465-0	3434-3 (Max. A)	3435-3 (Max. B)	3435-3 (Max. A)	3435-3 (Max. B)
Second-	3431	3464	3465	3434-3	3435-3	3435-3	3435-3
Cross Business	3431	3464	3465	3434-3	3435-3	3435-3	3435-3
Reply	3431	3464	3465	3434-3	3435-3	3435-3	3435-3

FOR THE "NUMBER OF FORMS" SECTION TOTAL THE
NUMBER OF EACH TYPE OF FORM (FROM LIST BELOW)
AND ENTER THE TOTALS NEXT TO THE CORRESPONDING
BOX ON THE PS FORM 3633-C:

PS FORM 3533 (SPOILED METER POSTAGE)

✓ P8 FORM 3603

PS FORM 3533 (REPLACED/CANCELLED METERS)

PS FORMS 3635-G/1908 (METER ADJUSTMENTS)

9161 ARMYT DISK 0014

Figure 6-14. Sample of Completed PS Form 1633-G, Daily Activity Recap for Official Mail.

VOLUME I

CHAPTER 7

MONEY ORDERS

700. **PURPOSE.** This Chapter, in conjunction with Part 941, DMM and Part 391, IMM (reference (i)), establishes policies and procedures for conducting MO business at MPOs. Specific instructions are provided for the procurement, control, sale, and payment of MOs, to include the remittance of funds and reports to USPS.

701. MO IMPRINTERS, AND OFFICE NUMBER PLATES

1. MO imprinters are the only authorized method of issuing MOs. Under no circumstance may MOs be handwritten or typed. If an imprinter fails to function properly, return it to the accountable postmaster using registered USPS indicia mail and request maintenance or a replacement. Do not attempt to repair imprinters.

2. Office number plates consist of a six-digit number and are used for the purpose of identifying a postal activity with the MOs it issues. The first five digits of the number consist of the activities MPO number for Army and Air Force activities or the unit identification code (UIC) for the Navy and Marine Corps. The last digit, always a "9", has been added by USPS for computer processing purposes. The resulting six-digit number is hereinafter referred to as the office identification number (OID). If there is more than one imprinter at an activity, all will have the same six-digit number. Should an imprinter be transferred to another activity or returned to the accountable postmaster for repair or replacement, the office number plate shall be removed and retained at the activity.

702. REQUISITIONING MO FORMS

1. **Normal Requisitions.** MO forms shall be requisitioned by completing PS Form 17, "Stamp Requisition," in triplicate at least 45 days before the minimum supply is reached (see paragraph 702.2). In the "Commemorative and Unlisted Items" portion of the PS Form 17 (bottom right), list the MOs required in the "Quantity" column. Insert "MO" in the "Item" column and leave the "Value" column blank. The original and duplicate shall be submitted to the source of supply; that is, accountable postmaster, or PFO, and triplicate retained at the requesting MPO. MO units need not submit a PS Form 17 and shall order from the servicing MPO, as required, to sustain services. The number of MOs to be retained at MO units shall be determined by the responsible commander. When the forms are received, the triplicate copy of PS Form 17 may be destroyed. PFOs and COPEs receiving MOs directly from an accountable postmaster shall order from the designated source of supply as shown below:

Postal Activity

09XXX
34XXX
96XXX
98XXX

Postmaster

New York
San Francisco

2. Forms Supply. At least a 3-month supply of MO forms shall be maintained at land-based MPOs and a 5-month supply at mobile and shipboard post offices. All MPOs are restricted to a maximum of a 12-month supply of MO forms.

3. Emergency Requisitions

a. If a situation appreciably depletes the supply of blank MO forms, an emergency requisition may be requested, by message, to the MPSA with an information copy to the major commander. The message shall contain:

(1) Number of forms on hand and normal monthly usage.

(2) Number of forms requested to sustain sales until a normal requisition can be obtained.

(3) Nearest MPO to requester that can fill the requisition, if that information is known.

b. Upon receipt of message approval from MPSA, the MPO that supplies the blank MO forms shall submit a letter to the Money Order Division (MOD) informing them of the transfer on the day the forms are furnished or shipped. If furnishing the blank forms results in a break in series, the supplying MPO shall also make an appropriate annotation on their MO business report for the day the break in series occurs. Example: "Serial numbers 8014400200 to 8014400399 sent to APO 09633 on 20 Dec 86." In no case may an opened package (less than 100 forms sets) be transferred.

c. The receiving MPO shall annotate the MO business report on the first and last day that the forms are used. Each annotation shall refer to the MPO that furnished the forms and state the inclusive serial numbers of the forms that were furnished.

703. VERIFICATION OF REQUISITIONS

1. An MO shipment received at an MPO or an MO unit physically separated from the parent office that requisitions by mail shall be accompanied by PS Form 17, "Stamp Requisition," in two copies, listing the inclusive serial numbers of MO forms included in the shipment. It is assumed that each sealed package contains 100 forms and breaking of seals for verification purposes is not necessary. Once received at an MPO, each requisition shall be turned over immediately to the COPE. Shipments received at MPOs afloat may be turned over to the reserve custodian if MPO security is considered inadequate. Transfer of blank MOs between the COPE and reserve custodian shall be documented on DD Form 885 as explained in paragraph 704.

2. The COPE or unit MO clerk, together with a witness (see Chapter 5, paragraph 501.3, for procedures at one person postal activities), shall verify the entries on the PS Form 17 by annotating each copy of the form with the date received, registry number, and signature of each person. The COPE or unit MO clerk shall return the annotated original to the source of supply and keep the duplicate for the MPO or unit file.

3. After opening a sealed package of 100 MOs for issue, the MOs shall be checked by serial number for verification. The COPE or clerks at separated units shall report, by letter to the supplier, listing any missing forms, by serial number. A copy of the letter shall be maintained in place of the missing form or forms and the Money Order Business (MOB) report for that day shall reference the letter of notification to explain the missing MOs in the report.

4. If two MO forms are received with the same serial number, cancel one of them by writing across the face "Number Duplicated". The cancelled MO shall be submitted with the next MOB report listed as "spoiled" (See paragraph 707.2), and explained in the "REMARKS" section.

5. MOs received in defective or mutilated condition shall be treated as "spoiled" (see paragraph 707.2, for accounting procedures). If large shipments of damaged blank MO forms are received, notify MPSA for disposition instructions.

6. An MPO that receives blank MO sets intended for another MPO shall send them by registered USPS indicia mail to the proper MPO and notify the supplier.

704. CONTROL AND DISTRIBUTION OF MOs

1. All blank MO forms received shall be recorded on DD Form 885 (figure 7-1). When a COPE or unit supervisor obtains MO sets from any source, including those previously issued that are returned at the end of a business day for overnight storage, they shall be recorded on the master DD Form 885 for that series. Upon change of a COPE, the new COPE shall sign the master DD Form 885 acknowledging receipt for the blank MO forms currently retained by the outgoing COPE (figure 7-1). DD Form 885 shall also be used to document current change of custody of MO forms, issued, transferred, or mailed to clerks at MPOs or units. An MO clerk shall prepare DD Form 885 if blank MO sets are transferred from a block received. All MO transfers between clerks, including temporary transfer for lunch, shall be recorded on DD Form 885 (figure 7-2). When MO sets are transferred, prepare DD Form 885 in duplicate. The original form documents the history of the unused MO sets and shall be filed at the unit where the MOs were sold. The duplicate form shall be a receipt for the clerk relinquishing the MO sets. An MO clerk need not record a block of MOs on DD Form 885 if sets are not transferred therefrom.

2. MO forms with the lowest serial numbers shall be the first distributed to clerks. Newly requisitioned MOs may not be issued until former supplies are depleted. When practicable, MO forms should be distributed in sealed packages of 100. When conditions require the breaking of seals for odd lot disbursement, the custodian and MO clerk shall verify, by serial number, each individual MO form. Packages of 100 shall be broken and distributed only within the same issuing unit.

3. Normally, clerks shall be permitted to have only enough MO forms necessary to conduct business. The frequency and quantity of MOs supplied to clerks shall be determined by local conditions. The retaining of blank MO forms by clerks after the close of business each day shall be determined by MPO supervisors or responsible commanders.

4. Distribution of MO forms by mail to units conducting MOB away from the parent office shall be by registered USPS indicia mail. PS Form 17 shall be prepared in triplicate for each mailing (figure 7-3). The shipment shall be verified by a witness who shall sign the PS Form 17. Two copies of the PS Form 17 shall accompany the shipment and the third copy, as a suspense, shall be attached to the MPO copy of DD Form 885 on which the shipment was recorded. The receiving unit shall follow verification procedures outlined in paragraph 703. Upon receipt of the signed PS Form 17 from the unit, the COPE shall destroy the suspense copy and replace it with the received copy.

705. PROTECTION OF BLANK MO FORMS

1. MO forms shall be stored in a vault, a three-position combination safe, or a place of comparable security to which the accountable person has exclusive access. Containers shall be locked when not under direct control of the responsible individual. Duplicate keys and combinations shall be protected in the manner provided in Chapter 9, paragraph 906.2. MO imprinters shall be covered or stored out of view.

2. MO clerks shall be provided with individual metal cash boxes, drawers, or safes equipped with suitable locking devices for the purpose of safeguarding blank MO forms and all-purpose dating stamps in their custody. To establish individual accountability, it is mandatory that only responsible clerks have access to storage containers.

3. During hours of business, MO effects shall be kept out of reach of customers.

4. Unused MO forms may not be transferred from the issuance control of one operational MPO to another without prior consent of MOD, St. Louis, MO. Request for such action shall be forwarded to MPSA. See paragraph 702.3, above, for cases involving emergency requisitions. The restriction also applies to an MPO that has closed or reverted to MAO status. If MOD declines the request, or transfer of MO forms is not desired, the COPE shall dispose of unused MO sets as directed by MPSA.

706. ISSUANCE OF MOs

1. Purchasing MOs. MOs may be purchased only with U.S. dollar currency and coins, military payment certificates, and Travelers Checks. Purchases of Money Orders by Travelers Check must be at least 50% of the value of the Traveler's Check so as to deter customers from purchasing MOs only to cash Travelers Checks. Personal checks and U.S. Treasury checks may not be accepted as payment.

2. Maximum Amount. MOs may be used for any amount not to exceed the limit established in Part 941.12 DMM (reference (i)) for payment in the United States, its possessions, or territories. There is also a limit on MOs intended for recipients in foreign countries that accept U.S. domestic MO forms (see Part 391.2, IMM, reference (i)). When issuing a MO for payment in Canada, refer to the IMM for correct preparation and to USPS PBs for the most current conversion tables. Conversion tables shall be extracted from PBs, retained for ready reference, and replaced by later editions.

3. International MOs. Customers desiring an international MO shall be advised to purchase the MO at the host country's post office, if available. If they do not wish to purchase from the host country's post office, they shall be instructed to complete PS Form 6701, "Application for International Money Order," and to purchase a military MO in the amount desired, plus the required international MO fee, as indicated in the IMM (reference (i)), payable to the Postmaster, St. Louis, MO. The regular fee shall be paid for the military MO (see section 941.12 DMM, (reference (i)) in addition to the international fee included in the amount imprinted on the MO. The MPO shall send the complete MO and PS Form 6701 by first-class USPS indicia mail to the MOD, PO Box 14964, St. Louis, MO 63182. Customers shall be advised that transmission to the payee shall be accomplished by USPS through the paying administration of the country concerned. Also, customers shall be advised that because of rapid changes in currency values, the customer is responsible for determining the dollar amount of MOs purchased. MO service on a domestic basis is available between MPOs and those countries listed in Part 391.2.a IMM (reference (i)). Additional information concerning international MOs is contained in Part 391, IMM (reference (i)).

NOTE: The international money order (MPI) (Part 391.431, IMM) for Japan is not available for use at MPOs. Follow the procedures in paragraph 706.3 should a patron desire a Money Order payable in Japan.

4. Fees. The fee for a postal military MO is shown in section 941.12, DMM (reference (i)). This fee shall be charged by all MPOs that are financial branches of New York or San Francisco.

5. No-Fee MO. MPOs may issue no-fee MO's for remitting funds for stamp stock and postage meter accounts (see figure 7-15 for accounting procedures). In the "Remarks" portion of the PS Form 6019, indicate what the no-fee MO is issued for (that is, stamp stock remittance or postage meter remittance). No-fee MOs may also be issued to replace spoiled or incorrectly prepared MOs (see paragraph 707.2).

6. Issuing. Step-by-step procedures for issuing a MO are as follows:

- a. Determine customer's eligibility for service.
- b. Verify dollar amount of MO desired.
- c. Select the next blank MO in numerical sequence.
- d. Set the MO imprinter for the amount desired and ensure that the correct date is set on the imprinter.
- e. Process MO through imprinter and remove the imprinted form set, and return the amount keys of the imprinter back to their asterisk positions.
- f. Examine MO to ensure that the date, MPO number, and amount are legible on all copies of the MO set.
- g. Detach and file the voucher (bottom copy) in numerical sequence with the lowest number on top, taking care not to bend, fold, spindle, or mutilate. Vouchers shall accompany the MOB report as described in paragraph 709.3.d.

- h. Collect the amount of the MO plus fee from the customer.
- i. Give the customer the rest of the form set (customer receipt, money order, and carbons). Advise the customer to retain the receipt.
- j. Advise the customer to complete the "Pay to" and "Purchased by" blocks immediately and avoid writing on or attaching anything to the top third of the MO.

707. ERRORS AND CORRECTIONS ON MOs

1. General. No alteration, change, or erasure, either in words or figures, shall be made on any part of the MO form set.

2. Spoiled or Incorrectly Prepared MOs. Refer to Section 941.15, DMM (reference (i)), for processing instructions for spoiled or incorrectly prepared MOs. If the customer requests replacement after date of issue, comply with Section 941.152b, DMM (reference (i)), and forward the processed receipt with that day's MO business report. No fee shall be collected for the replacement order (see paragraph 710.9 and figure 7-5 for accounting procedures). If the customer does not have the receipt, the MO shall be cashed and a fee charged for the replacement. The spoiled MOs shall be placed to the rear of the vouchers and submitted with the MOB report.

3. Issued Out of Sequence. When a postal clerk inadvertently issues MOs out of sequence, those issued may not be recalled; however, the issuing clerk shall return to the proper sequence as soon as the error is noted (see paragraph 710.2 and figures 7-7 and 7-9 for accounting procedures).

708. CASHING MOs AND U.S. TREASURY CHECKS

1. Postal clerks shall cash only USPS MOs, domestic MOs issued by countries listed in Part 391.2, IMM (reference (i)), and Canadian MOs drawn on the United States. MOs shall be paid at face value. Payments shall be in accordance with Part 941.3, DMM (reference (i)). If the MO is altered or bears erasures, attempt to keep it by obtaining the cooperation of the customer, notify the military investigating agency and submit a postal offense report as outlined in Chapter 14. Clerks shall become familiar with USPS instructions before conducting MO business. Do not cash international MOs issued in foreign currency (see Part 391.5 IMM, reference (i)). An identification (ID) card shall be required when cashing MOs and the ID card number shall be annotated on the back of the MO. ID cards shall identify the bearer by photograph and signature. When authorized personnel are not issued official government ID cards, U.S. passports may be used for identification. In this case, the payee's passport number shall be reflected on the reverse side of the cashed MO instead of the ID card number.

2. U.S. Treasury checks shall not be cashed at MPOs as this may result in lack of funds to cash MOs and conduct postal business.

709. PREPARATION OF MO BUSINESS REPORTS

1. The COPE is responsible for ensuring that reports are prepared and submitted for each day MO business is conducted. The COPE or a designated verifying official shall review and verify reports before submission. Verifying officials shall be appointed in writing. EXCEPTION: COPEs, MPO supervisors, and Navy or Marine Corps disbursing officers, by virtue of their position, may act as verifying officials without being specifically appointed in writing. When a COPE performs duties as the primary Money Order Clerk, he or she shall not verify the report.

a. The report shall be prepared by MO clerk on PS Form 6019 (or as specified by the local (servicing) postmaster as shown in figure 7-4. Ensure that the OID and unit number appears in the designated block of the PS Form 6019. A unit number shall be assigned by the COPE for each financial unit conducting MO business. The first unit shall be designated as the parent and each additional unit shall be numbered consecutively starting with one. Additionally, the OID number shall be included in all correspondence pertaining to the MO account. (Note: The OIDs of parent activities for MPOs operated by the Navy and USMC are contained in Volume II, Chapter 5, Navy Comptroller Manual, reference (r)).

b. The instructions in this section pertain to normal reports. See paragraph 710 for peculiar or abnormal situations.

2. Reports prepared by each MPO and each operating MO unit shall be typewritten, if possible, and contain a complete and accurate record of all MO business transacted on the date for which the report is prepared. If a typewriter is not available, reports shall be printed in ink. The MO report shall be signed by the clerk preparing the report.

3. The MO clerk shall:

a. Count the number of MOs sold (excluding "No-Fee" MOs) and multiply by the 25-cent fee to arrive at the total fees collected. Using total fees, MO vouchers, and when applicable, spoiled and paid MOs, prepare two original detailed verification tapes as shown in figure 7-9. To ease preparation of the adding machine tape at the close of business, postal clerks may prepare tapes during nonbusy periods for blocks of 50 MOs used. These tapes shall only list those MOs issued or spoiled plus the total amount collected from them. They may not indicate fees or paid MOs. When this procedure is followed, an additional tape shall be prepared to recap the totals of all tapes (figure 7-9). Tapes shall be signed by the clerk signing the MOB report. If an incorrect amount is added on the tape, the tape can be corrected by deducting a like amount as the next entry on the tape (figure 7-9).

b. Count the cash on hand. The total should match the total cash shown on the tape. If it does not and the discrepancy cannot be rectified, refer to paragraph 710, below, for proper accounting. MO units physically separated from the parent MPO that submit reports by mail shall obtain a check for cash when a check issuing facility is available.

c. Prepare PS Form 6019 in enough copies to ensure that there is one for each physically separated location that handles the report; that is, the unit (if physically separated from the parent MPO), the MPO, the USPS MOD, and

any other intermediate point. See figure 7-4 for preparation instructions. (If checks are not available at a unit and cash is submitted with the report to the verifying official, annotate PS Form 6019, section III, item 10, with the word "cash" and record the amount in the appropriate space.)

(1) When two or more clerks sell MOs on the same day, the name of clerk(s) who did not prepare the report shall be listed in the "Remarks" section.

(2) When all MO business transactions cannot be listed on one PS Form 6019, continuations shall be shown on the reverse of the PS Form 6019. Grand totals for the day shall be shown in section III of the first page of PS Form 6019.

d. Ensure that vouchers are arranged in the sequence sold with spoiled MOs, if any, behind the vouchers. Do not intermix vouchers and spoiled Money Orders. Place vouchers with spoiled MOs behind them in an envelope so that they remain in numerical sequence and are protected. Do not use items, such as staples, paper clips, or rubber bands to hold the vouchers together. Personally deliver or mail, by registered USPS indicia mail, all vouchers, spoiled MOs, paid MOs, funds, Travelers checks, the verification tape, and PS Form 6019 to the designated verifying official or COPE.

(1) If the report is delivered personally to the verifying official or COPE, obtain a receipt (PS Form 1096) for funds, Travelers checks, and paid MOs. Prepare the PS Form 1096 in two copies. The original shall be given to the MO clerk and the duplicate shall be attached to the COPE's or verifying official's copy of the MOB report.

(2) If the report is sent by registered USPS indicia mail, the registry receipt shall serve as a receipt; however, a witness shall sign the report in the "Remarks" section, certifying that the contents are intact when registered. See Chapter 5, paragraph 501.3 for procedures at one person postal activities. Both members shall initial across the flap intersections of the envelope or package containing the MOB report. The registered mail dispatch shall also be witnessed. When the report is dispatched by registered mail, annotate the registry number in the appropriate block on the unit file copy. In this instance, double wrap the report and enclosures and annotate the inner wrapper "OPEN IN THE PRESENCE OF A WITNESS." When submitting cash, always prepare and submit reports in the presence of a witness. Prepare the shipment as outlined in Chapter 5, paragraph 501.2.d.

e. When extenuating circumstances exist, the responsible commander may authorize the postal clerk to hold the MO report, related vouchers, paid MOs tapes, and funds overnight.

4. The designated verifying official or COPE shall:

a. Ensure that all items pertaining to the report are received from the MO clerk preparing the report.

(1) If the report is received by registered mail, open and verify in the presence of a witness.

(2) When the report is delivered personally by the MO clerk, verify that all paid MOs, funds, and Travelers Checks listed on PS Form 1096 are received before signing the receipt and returning it to the MO clerk.

b. Verify that the serial number of the first MO issued on the report day numerically follows the number of the last MO issued the preceding MOB day. DD Form 885 (Money Order Control Record) will be used to verify the numerical sequence of issued orders. The completed form will be filed with the master DD Form 885 for that series of money orders. MACOM Commanders may modify DD Form 885 for this purpose as deemed appropriate.

c. Examine by numerical sequence the MO vouchers to determine that all used and spoiled MOs have been accounted for.

d. Prepare a verification detail tape. Refer to paragraph 709.3.a and figure 7-5. This tape shall be attached to the MPO file copy of PS Form 6019.

e. Verify completed PS Form 6019 for accuracy and completeness and sign all copies. Ensure that clerks are issuing blank MO sets in the proper sequence. NOTE: When the major command has authorized commingling of funds (see paragraph 711), the COPE shall take special care in verifying MO reports.

f. Remit all funds to the appropriate check-issuing agency immediately upon tape verification, or not later than the next duty day of the check-issuing agency. Notify the check-issuing agency to make checks payable to "Disbursing Officer, U.S. Postal Service." Obtain a receipt if a check is not issued at the time of presentation of funds. Funds may be entrusted to another postal clerk for delivery to the check-issuing facility. Always obtain a receipt when funds are exchanged personally between clerks, COPE, and the verifying official.

g. Immediately upon receipt of the remittance, postmark the back with the APDS and submit the report and remittance, along with appropriate enclosures, by Express Mail or registered USPS indicia mail to Money Order Division, Postal Data Center, PO Box 14971, St. Louis, MO 63182. Navy activities shall include their OID number on the lower left-hand side of the envelope or outer wrapper.

h. Never remit cash to the USPS MOD. If checks are not available, the responsible commander shall designate the serving PFO or another MPO to monitor the report and obtain checks. In this case:

(1) The submitting MPO shall dispatch the report to the monitoring PFO or COPE by registered USPS indicia mail. The report shall be double wrapped and the inner-wrapper endorsed "OPEN IN THE PRESENCE OF A WITNESS." A witness shall certify the registration and dispatch of the report. See Chapter 5, paragraph 501.3 for procedures at one person postal activities.

(2) The receiving PFO or COPE shall open and verify the contents in the presence of a witness. See Chapter 5, paragraph 501.3 for procedures at one person postal activities. After validation, a check shall be obtained

and the report forwarded to the MOD by Express Mail or registered USPS indicia mail. Annotate the reverse of the check with the MPO number of the MPO that actually sold the MO.

5. COPEs with MO units shall prepare a consolidated report (figure 7-11) when a separate check is not obtained for each individual unit report. Consolidated reports shall only be prepared when the remittances of two or more MO reports are combined and only one check is obtained for the total deposit. When a check has been obtained for an individual unit report, the report shall not be included in the consolidated report, but remitted as a separate report to MOD. The following procedures will be used when a consolidated report is prepared:

a. Each money order report shall be verified by the COPE or verifying official.

b. Upon verification of all money order reports received for that day, the COPE or verifying official shall:

(1) Prepare a consolidated tape and report in duplicate (see figure 7-11). The tape is a recapitulation of totals reflected in Section III of all reports to be consolidated. The completed tape will provide all of the entries necessary to complete the consolidated report. Since the consolidated report (PS Form 6019) is also a recapitulation of totals, all entries are made in Section III of the 6019 with the exception of the serial number, symbol number, amount and total of the check obtained by the COPE for remittance of funds. These entries will be made in Section II (checks) and the total will be carried over to block 9 of Section III.

(2) Remit all funds to the appropriate check-issuing agency immediately after tape verification. Notify the check-issuing agency to make checks payable to "Disbursing Officer, U.S. Postal Service." Obtain a receipt if a check is not issued at time of presentation of funds. Funds may be entrusted to another postal clerk for delivery to the check-issuing facility. Always obtain a receipt (PS Form 1096) when funds are exchanged personally between clerks, COPE and the verifying official.

(3) Upon receipt of the consolidated remittance check, postmark the back with the APDS.

(4) Assemble the consolidated report followed by the parent (if appropriate) and unit reports in numerical order. The reports and vouchers shall be arranged to maintain individual unit identity. The entire package shall be fastened together for easier handling and verification by the MOD.

(5) Submit the original copies of MOB reports, remittance, and appropriate enclosures via registered USPS indicia mail to MOD. Express Mail Military Service (EMMS) shall be used to send consolidated MOB reports to MOD from MPO's where this service is available. Enter USPS Corporate Account #400 in the Federal Agency Code block on the USPS Label 11-B (No postage is necessary).

(6) The registry or Express Mail number shall be recorded on the duplicate of the consolidated report. This duplicate, together with the duplicates of the parent and unit reports, shall be retained in the files of the COPE.

710. PECULIAR OR ABNORMAL MOB SITUATIONS

1. Issued from Different Series Same Day. When MOs are issued from two or more different series on the same day, separate totals for each series shall be listed on the verification tape and section I, PS Form 6019 (figure 7-12).

2. Issued Out of Sequence. The serial numbers of the MOs issued out of sequence shall be listed as a break in series under section I, PS Form 6019, and a notation made that the MOs were issued out of sequence (figure 7-7). On the date the break in sequence is reached, the serial numbers of the MOs issued on that date shall be listed as a break in series under section I, PS Form 6019, and a notation made in the "Remarks" section (figure 7-9).

3. Missing MO Form Set. When a MO form set is missing and has not been reported previously, the clerk shall prepare a statement of circumstances on all copies of PS Form 6019 (figure 7-8). List the MOs used as separate series. If it has been reported previously, follow procedures outlined in paragraph 703.3.

4. Missing Voucher. When an issued MO voucher is missing, the following procedures shall be followed:

a. Any overage in the MO cash that is related to the loss of voucher or vouchers shall be remitted with that day's business and shown on PS Form 6019 in section III, item 4, labeled "See Remarks" (figure 7-14).

b. Indicate on the related verification tape, in the space that normally would show the amount, the words "Missing Voucher" (figure 7-14). All missing vouchers shall be listed by number in the "Remarks" section of PS Form 6019.

c. The COPE shall prepare a money order facsimile as shown in figure 7-13 and mail directly to the Money Order Division, Post Office Box 14975, St. Louis, MO 63182-9312. Do not send the facsimile with the MOB report.

5. No-Business Days and Suspended-Service. MOB reports shall provide continuity of reporting; therefore, MOB reports shall be prepared to cover no-business days and suspended-service periods as follows:

a. Those days on which MO business was not conducted shall be reported inclusively with the first business report following the resumption of business. On the day MO business is resumed, an entry shall be made in the block "No Business was Conducted" to account for the entire period that no MO business was conducted (Enter in the "From Block" the first date that MO business was not conducted, and in the "To Block" the first day that business was conducted - see figure 7-15).

b. When a MO unit operates only on a temporary basis (such as paydays or deployment), endorse "Business Suspended" in the "Remarks" section of PS Form 6019 on the last day of business. On the first MO business day following the suspension of business, endorse the "Remarks" section, PS Form 6019, "Business Resumed" and make an entry in the block "No Business was Conducted" to account for the dates that no business was conducted.

c. MO units that do not conduct MO business on normal operating days shall notify the COPE on each day that business is not conducted.

6. MO Sales Totaling Less Than \$100. When the amount of cash derived from the sale of MOs is less than \$100.00, it may be carried forward to the next report. However, if MOs are sold, PS Form 6019 shall still be prepared and submitted without the remittance. Amounts of less than \$100 shall be entered in section III, item 13, PS Form 6019 (figure 7-12). Whenever the total in this item reaches \$100, submit the remittance with the report.

7. Checks Issued by Agent Officers. COPEs located at military installations having no disbursing officer or check-issuing facility, but situated near an agent officer, shall make arrangements to convert cash into denomination of U.S. Treasury checks in the amount the agent officer is permitted to issue. The remaining amount shall be carried forward as cash balance in section III, item 13, PS Form 6019 (figure 7-12). The carried forward amount shall not exceed \$100.00. The responsible commander shall be notified when this condition exists.

8. Balance Carried Forward. Whenever a balance is carried forward in section III, item 13, PS Form 6019, the next MOB report shall indicate that balance as brought forward in section III, item 1, PS Form 6019 (figure 7-12).

9. Clerk Errors or Spoilages by Customers. When an MO contains an error made by the issuing clerk or has been spoiled by the customer and is returned with the receipt after the date of issue, the replacement MO shall be shown on the MOB report as a "No Fee" MO (figure 7-5). For the reissued MO (reference paragraph 707.2), annotate the verification tape "No Fee" (figure 7-5).

10. Reporting Shortages. When shortages in MO accounts occur, they shall be reported on the business day the shortage is discovered and investigated if the situation warrants (see Chapter 14, paragraph 1404.1.b). The shortage is not to be shown on later reports. If a shortage occurs because of acceptance of counterfeit currency, follow procedures outlined in Chapter 14, paragraph 1404.1.d.

11. Reporting MO Account Items Held for Investigative Reasons. When investigative action is necessary and MO account items (that is, blank MO sets, cashed MOs, cash, or cash equivalents) must be retained past the 2 working days specified in Chapter 14, paragraph 1404.1.b., the following procedures shall be followed:

a. The COPE or reserve custodian shall retain MO account items pending investigative findings, if necessary. A receipt shall be obtained for any transfer of such items to investigating agencies.

b. PS Form 6019 shall be prepared for the day on which MO account items are held and shall be submitted to the MOD (figure 7-16).

c. A statement shall be made in the "Remarks" section of the PS Form 6019 relating the known facts regarding the shortage and justifying retention of MO account items.

d. When investigation and legal action is completed, the MO account items shall be submitted with the next MO business report. Cash shall be listed as an overage (figure 7-17). The overage shall be identified referring to the report that originally reflected the shortage.

711. COMMINGLING OF FUNDS. Major commands may authorize the commingling of MO funds with other funds, including USPS stamp and meter funds. However, funds of one person may not be commingled with those of another. Individual financial responsibility in all postal financial transactions shall be maintained. Where commingling of funds is authorized, the major commander shall issue supplemental instructions to ensure funds are accounted for in the following order: (1) MO, (2) postage meter, (3) stamp stock. See Chapter 12, paragraph 1202.3.d., for audit procedures. If commingling of funds is not authorized, an MO change fund up to \$50 may be issued from the COPE's stamp fund provided the transfer is documented on PS Form 3369 or PS Form 1096.

712. LOST, DESTROYED, MUTILATED, OR VOIDED MOs. Application for a duplicate MO for a lost, destroyed, mutilated, or voided MO shall be processed in accordance with Section 941.15, DMM (reference (i)).

713. EXAMINATION OF MO RECORDS

1. Information regarding MO transactions may not be disclosed to any official or DoD Component or federal agency except as authorized by USPS regulations. Officials or DoD Components desiring to examine USPS records retained at MPOs, in accordance with an official investigation, shall have written approval of the responsible commander for the MPO concerned (Chapter 9, paragraph 906.14.b.(2), applies).

2. Postal personnel may testify and disclose information pertaining to money order (MO) transactions before civil and military courts when directed by competent authority. However, immediately upon receipt of a request for disclosure and prior to testifying, postal personnel shall coordinate any possible disclosure with appropriate legal authority and supervisors familiar with applicable postal regulations.

This entry shall be used when MO blocks are issued by registered mail. The PS Form 17 is the receipt.

This entry shall be used when issuing a block of MOs to a clerk collocated with the supplier

MONEY ORDER CONTROL RECORD				In add to forms received by		RECEIVED FROM	
SERIAL NUMBER (Inclusive)		NO OF MOs FORMS RECEIVED	DATE RECEIVED	NO OF MOs ISSUED	DATE ISSUED	NO OF FORMS RECEIVING ON HAND	COMBINATION'S INITIALS
8014400000	8014400999	1000	6 Jan 82	1778			
MONEY ORDERS ISSUED TO MILITARY POSTAL CLERKS							
SERIAL NUMBER (Inclusive)	NO	SIGNATURE OF CLERK TO WHOM ISSUED IF MAILED - UNIT NO. AND REGISTRATION NO.	DATE ISSUED	NO. OF FORMS ISSUED	NO. OF FORMS RECEIVING ON HAND	COMBINATION'S INITIALS	
8014400000	8014400099	James T. Jones Received from MO Clerk/14 Jan 82	14 Jan 82	100	900	CKK	
8014400060	8014400099	James T. Jones Received from MO Clerk/15 Jan 82	15 Jan 82	240	940	CKK	
8014400060	8014400299	James T. Jones Received from MO Clerk/15 Jan 82	16 Jan 82	219	700	CKK	
8014400281	8014400299	James T. Jones Unit #1/Reg 0056	16 Jan 82	200	719	CKK	
8014400281	8014400499	James T. Jones Received from MO Clerk/16 Jan 82	19 Jan 82	47	500	CKK	
8014400500	8014400699	James T. Jones Unit #2/Reg 0071	19 Jan 82	100	300	CKK	
8014400453	8014400499	James T. Jones Received from MO Clerk/19 Jan 82	19 Jan 82	45	347	CKK	
8014400453	8014400499	James T. Jones Unit #3/Reg 0072	19 Jan 82	100	300	CKK	
8014400700	8014400799	James T. Jones Received from MO Clerk/19 Jan 82	19 Jan 82	200	200	CKK	
8014400800	8014400899	James T. Jones Unit #3/Reg 0072	19 Jan 82	100	Transfer of COPE	CKK	
8014400900	8014400999	James T. Jones Received from MO Clerk/19 Jan 82	20 Jan 82	45	100	CKK	
8014400755	8014400799	James T. Jones Unit #3/Reg 0072			0	CKK	
8014400755	8014400799	James T. Jones Received from MO Clerk/19 Jan 82			45	CKK	
8014400755	8014400799	James T. Jones Unit #3/Reg 0072			0	CKK	
LAST ENTRY							

Use separate form for each series received. DD FORM 885-1, 1 OCT 78. REPLACES DD FORM 885-1 WHICH IS OBSOLETE. GPO 800 7800 (0911)

This entry accounts for MO-sets returned by the MO clerk at the end of the business day. Disregard if the clerk retains MOs overnight.

This entry shows a change in COPE.

Figure 7-1. . Sample of Master DD Form 885.

This entry shall be used if MO sets are returned to the supplier.

(Over)

7-15

1. Unit ordering money orders.
2. Finance Number (S/E).
3. Registry Number-Filled in when money orders are shipped.
4. Completed by the unit requesting the money orders (include date).
5. Completed by the agency or unit preparing and shipping the money orders (include date).
(USUALLY THE ACCOUNTABLE POSTMASTER OR THE PFO)
6. Witness of agency shipping money order (include date).
7. Signature of person receiving money order shipment. Be certain to verify money order shipment is correct (include date).
8. Witness at receipt of money order shipment (include date).
9. Number of money orders requested, from ordering unit (Steps 4 & 5).
10. Place the words "Money Order or MO" in the blank, from ordering unit (Steps 4 & 5).

Figure 7-3. Sample PS Form 17

7-17

U.S. POSTAL SERVICE MILITARY POST OFFICE (MPO) REPORT OF MONEY ORDER BUSINESS					
MPO Office ID No. (APO/UIC) 96332		Unit No. One		Instructions: See DOD 4525.8-M	
Issue Office Address COPE APO SF 96332				No Business was Conducted From _____ To _____	
				Transmitted under Registry No. R 008 394 086	
				For Business of (Date) 23 Jan 83	
SECTION I MONEY ORDERS ISSUED			SECTION II PAID MONEY ORDERS AND CHECKS INCLUDED IN SUMMARY		
Block Serial Nos. Used			Paid Money Orders		
From 8002250661			Serial No.		
Thru 8002250665			Amount		
No. used 5			1 8002250653 125.00		
No. spoiled 0			2		
No. issued 5			3		
			4		
Amount			5		
Fee			6		
TOTAL 854.67 1.00			7		
Block Serial Nos. Used			8		
From			9		
Thru			10		
No. Used			11		
No. spoiled			12		
No. issued			13		
Amount			14		
Fee			15		
TOTAL			16		
Block Serial Nos. Used			17		
From			18		
Thru			19		
No. used			20		
No. spoiled			21		
No. issued			22		
Amount			23		
Fee			24		
TOTAL			25		
Block Serial Nos. Used			26		
From			27		
Thru			28		
No. used			29		
No. spoiled			30		
No. issued			31		
Amount			32		
Fee			33		
TOTAL			34		
Block Serial Nos. Used			35		
From			36		
Thru			37		
No. used			38		
No. spoiled			39		
No. issued			40		
Amount			41		
Fee			42		
TOTAL			43		
Block Serial Nos. Used			44		
From			45		
Thru			46		
No. used			47		
No. spoiled			48		
No. issued			49		
Amount			50		
Fee			51		
TOTAL			52		
Block Serial Nos. Used			53		
From			54		
Thru			55		
No. used			56		
No. spoiled			57		
No. issued			58		
Amount			59		
Fee			60		
TOTAL			61		
Block Serial Nos. Used			62		
From			63		
Thru			64		
No. used			65		
No. spoiled			66		
No. issued			67		
Amount			68		
Fee			69		
TOTAL			70		
Block Serial Nos. Used			71		
From			72		
Thru			73		
No. used			74		
No. spoiled			75		
No. issued			76		
Amount			77		
Fee			78		
TOTAL			79		
Block Serial Nos. Used			80		
From			81		
Thru			82		
No. used			83		
No. spoiled			84		
No. issued			85		
Amount			86		
Fee			87		
TOTAL			88		
Block Serial Nos. Used			89		
From			90		
Thru			91		
No. used			92		
No. spoiled			93		
No. issued			94		
Amount			95		
Fee			96		
TOTAL			97		
Block Serial Nos. Used			98		
From			99		
Thru			100		
No. used			101		
No. spoiled			102		
No. issued			103		
Amount			104		
Fee			105		
TOTAL			106		
Block Serial Nos. Used			107		
From			108		
Thru			109		
No. used			110		
No. spoiled			111		
No. issued			112		
Amount			113		
Fee			114		
TOTAL			115		
Block Serial Nos. Used			116		
From			117		
Thru			118		
No. used			119		
No. spoiled			120		
No. issued			121		
Amount			122		
Fee			123		
TOTAL			124		
Block Serial Nos. Used			125		
From			126		
Thru			127		
No. used			128		
No. spoiled			129		
No. issued			130		
Amount			131		
Fee			132		
TOTAL			133		
Block Serial Nos. Used			134		
From			135		
Thru			136		
No. used			137		
No. spoiled			138		
No. issued			139		
Amount			140		
Fee			141		
TOTAL			142		
Block Serial Nos. Used			143		
From			144		
Thru			145		
No. used			146		
No. spoiled			147		
No. issued			148		
Amount			149		
Fee			150		
TOTAL			151		
Block Serial Nos. Used			152		
From			153		
Thru			154		
No. used			155		
No. spoiled			156		
No. issued			157		
Amount			158		
Fee			159		
TOTAL			160		
Block Serial Nos. Used			161		
From			162		
Thru			163		
No. used			164		
No. spoiled			165		
No. issued			166		
Amount			167		
Fee			168		
TOTAL			169		
Block Serial Nos. Used			170		
From			171		
Thru			172		
No. used			173		
No. spoiled			174		
No. issued			175		
Amount			176		
Fee			177		
TOTAL			178		
Block Serial Nos. Used			179		
From			180		
Thru			181		
No. used			182		
No. spoiled			183		
No. issued			184		
Amount			185		
Fee			186		
TOTAL			187		
Block Serial Nos. Used			188		
From			189		
Thru			190		
No. used			191		
No. spoiled			192		
No. issued			193		
Amount			194		
Fee			195		
TOTAL			196		
Block Serial Nos. Used			197		
From			198		
Thru			199		
No. used			200		
No. spoiled			201		
No. issued			202		
Amount			203		
Fee			204		
TOTAL			205		
Block Serial Nos. Used			206		
From			207		
Thru			208		
No. used			209		
No. spoiled			210		
No. issued			211		
Amount			212		
Fee			213		
TOTAL			214		
Block Serial Nos. Used			215		
From			216		
Thru			217		
No. used			218		
No. spoiled			219		
No. issued			220		
Amount			221		
Fee			222		
TOTAL			223		
Block Serial Nos. Used			224		
From			225		
Thru			226		
No. used			227		
No. spoiled			228		
No. issued			229		
Amount			230		
Fee			231		
TOTAL			232		
Block Serial Nos. Used			233		
From			234		
Thru			235		
No. used			236		
No. spoiled			237		
No. issued			238		
Amount			239		
Fee			240		
TOTAL			241		
Block Serial Nos. Used			242		
From			243		
Thru			244		
No. used			245		
No. spoiled			246		
No. issued			247		
Amount			248		
Fee			249		
TOTAL			250		
Block Serial Nos. Used			251		
From			252		
Thru			253		
No. used			254		
No. spoiled			255		
No. issued			256		
Amount			257		
Fee			258		
TOTAL			259		
Block Serial Nos. Used			260		
From			261		
Thru			262		
No. used			263		
No. spoiled			264		
No. issued			265		
Amount			266		
Fee			267		
TOTAL			268		
Block Serial Nos. Used			269		
From			270		
Thru			271		
No. used			272		
No. spoiled			273		
No. issued			274		
Amount			275		
Fee			276		
TOTAL			277		
Block Serial Nos. Used			278		
From			279		
Thru			280		
No. used			281		
No. spoiled			282		
No. issued			283		
Amount			284		
Fee			285		
TOTAL			286		
Block Serial Nos. Used			287		
From			288		
Thru			289		
No. used			290		
No. spoiled			291		
No. issued			292		
Amount			293		
Fee			294		
TOTAL			295		
Block Serial Nos. Used			296		
From			297		
Thru			298		
No. used			299		
No. spoiled			300		
No. issued			301		
Amount			302		
Fee			303		
TOTAL			304		
Block Serial Nos. Used			305		
From			306		
Thru			307		
No. used			308		
No. spoiled			309		
No. issued			310		
Amount			311		
Fee			312		
TOTAL			313		
Block Serial Nos. Used			314		
From			315		
Thru			316		
No. used			317		
No. spoiled			318		
No. issued			319		
Amount			320		
Fee			321		
TOTAL			322		
Block Serial Nos. Used			323		
From			324		
Thru			325		
No. used			326		
No. spoiled			327		
No. issued			328		
Amount			329		
Fee			330		
TOTAL			331		
Block Serial Nos. Used			332		
From			333		
Thru			334		
No. used			335		
No. spoiled			336		
No. issued			337		
Amount			338		
Fee			339		
TOTAL			340		
Block Serial Nos. Used			341		
From			342		
Thru			343		
No. used			344		
No. spoiled			345		
No. issued			346		
Amount			347		
Fee			348		
TOTAL			349		
Block Serial Nos. Used			350		
From			351		
Thru			352		
No. used			353		
No. spoiled			354		
No. issued			355		
Amount			356		
Fee			357		
TOTAL			358		
Block Serial Nos. Used			359		
From			360		
Thru			361		
No. used			362		
No. spoiled			363		
No. issued			364		
Amount			365		
Fee			366		
TOTAL			367		
Block Serial Nos. Used			368		
From			369		
Thru			370		
No. used			371		
No. spoiled			372		
No. issued			373		
Amount			374		
Fee			375		
TOTAL			376		
Block Serial Nos. Used			377		
From			378		
Thru			379		
No. used			380		
No. spoiled			381		
No. issued			382		
Amount			383		
Fee			384		
TOTAL			385		
Block Serial Nos. Used			386		
From			387		
Thru			388		

REMARKS

MOs _____ thru _____ were issued out of sequence, and reflected herein. Return to proper sequence was not possible before the close of business.

Figure 7-6 Sample Remarks Section of PS Form 6019 When Money Orders Have Been Issued Out of Sequence.

REMARKS

During normal course of business, MO _____ was discovered missing. Circumstances surrounding the loss of this MO are not known at this time. Action taken to locate the missing MO has met with negative results. Loss has been reported to the COPE (or reserve custodian, if appropriate).

Figure 7-7 Sample Remarks Section of PS Form 6019 When a MO Form Set Is Missing.

REMARKS

MOs _____ thru _____ were issued out of sequence and reported on the MOB report for (Indicate date MOs were issued out of sequence).

Figure 7-8 Sample Remarks Section of PS Form 6019 When Break in Sequence Is Caused by Money Orders Having Previously Been Issued Out of Sequence.

This will be the serial number of the first MO issued for this report. → 0012900000

THRU → 0012900009 This will be the serial number of the last MO issued for this report.

Indicate the report date by affixing the all-purpose date stamp here. →

.00T
200.00
125.00
125.00

This is a list of the amount of each MO sold in the sequence it was issued.

Spoiled / Not Issued
200.00
400.00
100.00
250.00
400.00
100.00
1,900.00T

This annotation is used to account for MOs that are spoiled; therefore, not issued. It will appear once for each money order spoiled.

Issued

This is the total amount of the MOs sold.

Signature of the person preparing the tape. → *Carl B. Cot*

.00T
Fees 2.25
9 x .25 2.25T

This is the total amount collected for fees.

Ref
180.00
20.00
200.00T

If MOs were cashed during this business period, list them individually by amount and total the amount after the last entry is made.

This is a summary of the report period. The total cash shown here should be exactly what is on hand.

Grand Total .00T
Claimed Mo 1,900.00
Fees 2.25
Sub Total 1,902.25
Less Paid Mo -200.00
Total Cash 1,702.25T

¹These entries are not used if no money orders were cashed.

Figure 7-9. Sample of Ordinary Daily Money Order Business Tape.

USED

8004500600

THRU

8004500649

.00T

125.00

250.25

100.00

400.00

400.00

400.00

125.50

111.10

255.00

SPOILED/NOT ISSUED

44.10

25.00

100.00

100.00

Clerk Error 245.00

-245.00

300.00

200.00

"

"

"

thru

the 50

MOs

"

"

14,145.44T

To ensure that the actual number of MOs used are accounted for, subtract the last number from the first number and add 1. In this example, 61 MOs were used.

Affix the all-purpose date stamp here.

This entry accounts for MO clerk's error when preparing the tape.

Ensure that fees are not included for "SPOILED/NOT USED" MOs. Note that 61 MOs were issued but only 60 were used.

USED

8004500600

THRU

8004500660

00.00T

100.00

100.00

250.00

200.00

50.50

25.10

125.50

400.00

300.00

55.75

26.15

1,633.00T

.00T

Total Issued 1,633.00

14,145.44

15,778.44

.00T

Fees 15.00

60.25 15.00T

.00T

Paid MOs 50.00

150.00

200.00T

.00T

Grand Total Issued 15,778.44

Fees 15.00

Sub Total 15,793.44

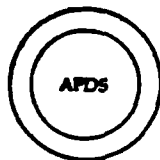
Less Paid -200.00

Total Cash 15,593.44T

Figure 7-10. Sample MO Business Tape in Increments.

Enter USPS 11-B Label Number
if sent by Express Mail

U.S. POSTAL SERVICE MILITARY POST OFFICE (MPO) REPORT OF MONEY ORDER BUSINESS			
MPO Office ID No. (APO/UIC)	Unit No.	Instructions:	
091549	CONSOLIDATED	See DOD 4525.8-M	
Issue Office Address		No Business was Conducted	
COPE 139 AG CO APO NEW YORK 09154-0006		From _____ To _____	
		Transmitted under Registry No.	For Business of (Date)
		R 008 234 097	4 Jan 88



RECAPITULATION

ISSUED

U. \$
Parent 7,309.00
Unit 1 3,780.50
Unit 2 638.50
Unit 3 2,822.75
14,550.75

FEES

U. \$
Parent 20.25 +
Unit 1 11.75 +
Unit 2 1.50 +
Unit 3 8.00 +
41.50 *

PAID MOs

U. \$
Parent 650.00 +
Unit 3 150.00 +
800.00 *

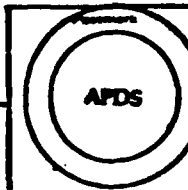
GRAND TOTAL

ISSUED MOs 14,550.75 +
FEES 41.50 +
SUB TOTAL 14,592.25 *
Less Paid MOs 800.00 -
TOTAL CASH 13,792.25 *

SECTION II PAID MONEY ORDERS AND CHECKS INCLUDED IN SUMMARY				SECTION III CASH SUMMARY	
ISSUED	Serial No.	Amount	Debits	Amount	
Used			1. Balance from Form 12 of Previous Report		
	1		2. MO's issued (Amount Total Section I)	14,550	75
	2		3. Fees (Fees Total Section I)	41	50
	3		4.		
	4		5.		
	5		6. Shortage Correction		
	6		7. TOTAL DEBIT	14,592	25
	7		Credits		
	8		8. Paid money orders (Total Section II)	800	00
	9		9. Checks as issued (Total Section II)	13,792	25
	10		10.		
	11		11.		
	12		12. Overage Correction		
	13		13. Balance carried to item 1 of next report		
	14		14. TOTAL CREDIT	14,592	25
	15		*Attach copy of Form 1908, Financial Adjustment Memorandum		
	16				
	17				
	18				
	19		TOTAL (To Item 8, Sec III) 13,792 25		

Certified to be correct:
Walter Bieffer
WALTER BIEFFER, SFC
(Military Postal Clerk/Grade)

Received and verified:
Eddie P. Antoine
EDDIE P. ANTOINE, 1/LT
(Designated Officer/Grade)



PS Form 6019, Jan. 1983

© U.S. GOVERNMENT PRINTING OFFICE: 1983-004-0000000

Figure 7-11 Sample of a Completed Consolidated Money Order Business Report.

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

09017 PARENT San DOD 4825 8-41

COPE
APO NY 09017

USED
8023320997
THRU
8023320999

Imprint the
All Purpose
Date Stamp
Here

012 14 Jan 82

SECTION I
MONEY ORDERS ISSUED

From 8023320997
To 8023320999
No. issued 3
No. cashed 0
No. voided 3

Amount \$410.25 Fee \$.75

SECTION II
CASH SUMMARY

1 Balance from 12 of Previous Report 17.80
2 MOs issued (Amount Total Section I) 1,855.75
3 Fee Total (Section I) 2.50
4
5
6 Shortage Correction
7 TOTAL DEBIT 1,876.05
8 Post money orders (Total Section II)
9 Checks on money orders (Total Section II) 1,800.00
10
11
12 Outage Correction
13 Balance carried to top of next report 76.05
14 TOTAL CREDIT 1,876.05

SECTION III
CASH SUMMARY

Amount \$1,800.00

NOTE
• Carry Grand Total Amount to Item 2, Section III
• Carry Grand Total Fees to Item 3, Section III

Grand Total 1,855.75
Grand Total Fees 2.50

Grand Total 1,858.25

APDS

PAUL BURCAN, SGT
KEN W. BOUL, SFC

When only even denomination checks are available, show the amount carried forward from the last report here. This amount should be exactly that which is shown in item 13 of the previous report.

When only even denomination checks are available, show the amount being carried forward to the next report. This amount should be exactly that which is shown in item 1 of the next report.

Identify the split series like these.

Prepare the verification tape like this.

Figure 7-12. Sample PS Form 6019 and Verification Tape Depicting Sales from Different Series of Money Orders.

Army and Air Force use
MPO number + 9, Navy and
Marine Corps use six-digit
OID number

Enter the 10 digit serial
number of the voucher that
is missing.

Leave Blank

USPS FACSIMILE M.O. VOUCHER														
8014665446					875202			625859			*			
Serial No. (Include 11th Digit if known)					Year Month Day Date			Post Office ID			Amount			
Preparer's Signature <i>Jack C. Clark</i>					P.O. CAG			A						
Complete this form for missing vouchers. Send directly to Money Order Division, P.O. Box 14975, St. Louis, MO 63182-9412. COPE or Verifying Official's Signature														
DO NOT MIX THIS FACSIMILE WITH VOUCHERS. DO NOT SEND THIS FACSIMILE IN THE WEEKLY VOUCHER SHIPMENT fold on dotted line														
UNITED STATES POSTAL SERVICE OFFICIAL BUSINESS SEND TO: MONEY ORDER DIVISION POSTAL DATA CENTER P.O. BOX 14975 ST. LOUIS, MO 63182-9412 U.S. MAIL PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE \$300														

Figure 7-13. Sample of a Completed Facsimile Voucher.

U.S. POSTAL SERVICE MILITARY POST OFFICE (MPO) REPORT OF MONEY ORDER BUSINESS				
MPO Office ID No. (APO/UIC) 625859		Unit No. PARENT	Instructions: See DOD 4525.8-M	
Issue Office Address Commanding Officer U.S. Naval Activities FPO 09510			No Business was Conducted From _____ To _____	
			Transmitted under Registry No. R 008 586 086	For Business of (Date) 21 Feb 83
SECTION I MONEY ORDERS ISSUED		SECTION III CASH SUMMARY		
Block Serial Nos. Used		USED 8014665443 THRU 8014665449 Imprint All Purpose Date Stamp Here. Amount .00T 150.00 100.00 46.80 Missing Voucher 25.00 100.00 350.00 771.80T .00T Fee 1.75 74254 1.75T GRAND TOTAL .00T ISSUED MOs 771.80 Fees 1.75 Overage 50.00 Total Cash 823.55T	Debits	
From 8014665443			Amount	
Thru 8014665449			1. Balance from Item 13 of Previous report	
No. used 7			2. MO's issued (Amount Total Section I)	
No. spoiled 0			3. Fees (Fees Total Section I)	
No. issued 7			4. SEE REMARKS	
Amount 771.80			5.	
Fee 1.75			6. Shortage Correction*	
TOTAL ▶			7. TOTAL DEBIT ▶	
Block Serial Nos. Used			Credits	
From		Amount		
Thru		8. Paid money orders (Total Section II)		
No. used		9. Checks as listed (Total Section II)		
No. spoiled		10.		
No. issued		11.		
Amount		12. Overage Correction*		
Fee		13. Balance carried to item 1 of next report		
TOTAL ▶		14. TOTAL CREDIT ▶		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55		
TOTAL ▶		823 55		
Block Serial Nos. Used		Amount		
From		823 55		
Thru		823 55		
No. used		823 55		
No. spoiled		823 55		
No. issued		823 55		
Amount		823 55		
Fee		823 55</		

PS Form 6019 Jan 1987

Figure 7-15. . Sample PS Form 6019 Depicting a No Business Period.

U.S. POSTAL SERVICE MILITARY POST OFFICE (MPO) REPORT OF MONEY ORDER BUSINESS									
MPO Office ID No. (APO/UIC) 09114			Unit No. PARENT		Instructions: See DOD 4525.6-M				
Issue Office Address COPE APO NY 09114					No Business was Conducted From _____ To _____				
					Transmitted under Registry No. R 008 296 083			For Business of (Date) 21 May 83	
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 8008864547			Serial No.			1. Balance from Item 13 of Previous report			
Thru 8008864624			Amount			2. MO's Issued (Amount Total Section I)		5,412 10	
No. used 78			1			3. Fees (Fees Total Section I)		18 75	
No. spoiled 3			2			4.			
No. issued 75			3			5.			
Amount			4			6. Shortage Correction*			
Fee			5			7. TOTAL DEBIT		5,430 85	
TOTAL			6			Credits		Amount	
5,412.10 18.75			7			8. Paid money orders (Total Section II)			
Block Serial Nos. Used			8			9. Checks as Issued (Total Section II)		5,330 85	
From			9			10. SEE REMARKS		100 00	
Thru			10			11.			
No. used			11			12. Overage Correction*			
No. spoiled			12			13. Balance carried over from 1 of next report			
No. issued			13			14. TOTAL CREDIT		5,430 85	
Amount			14			NOTE		*Attach copy of Form 1908, Financial Adjustment Memorandum	
Fee			15			• Carry Grand Total Amount to Item 2, Section III			
TOTAL			16			• Carry Grand Total Fees to Item 3, Section III			
5,412.10 18.75			17			TOTAL (To Item 9, Sec III) 5,330 85			
Block Serial Nos. Used			18			Checks			
From			19			Serial No.			
Thru			20			Symbol No.			
No. used			21			Amount			
No. spoiled			22			779.622 4112 5,330 85			
No. issued			23			GRAND TOTAL		5,412.10 18.75	
Amount			24			REMARKS:		Postmark APDS	
Fee			25			Five consecutively serial numbered \$20 bills are suspected of being counterfeit. This was discovered by finance when they were turned in for a check. They are being retained for analysis by the local OSI. Receipt was obtained.			
TOTAL			26			Certified to be correct:			
5,412.10 18.75			27			Reviewed and Verified:			
Block Serial Nos. Used			28			Signature			
From			29			Signature			
Thru			30			Signature			
No. used			31			Signature			
No. spoiled			32			Signature			
No. issued			33			Signature			
Amount			34			Signature			
Fee			35			Signature			
TOTAL			36			Signature			
5,412.10 18.75			37			Signature			
Block Serial Nos. Used			38			Signature			
From			39			Signature			
Thru			40			Signature			
No. used			41			Signature			
No. spoiled			42			Signature			
No. issued			43			Signature			
Amount			44			Signature			
Fee			45			Signature			
TOTAL			46			Signature			
5,412.10 18.75			47			Signature			

PS Form 6019 Jan. 1983

U.S. GOVERNMENT PRINTING OFFICE: 1983-654-085/1984

Figure 7-16. Sample PS Form 6019 Accounting For Shortage of Money Order Funds.

VOLUME I

CHAPTER 8

PROCESSING AND TRANSPORTATION OF REGISTERED MAIL

800. PURPOSE. This chapter, USPS Transportation Handbook, Series T-7, and Part 911, DMM (reference (i)), prescribe policy and procedure for the processing and transportation of registered mail within the MPS. Refer to Volume II of this manual for delivery procedures to units and addressees.

801. GENERAL

1. Accountability. Precise care shall be taken in the receipt, documentation, handling, delivery, and dispatch of registered mail. It shall be afforded the highest security at all times and shall remain under direct and constant surveillance by military postal personnel or be secured properly in an approved safe or other secure area while in custody of the MPS.

2. Transferring Accountability. To ensure accountability, an unbroken chain of receipts shall be maintained for registered mail at all times while in MPS channels. Accountability for registered mail may be transferred to another agency or person on PS Form 3854, "Manifold Registry Dispatch Book," PS Form 3883, "Firm Delivery Book--Registered, Certified, and Numbered Insured Mail," DD Form 1384, "Transportation Control and Movement Document," DD Form 1385, "Cargo Manifest," or OPNAV Form 5110/9, "Mail Manifest." Dispatching activities may use PS Form 3830-A, "Registry Dispatch Record," when dispatching registered mail in closed-body type vehicles. PS Form 3830-A or PS Form 3854 shall be used with PS Form 2900 and PS Form 3854 shall be used with DD Forms 1372 and 1384 to maintain proper accountability.

3. Classified Material. To maintain proper security, military postal personnel always shall assume official registered mail contains classified material up to and including SECRET.

4. Registry Clerks. Registry clerks include all postal clerks with the responsibility for registered mail.

5. Coded (High Value) Shipments. Coded shipments are registered mailings consisting of one or more pieces transported together whose total value is \$250,000 or more. They shall receive armed protection while in military postal channels. The following actions and rules shall apply when transporting coded shipments:

a. Arrange for armed escorts through the local military law enforcement agency to accompany mailings transported between postal activities.

b. Coordinate with local mailers to ensure high value mailings are not entered into postal channels until necessary security arrangements have been accomplished.

c. Require mailers to erase or otherwise blot out any information on mailings that would indicate its value or that armed protection is necessary.

d. Notify postal personnel at enroute points so they can make arrangements for appropriate security while in their area of responsibility.

e. Do not dispatch shipments to arrive on Saturdays, Sundays, or holidays.

f. Notify the appropriate CONUS terminal managers by telephone, if possible, with followup confirmation by electrical message when dispatching the mailings on CONUS-destined flights. Notification shall be made in enough time to permit terminal managers time to make proper security arrangements before arrival of the aircraft. Information shall include number of pieces, origin, destination, carrier, flight number, date and time of shipment, aircraft compartment location, tail number of aircraft, weight of shipment, and container number or numbers. The CONUS terminal commander shall be notified as expeditiously as possible of any flight delays or cancellation.

g. Treat information regarding coded shipments of registered mail as "For Official Use Only."

6. Distribution of Registered Mail Labels (L 200 A or B). DoD Components and other mailers who frequently mail registered articles may be given a quantity of labels to approximate their annual usage. Additional quantities may be issued as required. The labels are not an accountable item and a record of transfer is not required.

7. Personnel Requirements. Postal personnel who are assigned as registry clerks in AMTs, FMCs, or MPOs shall be U.S. citizen personnel and be eligible for a SECRET clearance (a Favorable Entrance National Agency Check (ENTNAC) or National Agency Check (NAC) is on file). This does not preclude uncleared or non-U.S. citizen personnel from accepting personal registered mail at a finance window.

8. Witnesses. When actions on registered mail require a witness and the postal activity is operated by one clerk, prior arrangements shall be made with a local unit or installation commander to provide such a witness. Under unusual circumstances and only when approved by responsible commanders in writing, the phrase "no witness available" (NWA) may be used instead of a witness signature.

802. REGISTRY SECTION

1. Designation. Postal activities that handle and store registered mail shall designate a secure area or registry section for this purpose. The registry section for land-based permanent structure MPOs shall be constructed and equipped properly to provide appropriate security and suitable protection for accountable clerks responsible for the registered mail. The registry section shall be separated from the rest of the work areas by a wire partition extending to the ceiling or with top provided. Refer to Chapter 13, paragraph 1307.11 for more detailed instructions on construction of registry cages. Small land-based MPOs operated by one or two personnel and shipboard MPOs may be exempt from the requirements to construct a separate registry section. Exceptions shall apply where lack of floor space or other physical constraints make it impracticable or impossible.

2. Security of the Registry Cage. The registry cage shall be secured by a three-position changeable combination padlock. Unless staffed at all times, the registry sections shall also be equipped with a safe with a built-in, three-position, dial-type combination lock for the storage of official registered mail. The use of a General Service Administration (GSA) approved, three-position, dial-type combination lock for the storage of official registered mail and the use of a General Service Administration (GSA)-approved, three-position, changeable combination padlock to secure the container is also authorized. To maintain proper security, the following policies shall be complied with at all times:

a. Containers used for official registered mail may not be used to store postal effects or personal property.

b. During business hours, the container and the registry section shall be secured when not in direct control of registry clerks.

c. After business and during nonduty hours, official registered mail shall be stored in an authorized secure container within the registry section, if possible. Oversize pieces shall be secured in the registry cage.

d. Opening and closings of registry safes shall be documented and a security review conducted at the close of registry business each day.

3. Access to Work Areas. Only registry clerks on duty, witnesses, the section supervisor, and personnel authorized to inspect and audit DoD postal facilities are allowed entry to the registry work areas. The on duty registry clerk or clerks shall control access to the area. Operations that run on a shift basis shall provide each shift with a separate 3-position, changeable combination padlock. This will limit access of registry clerks to their specific tour of duty.

4. Recording and Storing Combinations. Combinations to registry sections and containers shall be recorded and stored as described in Chapter 9, paragraph 906.2

5. Handling Procedures. Registered mail shall be accepted, processed and handled in registry sections as follows:

a. Place the registered mail label (L200) above the address and to the right of the return address; the top edge of the label should be flush with the upper edge of the article. If this placement is not possible, the label may be placed anywhere on the address side of the article. The accepting postal clerk shall require the mailer of registered articles with the postage affixed to declare if the mailing contains any official matter pertaining to the U.S. Government, as distinguished from personal matter. If the mailer declares the contents to be official, the accepting postal clerk shall stamp or print the word "official" directly below the registry number. The mailing shall then be treated as official registered mail.

b. Personal items may be accepted as registered mail through the MPO on PS Form 3806, "Receipt for Registered Mail." Prepare the form in duplicate. The full value of the article shall be declared and endorsed on PS Form 3806

in the space provided. The letters "NV" (no value) may not be used in the declared value space on PS Form 3806, unless the article contains papers or written matter on which the customer places no monetary value. Rate the article for postage and fees and other required services and enter amount in the spaces provided on PS Form 3806. Give the original to the customer and file duplicate in numerical sequence. All mail requirements shall be met. The mailer is responsible for the proper packaging and sealing of the item to be registered (see Section 911.3, DMM reference (i)). For withdrawal or recall procedures, see Section 911.39, DMM. If withdrawn or recalled, postage and fees may not be refunded.

c. Volume mailers provided registered mail labels shall prepare PS Form 3877, "Firm Mailing Book," in duplicate. NOTE: Mailers may use special firm mailing bills or forms that contain all necessary postal information instead of PS Form 3877. The mailer shall enter the registration number for each article. The accepting clerk shall check the articles against the entries on the form and complete the form as shown in figure 8-1. The accepting clerk shall keep the original bill and give the duplicate to the mailer. If the mailer insists, the clerk may place an original signature on the duplicate. Treat errors in preparation of PS Form 3877 or substitute forms as follows:

(1) Do not change the registration numbers on the form. If a mistake is made, place a line through the entry, initial it, and start again.

(2) If an error is detected in the numbers after acceptance and the mailer has departed the facility, do not prepare a new form. Explain the error on the bill and correct the information.

d. Postmark letters twice on the back at the crossing of the upper and lower flaps, or if return receipts are used, postmark partially on the receipt and partially on the flaps of the letter. Postmark packages sealed with paper strips across opposite edges of the strips. Use additional postmarks if this would make detecting rifling easier. All seams on the wrapping shall be postmarked if paper strips are not used. When large mailings consist of letters containing written or printed matter of little value, the envelopes may be postmarked once on the back by running them through a canceling machine. Cancel the postage stamp using a rubber or hardwood canceler.

e. If the acceptance window is a separate operation from the registry section, use PS Form 3854 to make transfer to the registry section.

f. A PS Form 3854 or DD Form 2261, "Registered Mail-Balance and Inventory," shall be used to transfer accountability between registry clerks upon change of shifts or when a registry clerk surrenders custody of registered items.

g. If the registry section is operated by only one clerk, it shall close, if feasible, during periods of temporary absences. If closure is not possible, the registry account shall be transferred temporarily to another postal clerk. The transfer shall be accomplished by completing PS Form 3854 in two copies. Number the bills consecutively, starting with number 1 on January each year and retain the original in the book. The clerk being

relieved shall retain the second copy. When the regular clerk returns, the procedure is repeated. A single PS Form 3854 book shall be used for these transfers.

h. At the close of business each day or at each shift change, as applicable, the registry clerk shall conduct a balance and inventory by completing DD Form 2261. The DD Form 2261 shall be retained with backup documentation. In cases involving one person MPOs or postal units operated by only one clerk at locations separated from the postal facility, prior arrangement shall be made with appropriate authorities to provide a verifying official. The verifying official does not have to be a postal clerk. If desired by the MPO supervisor, clerks may retain this documentation in the registry cage until the first balance and inventory is conducted on the first workday of each month. The previous month's DD Form 2261 shall then be transferred to the MPO supervisor or designated representative for file.

i. When completing a "Registered Mail-Balance and Inventory Sheet," entries on DD Form 2261 are self-explanatory. Enter in the "Remarks" section the name of each clerk working in the registry section during the period and comments on significant actions occurring during the period. Correction of errors is not permitted, except in the heading, Part III, and Part IV of the form. Prepare a new form if an error is made. If the number of items on hand exceeds the number of lines in Part IV, use the back of as many forms as needed and staple them together for filing. When a balance cannot be attained, recheck the computations of each entry against the related forms processed during the period. Next, determine that a form is on hand for each transaction performed. If necessary, go back to the previous balance and inventory and begin a crosscheck of the numbers for each transaction since that time. The process of verifying the disposition of each item should identify the article causing the accounting error.

j. If, after performing a recheck, the balance and inventory still show a missing registered item, take the following steps:

(1) Identify the number of the missing item and the source from which it was supposedly received.

(2) If the mailer is served by your activity, notify that person that the article is missing and determine if it may have been returned to the sender accidentally. If the response is negative, contact all units or activities to which articles were dispatched during the period to determine if the items may have been included in a pouch but not listed, or if the item was accepted in error.

(3) Send a letter or electrical message to accountable postmaster or postal officer of dispatch with instruction to notify the sender of the possible loss. In addition, request the following:

- (a) The name and address of the sender and addressee.
- (b) The contents of the item.
- (c) The classification, if official.

(d) Any evidence that the addressee has or has not received the item.

k. Complete supporting documentation for registry transactions shall be maintained at all times. To fulfill this requirement, the following procedures are required:

(1) Retain the PS Forms 3854 and 3883 used in dispatches in the respective books.

(2) File PS Form 3849, used to deliver registered mail, numerically by the last two digits of the accountable mail number.

(3) File duplicate copies of PS Form 3806 in numerical sequence in MPO files.

(4) Retain the following documents with the completed DD Form 2261, in the MPO files:

(a) PS Forms 3877.

(b) Incoming inside bills (PS Form 3854)

(c) Incoming Manifests.

(d) Incoming truck bills.

(e) Evidence of items received from other sources.

(f) Outgoing outside manifests.

(g) Outgoing outside bills (PS Form 3854) (returned by addressees).

803. RECEIPT OF REGISTERED MAIL

1. From a Source Other Than Air Carrier. Immediately upon receipt, the numbered seal of each security container or pouch and registration number of outside pieces (OSPs) shall be verified with those listed on the appropriate documentation that accompanies the registered mail. Report irregularities as shown in paragraph 804. If no irregularities are discovered, complete the following actions:

a. From Individuals. When receipting for registered items on PS Form 3854 from a person, all copies shall be signed by the registry clerk to acknowledge receipt. The receiving postal activity shall maintain the original copy for its records and the duplicate shall be returned, as a receipt, to the person.

b. From a Sealed, Closed-Body Type Vehicle. When receipting for registered mail from a sealed, closed-body type vehicle, the following procedures apply:

(1) Sign both copies of the DD Form 1372 or DD Form 1384. Provide one copy to the transporter as a receipt and file the other in postal activities files.

(2) The registry clerk and a witness shall sign all copies of PS Form 3854 to acknowledge receipt. The original copy shall be retained at the receiving activity as a file copy and the duplicate shall be returned to the dispatching activity by first-class USPS indicia mail.

c. At-Sea Transfers. When receipting for registered items during transfers at sea and the circumstances prevent an exchange of receipts, the receiving ship shall acknowledge receipt by message. The normal receipt shall be forwarded as soon as practicable.

2. From An Air Carrier (Commercial or MAC)

a. Loose Pouches and OSPs. Follow procedures outlined in the USPS Transportation Handbook, Series T-7, Part 222 (reference (i)). For MAC aircraft sign the dispatch documents, keep the original, and give a copy to the MAC representative.

b. Containerized Shipment. Examine and test the seal to determine if it is intact. If the seal is intact, check the seal number against the number shown on PS Forms 3830-A or 3854. Complete the dispatch receipt portion of PS Form 3830-A or the duplicate PS Form 3854 and return it promptly to the dispatching unit. Report irregularities as outlined in paragraph 804.

804. REPORTING IRREGULARITIES IN RECEIPT OF REGISTERED MAIL FROM CARRIERS

1. Irregularities in Receipt of Registered Mail from Other Than An Air Carrier

a. If all registered mail listed on the dispatch bill is not received, the dispatching activity shall be contacted immediately to determine if the item was actually dispatched.

b. If not sent, write "not received" opposite the entry on the dispatch bill and the source of the information, annotate the coupon to reflect the shortage, and return it to the dispatching activity.

c. If sent, initiate a postal offense investigation, write "not received" opposite the entry on the dispatch bill, and annotate and return the coupon to the dispatching activity. Retain the pouch, container or jacket, label, and the lock or seal until the discrepancy is explained satisfactorily or other instructions are received.

d. For articles received but not listed on the dispatch bill, enter the article number on the bill with a note of explanation, immediately contact the dispatching activity by phone or message, fill out the coupon with the details of the discrepancy, and return it to the dispatching activity.

e. When the dispatch bill is prepared improperly, make corrections on the bill and return the coupon explaining the discrepancy to the dispatching activity.

f. When registered mail is received erroneously, immediately contact the intended destination by phone or message and inform the originating postal activity of items involved and the plans for dispatch.

2. Irregularities in Receipt of Registered Mail from Air Carriers

a. If a postal activity does not receive all registered mail listed on PS Form 3854, PS Form 3830-A, DD Form 1384, or DD Form 1385, the following actions shall be taken:

(1) Inform the air carrier of the irregularity and allow 24 hours for the carrier to check other stops along its route to locate the missing registered mail.

(2) Contact immediately all military postal activities at scheduled stops along the carrier route to determine if such mail was unloaded short of its destination or overcarried.

(3) Request the air carrier conduct a search of its terminal facility, including the nonregistered mail holding areas.

(4) Begin monitoring later incoming flights of the air carrier involved, including both all-cargo and passenger flights.

(5) Advise the dispatching activity immediately of all details, including the following:

(a) Flight, date, and time when registered mail should have been received.

(b) Bill and line number from which pouch or OSP was dispatched.

(c) Seal number of registered pouch or registration number of OSP not received.

(d) Seal number affixed to the container, if a piece is missing from a container.

b. If registered mail is not recovered after the above action, report the matter as a postal offense.

c. If dispatched from a U.S. postal activity, the serving JMPA shall be advised if the missing registered item is not located within 24 hours. For missing U.S. outbound registers, the JMPA shall:

(1) Relay the information to the inspector-in-charge requesting verification of dispatch particulars (Subchapter 220, ASM, reference (i)).

(2) Forward the information received from the inspector-in-charge to the overseas terminal by message.

(3) When the overseas commander receives information as to the addressee, check with both the addressee and serving MPO to ascertain if items have been received or delivered under abnormal circumstances.

(4) Notify immediately all concerned when a missing item has been located.

d. When registered mail is received erroneously at a terminal, follow procedures outlined in paragraph 804.1.f.

e. If a registered item is received without a PS Form 3830-A or a PS Form 3854 from a U.S. commercial air carrier, the receiving activity immediately shall prepare a substitute with the endorsement "DUPLICATE-ORIGINAL NOT RECEIVED." The completed part B of the substitute PS Form 3830-A or duplicate PS Form 3854 shall be returned to the office of origin to complete its records.

f. When a registered article is found in ordinary mail, start accountability procedures. Prepare PS Form 3854 in duplicate. Endorse "FOUND IN ORDINARY MAIL AT (location)" on the front of the bill. Forward the duplicate copy of the bill to the office of origin.

g. If the seal is not intact on a containerized shipment or if there appears to be evidence of tampering, immediately call a supervisor to witness further checking of the dispatch. If the seal number shown on the dispatch document agrees with the number on the seal, complete the dispatch receipt to show the exact nature of the irregularity, such as "seal not closed." If the numbers on the seal and the dispatch document do not agree, show the discrepancies on the receipt portion of the form. Record the exact nature of any irregularity on the bill portion of the dispatch document. Promptly send the receipt portion to the dispatching unit. Cut the seal and check the contents in the presence of the supervisor. If there are any irregularities or discrepancies in the contents as billed, report them on the bill coupon to the dispatching office. Both the opening clerk and the supervisor shall sign the bill coupon. If there is evidence of tampering or loss of contents, follow procedures outlined in paragraphs 804.2.a through 804.2.c.

805. PROCESSING INCOMING REGISTERED MAIL

1. Open all registered pouches individually in the presence of a witness. Do not discard the seal and slide label until a check of the contents is completed and no discrepancies are noted.

2. After verifying the contents, the registry clerk and witness shall sign (first initial and last name is sufficient) the manifold dispatch bill (inside bill). Signature of the witness shall be preceded by the notation "WITNESS" or "WIT." At one-clerk locations, when no witness is available, the bill shall be annotated with "NWA" (see paragraph 801.8). Enter a clear impression with the all-purpose dating stamp on the bill to show office and date of receipt.

3. Report discrepancies and irregularities as follows:

a. In cases involving damaged registered mail, if there is no evidence of depredation, repair the article, annotate the wrapper, bill, and coupon "Received in Damaged Condition" and return the coupon to the dispatching activity. When matter is found loose in a sack or pouch and there is only one damaged article, the loose matter, in the absence of evidence to the contrary, may be assumed to relate to the damaged article. Place the loose contents in the damaged article and rewrap and make appropriate annotation on the wrapper. If loose matter is found in a sack or pouch without an envelope or other container, note all particulars on the bill and coupon. Postmark and sign the statement and have it also signed by a witness, if practical. Return the coupon to the dispatching office. If in doubt as to the name and address of the person for whom intended, or the owner, report the facts to the gateway postmaster's chief inspector and hold the matter, pending receipt of instructions. When depredation is suspected, initiate a postal offense investigation, have addressee inventory any contents in an attempt to determine if they are intact, summarize damage on the bill and coupon, return the coupon to the dispatching activity, and process the article according to the instructions received from the investigating agency.

b. If pieces received do not agree with the inside bill, the office sealing the pouch shall be contacted immediately by phone or message. If the pouch originated in CONUS, notify the appropriate JMPA.

c. If the article received is not listed on the bill, follow procedures in paragraph 804.1.d.

d. For bills improperly prepared, follow procedures in paragraph 804.1.e.

e. When a bill is missing, prepare a new bill in duplicate and return the duplicate to the dispatching activity indicated on the slide label. The original dispatching activity then compares the duplicate with its file copy. If the bills agree, they are filed together. If discrepancies exist that cannot be reconciled, notify the receiving activity to follow procedures outlined in paragraph 804.

f. If official registered mail is received in damaged condition and actual or possible compromise of classified information is apparent, report the incident in accordance with security procedures outlined by each Military Service. When only the outer wrapper is damaged and there is no possibility that contents have been disclosed and when personal registered mail is received in damaged condition, rewrap and endorse the envelope or wrapper and the bill "Received in Damaged Condition," postmark, and sign.

g. All discrepancies or irregularities of registered mail indicating evidence of depredation shall be reported in accordance with Chapter 14.

h. When irregularities in the preparation or acceptance of a registered article are detected, notify the accepting post office by PS Form 3826, "Registry Irregularity Report."

806. DISPATCHING REGISTERED MAIL

1. Postal activities that use PS Item 0-817A, "Seal, Car Door, Tin or Electro-Galvanized, Number;" or PS Item 0-817C, "Numbered Tin Band Seal for Registered Mail," shall ensure that they are never placed near doors or service windows, or any other areas accessible to unauthorized personnel. Seals may not be used for other than their intended purpose.

2. Mailbags used to dispatch registered mail shall be secured with PS Item 0-817C and accounted for by the serial number. This number shall be on all bills and manifests.

3. Registered mail may never be dispatched in torn or defective mailbag equipment. Bags used for dispatch of registered mail shall be examined to ensure that such equipment is not torn or otherwise defective. Immediate examination for possible loss or tampering of registered pieces shall be accomplished by a receiving activity when torn or otherwise defective bags are discovered.

4. To preclude handling as ordinary mail, the dispatch of registered articles as OSPs shall be avoided when possible. Every effort shall be made to enclose all parcels in pouches.

5. Prepare registered mail for dispatch as follows:

a. Separate registered mail by destination and then tie letters and flats in bundles. If personal registered mail is dispatched on U.S. commercial passenger flights, separate official mail from personal. All official registered mail shall be dispatched on U.S. commercial all-cargo or military air carrier flights as described in paragraph 807.1.a.

b. When five or more letter-size pieces are to be dispatched to the same location, use Envelope P-390, "USPS Registry Jacket," and stamp or mark the jackets that contain only personal registered mail "PERSONAL" and all others as "OFFICIAL" (figure 8-2).

c. Use a separate book of PS Forms 3854 for registry jackets. Complete the PS Form 3854 in duplicate, showing each registered item to be included in the jacket (figure 8-3). Once completed, the bill shall be signed by the registry clerk. After verifying the contents and entries, the witness shall sign after the annotation "WITNESS" or "WIT." At one-clerk locations, if no witness is available, the bill shall be annotated "NWA" (see paragraph 801.8). Place the original PS Form 3854 inside the jacket with coupon attached and keep the duplicate inside the book. The registry jacket then becomes a registered item to be sacked and listed on the inside manifold dispatch bill for the registered pouch.

d. Use a separate book for inside bills. Prepare the bill for registered pouch as shown in figure 8-4.

e. In the presence of the witness, the registry clerk shall place the original inside bill, with the return coupon attached, under the first item in a bundle of letters. If there is no letter mail, the original bill with coupon attached shall be placed in a P-9 envelope first and then inside

the pouch with the other items to be dispatched. The duplicate bill shall be retained in the manifold dispatch book. In the presence of the witness, the clerk shall then close and secure the pouch with a numbered tin band seal in the following manner:

(1) Close hasp over the staple and place the P-9 envelope, when used (see paragraph 6.b.), flap end down and wording up, on the staple.

(2) Thread the small plain end of the seal, with the number down, through the bottom of the staple toward and through a grommet of the pouch.

(3) Bend the seal back and thread the plain end through the head of the seal so the number appears on the outside of the seal.

f. When dispatching registered mail by truck, use a separate book for outside bills. The PS Form 3854, original and two duplicates, shall be completed to reflect each registered pouch and OSP to be dispatched. Follow completion and disposition instructions outlined in paragraph 806.10.

g. All PS Forms 3854 shall be prepared using a ballpoint pen. If an error is made during preparation of the bill, the registry clerk shall draw a single line through the entry, initial it, and begin again on the following line.

h. For personal registered mail to be dispatched on U.S. commercial passenger flights, slide labels shall be stamped or marked "PERSONAL" for pouches containing only personal mail.

i. If it is necessary to dispatch a registered piece as an OSP, affix a completed PS Label 87, "Registered Outside," for surface shipments and PS Labels 136C or 136E for dispatches by air. Place the appropriate label on the address side of the article. Take care not to conceal any portion of the registry number.

6. Dispatch of Registered Mail Directly to U.S. Commercial All-Cargo and Military Air Carriers As Individual Pieces (Pouches, Sacks, or OSPs)

a. Outside Tagging and Labeling. (See the USPS Transportation Handbook, Series T-7, Part 233, reference (i)). In addition to numbering the tags to identify the entire shipment, each tag prepared for MAC and command-owned aircraft dispatches shall reflect the complete transportation control number (TCN) of that shipment (see figure 8-5). The number shall be placed in the "VIA" area of the tag.

b. Documentation (Outside Bill). The dispatching activity shall enclose the original and third copy of the PS Form 3854 (outside bill) and a preaddressed return envelope, in the USPS P-9, "Registry Pouch Bill Envelope," and affix the P-9 to the final pouch. If a pouch is not included in the dispatch, use a USPS P-11, "Outside Mail Registry Bill Envelope," for this purpose. The duplicate copy of the PS Form 3854 shall be held in the book as a suspense copy until the third copy is returned by the receiving activity. At that time, the third copy shall be filed with the DD Form 2261 that was prepared the day of dispatch and the suspense copy shall be destroyed.

c. Although a separate PS Form 2900 is not required when tendering registered mail direct to U.S. commercial all-cargo air carriers, all registered mail shall be turned over separately at the time of dispatch, allowing the carrier to provide such mail proper security.

7. Procedures for Containerization. (See the USPS Transportation Handbook, Series T-7, Parts 260 thru 262, reference (i)). When using PS Form 3830-A, postal activities shall establish a suspense file using the soft copy (white tissue) for the purpose of matching the receipted copy (Part B of PS Form 3830-A). This copy can be destroyed upon receipt of the hard copy.

8. Documentation for Military Aircraft. Postal activities that dispatch registered mail directly to MAC or command-owned aircraft shall follow procedures outlined in paragraph 806.6a., and 806.6b. In addition, prepare DD Form 1384, following instructions shown in figure 11-9. Navy and Marine Corps activities may use OPNAV Form 5110/9 instead of the DD Form 1384. NOTE: When DD Form 1384 is used to dispatch registered mail on command-owned aircraft, do not forward through MAC channels for billing.

9. Tendering Mail Direct. When tendering mail direct to another postal activity, PS Form 3854 shall be used to account for each pouch and OSP. In addition, the following procedures shall apply:

a. The receiving postal clerk shall be required to present DD Form 285 before being entrusted with registered mail. He or she shall sign as receiving "POSTMASTER" on the triplicate bill and indicate total number of pieces received in the appropriate space to the left of his or her signature. The triplicate copy shall be retained in the manifold registry dispatch book.

b. The original and duplicate bill shall be given to the responsible clerk for delivery to the receiving postal activity.

c. The registry clerk of the receiving postal activity shall post-mark and receipt for the mail by signing the original and duplicate bill. The duplicate bill shall be given as a receipt to the delivering clerk.

d. The original bill shall be retained with the balance sheet for that particular tour or day.

e. Report discrepancies and irregularities as prescribed by paragraph 804 above.

10. Dispatch by Sealed Closed-Body Type Vehicles. The following procedures are prescribed for dispatch of registered mail by sealed, closed-body type vehicles:

a. Prepare a PS Form 3854 in triplicate (figure 8-5). Indicate the seal number of the truck (PS Item 0-817A or C) as "Seal No. ___" on all three copies of the bill. Once completed, the bill shall be signed by the registry clerk.

b. The original and duplicate copy of the bill shall be placed in a P-9 envelope and attached securely to the outside of the last registry pouch. If there are no pouches in the shipment, use a P-11 envelope and attach to the last piece in the shipment.

c. The triplicate copy of the bill shall be retained in the dispatch book.

d. Upon receipt of the signed PS Form 3854, file it with the DD Form 2261 that was prepared the day of dispatch and destroy the suspense copy.

11. Tracer Action

a. Dispatching Activities. Whenever registered mail is dispatched on U.S. commercial all cargo and military air carriers, office suspense copies of PS Forms 3854 (Outside Bill) and 3830A will be retained for a period equal to the normal two-way transit time to and from the destination. If, after that period, the signed duplicate PS Form 3854 or 3830A (Part B) has not been returned, take the following action:

(1) Prepare a duplicate copy of the applicable form, mark it "Duplicate--Original Not Received," and forward it to the receiving activity. If the tracer is not returned within the normal two-way transit time by a USPS activity, inform the appropriate JMPA.

b. Receiving Activities. Upon receipt of the applicable form immediately determine if the registered mail was received. If it was, sign the form and return it. If it was not received, follow instructions in paragraphs 804.2.a., through 804-2.c.

807. TRANSPORTATION OF REGISTERED MAIL

1. Dispatch by Air

a. To maintain proper security, overseas postal activities shall dispatch official registered mail only on designated scheduled, nonstop, all-cargo, U.S. commercial carrier flights. Do not dispatch official registered mail on U.S. or foreign passenger aircraft. When U.S. nonstop, all-cargo flights are not available, MAC or command-owned military aircraft shall be used.

b. To provide more rapid service, overseas activities may dispatch personal registered mail on U.S. commercial passenger flights. If slide labels are not marked "PERSONAL," they shall be dispatched as official registered mail. Note: Registered USPS indicia mail containing cash, stamp requisitions, MOs, and meter remittances may be dispatched as personal mail, when necessary to sustain MPO operations.

c. To maximize security, reduce handling, and speed delivery to final destination, dispatching activities shall containerize registered mail to the greatest extent possible. The following guidelines apply:

(1) Personal registered mail may be loaded in the same container with first-class and priority mail and dispatched on U.S. commercial passenger flights. However, it is essential that registered mail be clearly separated from other mail in a container; it should be loaded last to allow it to be unloaded first at destination and accounted for. This shall be accomplished by placing a divider between the registered mail and other mail. Registered mail, other than OSPs, may not be included in any residue mail that cannot be containerized. Any residual mail after filling the container should consist only of nonregistered mail.

(2) When official registered mail is combined in the same container with first-class and priority mail, it shall be dispatched on flights and by methods described in paragraph 807.1.a. above.

(3) When registered mail is combined for shipment in a container with any other class of mail, the container shall be handled as registered mail and sealed with a tin band seal.

d. JMPAs, in coordination with overseas commanders, shall designate which flights shall carry official registered mail. The designated flights should be those that arrive at the most convenient time for the receiving location as they must be met by assigned U.S. military personnel. Dispatches however, shall be made as frequently as the constraints in paragraph 807.1.a. allow.

e. "Ramp-Watching" shall be conducted by U.S. military personnel at overseas Mail Control Activities (MCAs) to provide proper security during the receipt and dispatch of official registered mail. This means that detailed U.S. military personnel must physically monitor the designated flights. Ramp-watching personnel shall:

(1) Request that air carrier representatives provide information on container positions and numbers that hold registered mail.

(2) Keep the container or loose registered mail within view at all times during unloading operations and until actual receipt and physical custody of the registered mail takes place.

(3) Accept custody of the registered mail from the carriers at the earliest opportunity, preferably at the actual aircraft site.

(4) Keep outgoing registered mail in visual contact during dispatching, loading operations, and until the aircraft is completely closed and taxiing.

(5) Make arrangements with the designated air carriers to ensure they immediately notify the military any time a designated flight diverts, overflies, or returns to the airport of departure for any reason. The dispatching activity immediately shall contact military personnel at the airport to arrange for ramp-watching and to take control of the registered mail, if necessary.

(6) Report any compromises or suspected compromises of registered mail as required by each Military Services security regulations. This is in addition to other carrier irregularities described in Chapter 11, paragraph 1113, and postal offenses and losses outlined in Chapter 14.

2. Dispatch by Truck. When transporting registered mail by truck, the driver must be a U.S. citizen. If a U.S. citizen driver is not available, a U.S. citizen mail guard shall accompany the shipment. Tier loading for enroute delivery is authorized, providing it is placed forward of ordinary mail. Loading to rear of the truck bed is authorized when one or more of the following conditions are met:

a. Truck doors are secured with bars and an approved locking device.

b. Registered mail is placed in a container that is secured to the truck.

c. Registered mail is secured in the truck by use of cargo net or some other means to keep it from falling out of the truck if doors open or latches fail to hold.

3. At Sea Transfers. In accordance with Replenishment at Sea Instructions (NWP 14 series) (reference (g)), registered mail shall be transferred in weighted, nonwatertight bags, whenever feasible, to ensure prompt sinking in case of loss.

E

NAME AND ADDRESS OF SENDER European Ofc for Aerospace R and D FPO NY 09510		Indicate type of mail ☒ Registered ☐ Insured ☐ COD ☐ Certified ☐ Express Mail		Check appropriate block for Registered Mail: ☐ With Postal Insurance ☒ Without Postal Insurance		Affix stamp here if issued as evidence of mailing or for additional copies of this bill							
Line	Number of Articles	Name of Addressee, Street, and Post-Office Address	Postage	Fee	Handling Charge	Act. Value (If Reg.)	Insured Value	Due Sender If C.O.D.	P. R. Fee	S. D. Fee	S. R. Fee	Post. Due to Recipient	
1	R-1072	Carrier Air Wing 1, FPO NY 09501-4400	5.85	4.40									
2	R-1073	Fleet Air Mediterranean, FPO NY 09521	12.21	5.05									
3	R-1074	Lockheed Georgia Acft Corp APO NY 09286	2.40	4.40									
4	R-1075	US Army Aeronautical Svcs Det., ⁰⁹¹⁰² APO NY	18.57	5.05									
5	R-1076	20 TAC Ftr Wg, APO NY 09194-5000	22.81	5.05									
6	R-1077	435 TAC Ftr Wg, APO NY 09057-5000	27.05	5.05									
7	R-1078	31 TAC Ftr Wg, Homestead AFB Fla. ⁵⁰⁰⁰ 33039	37.85	4.70									
8	R-1079	Elec Svcs Div AFSC, Hanscom AFB Ma ⁵⁰⁰⁰ 01731	2.40	5.05									
9													
10													
11													
12													
13													
14													
15													
Total Number of Pieces Listed by Sender -8-		Total Number of Pieces Received at Post Office -8-	POSTMASTER, PER (Name of receiving employee) <i>Reddie Harris, per</i>		The full declaration of value is required on all domestic and international registered mail. The maximum indemnity payable for nonnegotiable documents under Express Mail document reconstruction insurance is \$50,000 per piece subject to a limit of \$500,000 per occurrence. The maximum indemnity payable on Express Mail merchandise insurance is \$500. The maximum indemnity payable is \$25,000 for Registered Mail, \$500 for COD and \$500 for Insured Mail. Special handling charges apply only to Third- and Fourth-Class parcels. Special delivery service also includes special handling service.								

PM Form 3877, Sept. 1966

FORM MUST BE COMPLETED BY TYPEWRITER, INK OR BALL POINT PEN

U.S. GOVERNMENT PRINTING OFFICE: 1966 197-542

Figure 8-1. Sample of completed PS Form 3877.

U. S. P. S. REGISTERED JACKET

BE SURE TO SEAL PROPERLY AND POSTHASTE PLASTER AFTER SEALING IN THE THE REGISTRATION OF THE POSTMASTER'S NAME WILL BE OPENED UPON THE ORDER AND FORTHY UPON THE ORDER FOR THE ORDER.

CHIEF (N) PROMINENTLY APPLICABLE ENCLOSURE -- USE BLUE PENCIL IF AVAILABLE

POSTMARK OF POSTMARK OF

SPECIAL DELIVERY ☐

AIR MAIL ☐

FRAGILE ☐

POSTMASTER AT

J. No. 47 APD 09057

OFFICIAL

STATE OF _____

APDS

Dispatching Unit

APDS

Dispatching Unit

Figure 8-2. . Sample of a Registered Jacket.

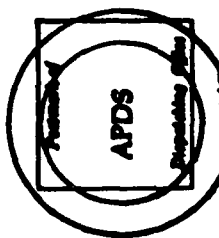
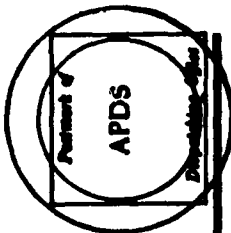
Number bills consecutively beginning with 1 in January of each year.

Postal activity to which dispatched.

Same as bill number.

Lock No. 47 Registry No. --- Jacket No. 47 Control No. ---
 BILL No. 47 Page No. 1X Airmail --- Seal No. ---
 To APD NY 09057
 (P. O. or R. P. O. and Tr. No.)

REGISTERS



Bill No.	Office of origin	Reg. No., Jacket, Lock or Seal No.	Office of origin
1 16816	APD NY 09132	16	
2 16819		17	
3 16841		18	
4 16844		19	
5 16868		20	
6 16876	APD NY 09132	21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	

A total of <u>6</u> articles sent by this dispatch	POSTMASTER, <u>Witness:</u>	Current Date	Postmark of
	<u>Clerk's Signature</u>	ML	Dispatching Office
A total of _____ articles received in this dispatch	POSTMASTER, _____	Dispatching Clerk	Reading Office
		ML	
		Reading Clerk	

Bill No. 47
 A.M. No. ---
 & P.M. No. ---
 Jacket No. 47

Lock No. ---
 Registry No. ---
 Seal No. ---

Received articles described on above registered bill from dispatching office returned to postmark.

Reading Clerk.

Postmark of
Reading Office

U.S. G.P.O. 1967-304-931

Form 6866-Mar. 1973

Figure 8-3. Sample of a Dispatch Bill for a Registry Jacket.

Serial number of seal used to close the pouch.

Identify the last page of the dispatch with the letter "X".

If more than one page is required, show the same bill number on each page.

REGISTERS

Lock No. 116 Battery No. 1 Jacket No. — Control No. —

BILL No. 116 Page No. 1 Airmail — Seal No. 6819324

To APD NY 09060
(P. O. or R. P. O. and Tr. No.)

Reg. No. Jacket Lock or Seal No.	OFFICE OF ORIGIN	Reg. No. Jacket Lock or Seal No.	OFFICE OF ORIGIN
1 47	APD NY 09132	16	
2 48		17	
3 50		18	
4 112		19	
5 113		20	
6 251		21	
7 252		22	
8 253	APD NY 09132	23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	

POSTMASTER, Witness:

A total of 8 articles sent by this dispatch

A total of 8 articles received in this dispatch

Form 8044-Mar. 1973

If more than one page is used, list the total on the last page only.

POSTMASTER, Clerk's Signature:

POSTMASTER:

If more than one page is used, sign the last page only.

If more than one page is used, include coupon of last page only.

Postmaster of Receiving Office

Back for repeating instructions in dispatches

Received (checked on delivery articles and from receiving office noted in postmark)

Assembly Clerk

Postmaster of Receiving Office

Figure 8-4. Sample of an Inside Manifold Dispatch Bill.

Place the letter "S" before each sealed pouch and the letter "O" before each OSP.

Activities dispatching direct to U.S. carriers shall indicate carrier and flight number.

Serial number of seal used to secure trucks or airline containers.

Show the destination to assist in tracing missing articles.

Lock No. 17 **Rotary No.** 1X **Index No.** 6819329
REL No. 17 **Page No.** 1X **Airmail PAA** **Seal No.** 6819329
To
(P. O. or R. P. O. and Tr. No.)

APDS
Dispatching Office

APDS
Dispatching Office

Ex. No. Index	Office of origin/destination	Index No. of Seal No.	Office of origin
1 S-6819324	AP009132/AP0 09060	14	
2 S-6819325	/AP0 09283	17	
3 S-6819326	/AP0 09057	18	
4 S-6819327	/AP0 09057	19	
5 S-6819328	/AL, 3669	20	
6 O-10365	/VA, 20310	31	
7 O-10367	AP0 09132 / VA, 22231	32	
8		33	
9		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	

POSTMASTER,

A total of 7 articles sent by this dispatch

A total of articles received in this dispatch

Current Time

Clark's Signature

POSTMASTER,

.....

Seal No. 6819329

A.M. Rte & Pk. No.

Index No.

Lock No.

Rotary No.

Seal No. 6819329

Received
articles described as above reported lost from dispatching office retained in postmark

Accounting Clerk

Postmark of

Receiving Office

Form 3854—Mar. 1973

Figure 8-5. Sample of a PS Form 3854 as an Outside Manifold Dispatch Bill.

VOLUME I

CHAPTER 9

GENERAL OPERATING PROCEDURES AT MILITARY POST OFFICES

900. PURPOSE. This chapter prescribes operating procedures for MPO's. Procedures outlined in this chapter apply except when in conflict with policies established by the serving postmaster.

901. GENERAL. The MPS shall operate in agreement with postal laws of the United States, USPS regulations and instructions, and MPSA directives.

902. STANDING OPERATING PROCEDURES (SOPs).

1. Responsible commanders shall ensure SOPs are developed and maintained to provide detailed instructions for each functional area of postal operations not specifically covered by USPS or DoD Regulations and Directives. These SOPs shall be combined with the Postal Operating Plan (POP) (see Appendix B.). At a minimum, SOPs shall be issued to address:

a. Security (including protection of mail and postal effects, access to MPO working areas, and mail transportation requirements).

b. Emergency destruction of USPS funds, accountable paper, mail, and postal equipment (see Chapter 2, paragraph 212.).

c. A postal operating plan using the outline shown in Appendix B.

903. MPO FACILITY AND STRUCTURAL STANDARDS. (See Chapter 13)

904. SERVICE STANDARDS.

1. Improving Service to Customers. Postal personnel can improve service by advising their customers to:

a. Inform correspondents and publishers of correct mailing address and include post office receptacle numbers, as applicable (See Section 122.8, DMM, reference (i), for address samples).

b. Submit change of address cards (currently in use by each Military Service), or PS Form 3575, "Change of Address Order (Card)," immediately when a new address is known after receipt of reassignment orders.

c. Notify the responsible mail clerk, mail orderly, or PSC when departing on leave or temporary duty.

d. Report to the postal officer or MPO supervisor any instance when inadequate mail service or other MPO problems are noted.

2. Postal Complaints and Inquiries.

a. Customers shall be encouraged to report instances of loss, rifling, and other mistreatment of mail, even though there may be no provision

for payment or indemnity. If a postal offense is suspected, refer to Chapter 14, paragraph 1402, for reporting requirements. USPS forms to be used when assisting customers are outlined in Parts 252 and 254, POM (reference (i)).

b. Complaints shall be given prompt attention and resolution, when possible. Major commanders shall establish local procedures for monitoring and processing customer complaints. USPS forms shall be used for this purpose.

c. When inquiries of a congressional or other high-level interest are referred by MPSA to commanders for investigation, the following information shall be included as a minimum in the response:

(1) Summary of an interview with person or persons involved, outlining any difficulty experienced in receiving or sending mail, to include circumstances.

(2) Any special circumstances that may have affected mail service.

(3) Evidence of other persons experiencing similar difficulties.

(4) If the person presently receives mail from correspondents and specifically from the person registering the complaint.

(5) When complaints involve a specific item of mail, if that item was received.

(6) Correct mailing address of the person involved.

(7) Average transit time for all classes of mail to and from the address of mailing.

(8) Statement concerning the quality of mail service.

(9) Any additional information that will assist in making a reply.

3. Customer Information. At a minimum, MPO personnel shall ensure that the most current copies of the following are readily available or posted in plain view for use by postal customers:

a. USPS Publication 2, "Packaging for Mailing" (reference (i)).

b. USPS Publication 65A, "National ZIP Code & Post Office Directory" (reference (i)).

c. USPS Poster 103, "Domestic Postage Rates, Fees, and Information."

d. USPS Poster 51, "International Postal Rates and Fees."

e. USPS Poster 74, "Packing Tips From Your U.S. Postal Service."

f. USPS Form 4314-C, "Consumer Service Card."

- g. Example of a properly completed change of address card.
- h. Example of a correct mailing address to be used by customers.
- i. Hours of operation.
- j. Mail collection and closeout times.
- k. Customs information.

NOTE: If all services are not provided at your facility, you need only maintain those USPS publications, forms, notices, and posters that apply.

905. ACCEPTANCE AND TREATMENT OF MAIL.

1. Mail Classification and Rates.

a. Mail classification and rates are contained in the DMM (reference (i)). Postage shall be rated according to the service selected by the mailer and conform with postal requirements.

b. Domestic mail means mail transmitted within, among, and between the United States, its territories and possessions, and MPOs.

c. The rate of postage for zone-rated mail at an MPO is the same as its servicing gateway city. An exception to this general rule is that MPOs served through San Francisco or Seattle, except Alaskan MPOs, shall use local to zone two, as appropriate, for mail addressed to Hawaii.

d. The rate of postage for zone-rated mail that is mailed at or addressed to MPOs and which is transported directly to or from MPOs at the expense of the Department of Defense, without transiting the 48 contiguous States (including the District of Columbia), shall be the local zone rate.

2. Acceptance, Handling, and Treatment of Mail

a. The acceptance, handling, and treatment of mail shall be in accordance with instructions contained in the DMM and POM (reference (i)), other USPS instructions, as applicable, and DoD implementing documents.

b. Packing and wrapping shall be in accordance with the DMM and the IMM (reference (i)), as applicable. Mail that is packaged insufficiently to withstand normal handling may not be accepted for mailing. The responsibility for proper packing rests with the sender, but must be judged by the accepting clerk (see Section 120, DMM, reference (i)).

c. All mail should bear the name and address of the actual sender. (See Part 122.15, DMM, reference (i)). All parcels accepted for mailing shall bear the return address of the mailer as shown in Part 122.8, DMM (reference (i)). Authorized patrons who are changing duty stations (PCS), on temporary duty (TDY/TAD), or on leave from CONUS/other overseas locations shall use the military unit of assignment shown on their orders. Individuals being separated from the military shall use the Home Of Record (HOR) address on their orders as their return address.

d. Mail collection, postmarking, and sorting procedures are contained in Chapter 10.

e. Mail deposited for mailing at MPOs overseas, bearing the return address of persons or activities not authorized MPS privileges (see Appendix A), shall be returned to sender endorsed "SENDER NOT AUTHORIZED MPO PRIVILEGES." (See DoD 4525.6-M, Volume II, Chapter 5, Paragraph 506.3.A.(1), for an exception to this procedure.) Mail received for delivery at MPOs overseas bearing the address of persons or activities not authorized MPS privileges shall be returned to sender endorsed "ADDRESSEE NOT AUTHORIZED MPO PRIVILEGES."

f. Mail received for personnel with limited postal privileges (such as retirees and certain DoD contractors) that exceeds the prescribed weight limitations shall be returned to sender. Endorse each piece to show reason for return, for example, "MPO PRIVILEGES ARE LIMITED TO MAIL WEIGHING LESS THAN 1 POUND."

g. Parcels posted at the priority or PAL rates shall be marked appropriately before the actual sale of stamps or affixing of postage meter tapes.

h. Parcels that bear address labels shall have postage affixed as required by Section 122.25, DMM (reference (i)).

i. Recall of mail by the mailer. (See Section 152.7, DMM, reference (i)).

j. Postage due mail shall be delivered as regular mail. The postage due may not be collected.

k. All MPO patrons not in uniform shall be required to present an official government identification (I.D. card) before being served to ensure they are authorized use of the Military Postal Service. I.D. cards shall identify the bearer by photograph and signature. When authorized personnel are not issued official government I.D. cards, U.S. passports in conjunction with a corporate I.D. known to be authorized MPO privileges may be used. At the discretion of the major overseas commander, military personnel in uniform shall not be required to present identification except when cashing money orders, or paying for postal services with personal or travelers checks.

l. When determined necessary by the major overseas commander to assist in controlling contraband mailings, patrons may be required to sign their names directly below the return address on parcels. When mailing a parcel for someone else, the individual mailing the parcel will be required to enter "mailed by" and his signature directly below the return address on the parcel. If these procedures are implemented, military postal clerks shall identify every mailer by checking the ID card against the return address on each parcel accepted for mailing.

3. Special and Supplemental Mail Services. Special delivery, special handling, certificates of mailing, return receipts, and restricted delivery shall be processed in accordance with Parts 915, 916, 932, and 933, and Section 930, DMM (reference (i)), respectively. Special delivery and special handling do not apply to mailings between military installations or between MPOs.

4. Sales and Cancellations for Philatelic Purposes. (See Section 244, POM, and Part 164, DMM, reference (i).)

a. Philatelic services shall be accomplished within the resources of the post office and may not be provided if they interfere with regular business. Limit covers to private (personal) use with a maximum of five from each collector. Covers falling within one or more of the following categories shall be returned to sender with a letter of explanation. These covers may not have a postmark or cachet applied:

- (1) Receipt of more than five covers from any one collector.
- (2) Covers received after the established deadline date.
- (3) Covers bearing insufficient or foreign postage.

b. To protect the interest of philatelists and the authenticity of their collection, the cachet stamp described in Section 244.6, POM (reference (i)), shall be destroyed immediately after all eligible covers have been processed and, in any event, no later than midnight of the day of the event being commemorated.

c. Stamp collectors may use precanceled stamps that are in excess of their needs as postage on personal mail, without obtaining the mailing permit required by Part 143.41, Domestic Mail Manual. Stamp collectors using precanceled stamps must personally present the letter or parcel bearing precanceled stamps to a postal clerk at the MPO. The clerk shall not postmark precanceled stamps, but will dispatch the article to end destination after verifying correct postage has been affixed.

. Accountable Mail (Insured, Certified, and Registered).

a. Customers presenting parcels containing jewelry, watches, and other high-dollar value items shall be advised to use registered or insured mail; however, neither is required. When mailed to international addresses, such articles should, when appropriate, be insured (not registered), to provide customers maximum protection against loss or damage.

b. Insured mail provides indemnity claims coverage up to \$500.00 for an article that is lost, rifled, or damaged. Procedures outlined in Part 913, DMM, and the IMM (reference (i)) apply to acceptance and processing of insured mail. MPCs shall recommend registration, except when international mail is used, for items valued in excess of \$500.00, or for those items considered to be irreplaceable.

c. Certified mail service provides for a mailing receipt and record of delivery at the office of address only. Procedures outlined in Part 912, DMM (reference (i)), apply to acceptance and processing of certified mail. Certified mail service is not available for international mail.

d. Insured mail receipts, PS Forms 3813, "Receipt For Domestic Insured Parcel," and 3813-P, "Receipt For Insured Mail-Domestic/International," shall be completed by the postal clerk to include MPO number and unit designation, when applicable.

e. Processing and handling of registered mail is contained in Section 911, DMM (reference (i)), and in Chapter 8. (See Volume II, Chapter 4, Paragraph 406 for delivery instructions).

f. For guidance on claims procedures, see paragraph 906.6.

6. Collect On Delivery (COD) Mail.

a. MPOs may not accept COD mail (Section 914, DMM, reference (i)).

b. While U.S. civil post offices are not authorized to accept COD mail addressed to an MPO, such articles, if received, by an MPO shall be delivered. Designate a clerk to deliver COD articles, if received. The postal clerk designated to deliver COD articles shall collect the COD charges either in cash plus the fee for a MO, or, by check made payable to the mailer (no more fees are collected). If the MO fee reflected on the COD tag is not the amount charged MPO customers, amend the tag accordingly. The COD tag shall be signed by the addressee or the addressee's authorized agent. The postal clerk shall also sign the tag and complete the back. The COD tag is then filed at the MPO to serve as a receipt of delivery. After delivery, a MO in the amount of the COD charges shall be issued (Section 914.621, DMM, reference (i)), and remitted to the mailer if cash was collected. If the COD charge was paid by check send the check to the mailer. PS Form 3827 shall be sent to the postmaster of the mailing office, advising that acceptance of COD mailings to MPO addresses is prohibited.

7. General Delivery Service.

a. Information pertaining to each person served through general delivery shall be included in the directory file. Refer to Volume II, Chapter 6, paragraph 602, for instructions for developing and maintaining directory files.

b. If the host country does not object, dependents may be provided general delivery service when separated from their sponsor. This extends to (1) dependents who are command-sponsored but, due to assignment of the sponsor to a noncommand-sponsored area within the command, must reside apart from the sponsor and be served by a different MPO; and (2) dependents who reside in the overseas command when their sponsor is reassigned involuntarily from that area to a short-tour area.

8. Business Reply Permits. Business reply permits (Section 917, DMM reference (i)) are not authorized for issue at MPOs. However, business reply mailings for domestic mailings shall be accepted without payment of postage. Business reply mailings to international addresses may not be accepted without prepayment of postage.

9. Free Mailing Privilege (39 U.S.C. 3401, reference (b))

a. The free mailing privilege is authorized for members of the U.S. Armed Forces on duty in combat areas specifically designated by the Secretary of Defense, by authority of Executive Order 12556. When in force, the privilege applies equally to persons no longer in a combat area but, due to a wound, disease, or other injury incident to service in the designated combat area, are

hospitalized in any Armed Forces or Veterans Administration medical center. MPSA shall publish detailed implementing instructions prescribing the provisions of this privilege.

b. Letter mail or sound-recorded communications having the character of personal correspondence posted under this privilege shall have the word "FREE" written or printed by the mailer in the upper right-hand corner where postage ordinarily would be placed.

c. Mobile units that do not have post offices may dispatch FREE mail originating in a designated combat area through postal facilities located outside the designated area when necessary. Eligible mail shall be marked "FREE", tied out separately, and bear a facing slip with the notation "CERTIFIED TO BE FREE MAIL ORIGINATING IN A COMBAT ZONE" with the signature of the mail clerk or mail orderly.

d. When provided for by international agreement, free mailing privileges may also extend to international mail posted to countries to whom the agreement applies. For international mail posted under this privilege, the mechanically printed or rubber stamped word "POSTAGE PAID" and "PORT PAYEE" shall appear instead of "FREE" in the upper right corner of the envelope (address side). MPSA shall publish implementing instructions detailing the provisions of the FREE international mail. This endorsement normally shall be affixed at the MPO of dispatch by use of a rubber stamp. Under no circumstances shall it be handwritten.

10. Absentee Balloting Material Section 137.3, DMM (reference (i)). This category of mail shall be accorded the most expeditious handling and transmission possible and shall be processed as personally addressed official mail. Ballots and other voting material in card or letter form shall be postmarked and placed on top of the appropriate letter package (see Chapter 10, paragraph 1002.5). In accordance with 39 U.S.C. 3406, any U.S. citizen, with or without MPO privileges, can mail balloting material from any MPO, U.S. embassy, or U.S. consulate.

11. Acceptance Procedures for Official Indicia Mail. Mailings under DoD official indicia shall be in compliance with the respective Military Service's regulations and instructions.

12. Receptacle Service. (See Volume II, Chapter 5.)

13. International Mailing.

a. If not otherwise prohibited by the host government of the country in which a post office is operating, items addressed for delivery in foreign countries, including the host country, may be accepted for mailing. Mailings shall be in accordance with Section 125, DMM (reference (i)) and the individual country listing in the IMM (reference (i)).

b. Normally, mail accepted at MPOs addressed to foreign countries shall be exchanged through an MPO designated as an International Exchange Office (IEO). However, this does not preclude exchange of mail between MPOs and local host civil post offices when not prohibited by the governing status-of-forces agreement (SOFA).

c. Customers shall be advised to use the host government postal service when a savings in postage or other advantages exist.

14. Privileged Nature of Mail and Postal Records

a. Information regarding postal matters may not be released, except as provided for in Subchapter 350, ASM (reference (i)).

b. USPS records may not be removed from the custody of MPOs, except as provided for below. Examination of USPS records that contain personal information about any person or that provide a basis for inferring any information about a person is permissible only in accordance with Subchapter 350, ASM (reference (i)), and with the following supplemental instructions that apply to USPS records, regardless of whether they do or do not contain personal information.

(1) Examination of USPS records by authorized personnel shall be permitted only in the presence of the MPO supervisor or an MPC designated by the MPO supervisor.

(2) Individuals or agencies desiring to examine USPS records in connection with official investigations shall have written approval of the responsible commander for the operation of the MPO concerned. Requests to examine USPS records shall include: The military investigating agency's case number, investigating agent's name, identity of the MPO involved, and summary of the incident being investigated. Examination shall be limited to those records pertaining directly to the incident being investigated.

(3) Photostats or true copies of records shall be released only with prior approval from the responsible commander concerned.

(4) Requests for MO information shall be handled in accordance with Section 941.41, DMM and Subchapter 350, ASM (reference (i)).

(5) Original records may be released to officials or agencies conducting official investigations. Notification of release shall be reported to MPSA through channels. Copies of records to be released shall be prepared and maintained as part of the original file, pending return. The reproduced copies shall be annotated with the investigative agency case number, agent's name, agency location, and date original records are to be returned.

c. Records pertaining to individual transactions of customers, as distinguished from official investigations, shall be released only with prior approval of USPS. Requests shall be forwarded through appropriate military channels to MPSA.

d. Military and USPS records created by operation of MPOs shall be disposed of in accordance with the appropriate Military Service's file system instructions. Serving postal activities shall ensure proper administration of accountable mail records of deactivated and departing organizations and units.

15. Nonmailable Items

a. Nonmailable items described in Section 124.13, DMM (reference (i)) that are detected at MPOs shall be withdrawn from the mails and retained at the

MPO, pending disposition instructions from the Postal Inspection Service, unless the postal officer determines the nonmailable matter is dangerous to persons or property, or constitutes a postal offense as defined in Chapter 14. In those instances the procedures outlined in paragraph 908.4 or 1402 will be followed, as appropriate.

EXCEPTION: The USPS Inspection Service has authorized MPO supervisors to destroy alcoholic beverages without prior disposition instructions. The destruction shall be witnessed by the MPO supervisor or postal officer, and sender and addressee shall be notified of the destruction.

(1) A message shall be sent to the appropriate JMPA with an information copy to MPSA-OP requesting disposition instructions be obtained from the Postal Inspection Service. The nonmailable matter shall be disposed of as advised by the Postal Inspection Service. If the parcel with the remaining matter is forwarded to the addressee, a letter of explanation shall be placed in the parcel.

(2) Both the sender and the addressee shall be advised of final disposition of the nonmailable matter.

b. Other nonmailable items discovered that are not described in Section 124.127, DMM (reference (i)), shall be handled as outlined in Section 124.128, DMM (reference (i)).

906. PROTECTION OF MAIL AND POSTAL EFFECTS

1. Security

a. The security of the mails and protection of postal property and effects are the responsibility of command. Security and protection must be adequate and maintained at all times. The instructions contained below establish only minimum requirements; therefore, commanders shall institute additional security measures, as necessary.

b. Accommodations for MPOs shall afford security against unauthorized entry and provide adequate working space (see Chapter 13). Particular attention shall be given to the procurement and use of safes and other adequate receptacles for safeguarding postal effects.

c. Field safes used as storage containers to safeguard mail and postal effects shall be secured to a fixed object within the postal facility to prevent removal.

d. When a safe or vault is not available to individual postal clerks, accountable items, such as blank MO forms, stamp stock, funds and other accountable items, shall be secured in a cashbox. During the postal clerk's absence from the post office, the cashbox shall be delivered for safekeeping to a person designated by the MPO supervisor or postal officer, who has an assigned safe or vault. The cashbox shall be receipted for on PS Form 1096, suitably modified for that purpose.

e. Personal effects may not be stored in MPOs and personal funds may not be kept in safes or other receptacles in the MPO.

f. Access to MPO work areas shall be limited to those personnel conducting official business at the facility, including designated postal clerks, officers, enlisted members, and civilians on official inspections and visits (such as USPS postal inspectors). Maintenance personnel and work details shall be allowed access only when escorted or under constant surveillance by military postal personnel.

g. Postal facilities shall be locked at all times during nonduty hours or when not in use. The MPO supervisor shall be the custodian of the post office keys and shall keep a current list of those postal personnel who are issued a key. The keys shall be controlled strictly at all times. At one person MPOs, a duplicate key to the post office, for emergency purposes, shall be retained by a designated official from the host command, or other activity that can provide safekeeping (follow procedures outlined in paragraph 806.2.a.).

h. When military postal facilities, including railway mail cars and trucks, are damaged by fire, flood or other catastrophes, or if a burglary or forced entry occurs, the MPO supervisor shall arrange for security guards to be posted to safeguard mail, postal effects, equipment, and property, until security can be maintained without their presence.

i. To maintain security, MPO personnel shall deliver mail only to the addressee or agent, or transfer it to other MPOs or designated mail clerks only when proper identification is presented.

2. Safeguarding Combinations and Duplicate Keys to Containers.

a. Combinations and keys to containers in which funds, postal effects, mail, or items of postal equipment are stored shall be sealed in PS Form 3977. Duplicate key envelopes shall be opened in accordance with instructions on the envelope. When combinations are involved, enough wrapping shall be used to cover the contents to prevent detection through the envelope. The name of the responsible person, a description of the contents, and location of applicable container shall be placed on the face of the envelope. The signature of the person to whom the container is assigned, and the COPE, MPO supervisor, or designated official shall be placed across the flap of the envelope and the envelope dated with the all-purpose date stamp. Envelopes shall be receipted for by the COPE, MPO supervisor, or designated official from the clerk by using PS Form 1096, in duplicate, appropriately modified for this purpose. The clerk shall retain the original receipt and the duplicate shall be maintained with this envelope, safeguarded by the holder.

b. Envelopes of the COPE shall be signed for and safeguarded by the COPE's supervisor.

c. The host or other support activity shall be requested to designate an official to sign for and safeguard envelopes when (1) financial units are not located at the MPO site; (2) the MPO supervisor is also the COPE; and (3) the MPO supervisor is separated physically from the COPE's location.

3. Disposition of Damaged Mail Matter

a. Securely rewrap or reseal damaged mail and endorse "REWRAPPED" or "RESEALED," as appropriate. All damaged mail, except registered, whether or not rewrapping or resealing is required, shall be endorsed "DAMAGED IN HANDLING IN THE POSTAL SERVICE" using USPS rubber stamp, item R222. Damaged registered mail shall be handled and endorsed as outlined in Chapter 8, paragraph 805.3., above. The postal clerk shall initial and date the endorsement.

b. Mail matter damaged as a result of a catastrophe shall be recovered and every effort made to repair or rewrap mail matter and identify addressees. A letter of explanation outlining the circumstances shall be enclosed in each repaired or rewrapped item of mail. Mail matter shall be forwarded under first-class USPS indicia to each addressee.

4. Articles Found Loose in the Mails. Every effort shall be made to match any article found loose with its envelope or wrapper. Articles not matched with wrappers shall be disposed of as follows:

a. Articles of minor value such as pens, pencils, and stationery shall be given to chaplains or other officials designated by commanders for disposition.

b. Articles, such as food, tobacco products, toothpaste, and cosmetics and articles contained in parcels with sender's instructions to abandon if undelivered shall be destroyed.

c. Articles of obvious value (including money) shall be transmitted by registered USPS indicia mail to the appropriate serving postmaster along with a letter of explanation.

5. Uncanceled Stamps Found Loose in the Mails. Process as outlined in Part 159.432, DMM (reference (i)).

6. Insurance (Indemnity) Claims

a. Insurance claims shall be processed in accordance with procedures outlined in Part 149, DMM, and Part 928, IMM (reference (i)).

b. Instances of loss, damage, theft, wrong delivery, or rifling of accountable mail allegedly attributed to military postal clerks shall be reported in accordance with Chapter 14, paragraph 1402.

c. The respective Military Services assume claim responsibility for numbered insured and registered mail while in the custody of unit mail clerks or mail orderlies. Action shall be taken to resolve claims in military claims channels when MPO records reflect that an article was delivered properly to an authorized unit mail clerk or mail orderly and not later returned to the MPO. Instances of questionable authentic delivery to the addressee shall be reported as a postal offense, since it may be necessary to resolve claims through military claims channels.

d. When a numbered insured or registered article is delivered correctly to a non-DoD unit or activity, the article is considered to have been delivered to the addressee; therefore, payment of claims for loss by a respective Military Service or USPS may not be made.

e. MPO supervisors shall ensure a suspense system is established for prompt processing of incoming claims.

f. If delivery records indicate the article in question was forwarded to another intratheater MPO, forward the claim to the MPO involved and notify the dispatching postmaster that the claim was forwarded to another MPO for processing.

g. For registered mail claims originating at an MPO, dispatch records shall be checked to verify dispatch of the article in question.

h. Damaged insured articles shall be disposed of in accordance with Section 149.6, DMM (reference (i)). Articles having salvage value shall be stored in a sealed container or lockable area until they are forwarded to the dead parcel branch of the serving postmaster. Disposition shall be annotated on the post office record of claim. PS Form 3831, "Receipt For Article(s) Damaged In Mail," when applicable, shall be completed and the duplicate retained with post office record of claim. The MPO supervisor shall verify mailings to dead parcel branch or destruction of totally damaged articles having no salvage value. Damaged registered articles (see Part 149, DMM, reference (i)) shall be retained at the MPO until released by USPS.

i. MPOs receiving fees for claims information under provisions of Part 149.24, DMM (reference (i)), shall forward such fees to their serving postmaster. (See Chapter 5, Table 5-2) Submit a letter of explanation to the postmaster with the fees. Do not account for the fees in assigned fixed or flexible credits. If a fee is not included with the claims research request, return the request to sender with a cover letter explaining that the fee is required. Do not provide the research, unless the fee is received.

907. CUSTOMS PROCEDURES AND REQUIREMENTS

1. Responsibility for Compliance. Compliance with custom laws is the responsibility of the individual mailer. Postal personnel shall assist mailers to the extent of ensuring that the appropriate customs declaration form is attached to items presented for mailing.

2. Articles Addressed from MPOs to International Addresses. Restrictions, prohibitions, and customs declaration forms required for articles mailed from MPOs to international addresses are contained in the IMM (reference (i)).

3. Articles Addressed to MPOs. Restrictions, prohibitions, and customs declaration forms required for articles addressed to MPOs overseas are shown in Exhibit 125.2, DMM (reference (i)).

4. Mail Subject to Customs Examination and Duty

a. All mail believed to contain merchandise, including sealed letters, letter packages, returned articles of U.S. origin, and printed matter that is

mailed outside the Customs Territory of the United States (CTUS) and is addressed for delivery to a point within the CTUS is subject to customs examination by U.S. Customs officials. See USPS Publication 4 (reference (i)) for guidance on which products may or may not be imported into the United States.

b. Merchandise mailed to the United States for which entry free of customs duty is not specifically provided is subject to customs duty.

5. Customs Declarations

a. Letter mail containing merchandise, letter packages, and all parcels that contain merchandise mailed at MPOs from outside the CTUS and addressed for delivery in the United States shall be accompanied by a customs declaration form (PS Form 2976, "Customs--Douane C1", PS Form 2976-A, "Customs Declaration," or PS Form 2966-A, "Parcel Post Customs Declaration (Label)," as appropriate.

(1) Either a PS Form 2976, or 2966-A may be used, provided it is completed properly and lists and describes the entire contents. The class of mail does not determine the customs form to be used. However, as a general guide, PS Form 2976 should be used on parcels too small to accommodate a PS Form 2966-A.

(2) When the sender prefers not to show the nature of the contents on the outside of the article being mailed, only the upper part of PS Form 2976 shall be affixed to the address side of the article and PS Form 2976-A shall be completed and enclosed inside the article.

b. Customs declarations are not required on official mail, except as required by Part 144.1, IMM, (reference (i)).

6. Personal and Household Effects Personal and household effects of personnel returning to the United States under government orders upon the termination of extended duty at a post or station outside the CTUS may be exempt from customs duty. In this case a copy of the orders shall be attached to the outside of the parcel or enclosed inside. The address side of the parcel shall be annotated with "Free Entry Claimed Under Public Law 89-436, Movement Orders (Attached/Enclosed)." Parcels containing personal and household effects shall bear a completed customs form.

7. Bona Fide Gifts Not Exceeding \$50 in Value. Both military and civilian personnel authorized to use the MPS may mail from post offices located outside the CTUS bona fide gifts not exceeding \$50 in value (the limit is \$100 when from Guam, American Samoa, and the Virgin Islands) free of duty and internal revenue tax to donees (addressees) located in the United States. The value of the gift is determined by the retail value in the country of acquisition. Duty free mailings to the CTUS are subject to the following conditions:

a. Perfume containing alcohol (except when the accumulated value of all merchandise contained in the shipment does not exceed \$5) and tobacco products are not exempt from duty or tax.

b. A custom declaration form shall be completed and attached to each article or parcel mailed.

c. Each parcel shall be clearly marked "Bona fide Gift." To meet the qualification, the article formerly must have been owned by a donor who gave it outright, in its entirety, to a donee without compensation or a promise of compensation.

d. The exemption applies provided the accumulated value of such articles received by one person on 1 day does not exceed \$50. A parcel having a total value of more than \$50, that contains many individually wrapped and addressed gifts is entitled to free entry, provided the other conditions are met. The parcel shall be annotated on the address side indicating the number of separate packages contained therein and stating that each gift is valued at \$50 or less. If more than one package is intended for a single person, the parcel also shall be annotated to indicate that no single person is receiving gifts with an accumulated value of more than \$50.

8. U.S. Merchandise. Articles that are grown, produced, or manufactured in the United States and which, after having been exported, have not advanced in value or improved in condition, may be mailed back to the United States free of customs duty. However, a properly completed customs declaration form shall be attached to the address side of the parcel with the words "Returned U.S. Merchandise" written on the customs form.

9. Customs Collection. MPOs shall ensure that customs duty on mail bearing Customs Form 3419, "Customs Mail Entry Form," is collected when such parcels are received at MPOs located within the CTUS. This applies to US Navy ships that are within CTUS at the time such parcels are received on board. Parcels received at MPOs located outside the CTUS may be delivered without collection of customs. If such parcels bear Customs Form 3419, endorse the form "Delivered Outside the CTUS" and return the form to the issuing customs office.

a. Cash or personal checks may be accepted for payment of U.S. Customs fees. If the customer desires to pay with a personal check, follow the acceptance procedures outlined in Chapter 5, paragraph 501.8.

b. Customs collections shall be reported on PS Form 6019 prepared in duplicate, in accordance with Figure 9-1. All copies of the report shall be signed by the postal clerk preparing the PS Form 6019. The COPE, MPO supervisor, or reserve custodian shall verify and sign the report.

c. Submission of reports

(1) COPES with fixed credits shall submit funds derived for the collection of U.S. Customs duties not later than the next business day. The following procedures shall be followed:

(a) Obtain a "No Fee" money order in the amount of cash collected, made payable to the accountable postmaster when the patron has paid customs fees in cash. If a personal check was used to pay the customs fees, use the check for the remittance to the accountable postmaster.

(b) Remit the original PS Form 6019, Customs Form 3419, "No Fee" MO and/or personal check to the accountable postmaster by first-class mail. (See Table 5-2).

10. REDLINING OF MAIL. The "Redlining" program is a joint initiative between the DoD and US Customs Service to prevent commercial quantities of merchandise or illegal trademarked items being mailed through the MPS to CONUS for resale. "Redlining" consists of the placement by MPS personnel of a red line thru the customs declaration on parcels mailed at MPOs. When placed on the customs declaration, the red line identifies to US Customs officials those parcels which are suspected of containing commercial quantities of merchandise. MPO clerks follow a profile developed by US Customs to help determine which parcels they should "Redline".

a. The implementation or termination of the "redlining" of mail at any MPO shall be at the direction of the Executive Director, Military Postal Service Agency (MPSA). Once implemented, an annual review by MPSA and US Customs of the need to continue the program will be made.

b. Any military servicemember or DoD civilian assigned to the MPO may "redline" parcels. The senior member of the MPO will monitor the program to ensure it is conducted in accordance with guidance provided by MPSA.

c. The MPO participation in the program shall be limited to the actual "redlining" of parcels. The US Customs Service shall be responsible for maintaining and providing the MPS with any statistics required to evaluate the effectiveness of the program.

908. MAIL SECURITY This section applies only to MPO mail overseas. For mail security matters concerning the civilian postal system not overseas, see Part 115, DMM, and Part 213, ASM (reference (i)). For purpose of this policy, overseas means any place outside the United States (the 50 states and the District of Columbia) in which the USPS does not operate a civilian post office. The terms "mail sealed against inspection," "sealed mail," "mail not sealed against inspection," and "unsealed mail" have the respective meaning given to them by Section 115.23, DMM (reference (i)).

1. Preserving Mail Security DoD personnel shall preserve and protect the security of all mail in their custody from unauthorized opening, inspection, reading of contents or covers, tampering, delay, or other unauthorized acts. A service member or a civilian postal employee who commits or allows any such unauthorized act may be subject to prosecution under the Uniform Code of Military Justice (reference (p)) or federal civilian authorities, or to other disciplinary or administrative action. An employee having a question about proper mail security procedures that is not answered clearly and specifically by this policy, or by timely direction by his or her supervisor, shall resolve the question by protecting the mail in all respects and moving it, or letting it move, without interruption, to its destination.

2. Opening, Reading, and Searching Mail

a. Mail Sealed Against Inspection. No person may open, read, search, or divulge the contents of mail sealed against inspection, even though such mail may be believed to contain criminal or otherwise nonmailable matter or evidence of the commission of a crime, except in the following circumstances:

(1) When MPC or postal officer acts with the consent of the addressee or sender.

(2) When an authorized person executes a search warrant or search authorization in accordance with paragraph 908.6.

(3) When a military official conducts an inspection under paragraph 908.10.b. below, or under other circumstances prescribed by the ASD(P&L).

(4) When an authorized person acts under paragraph 908.4.

b. Mail Not Sealed Against Inspection. No person may open, read, search, or divulge the contents of mail not sealed against inspection, except in the following circumstances:

(1) When such action would be authorized with respect to mail sealed against inspection under paragraph 908.2.a., above.

(2) When authorized MPC or postal officer takes such action in order to determine the mailability of the contents or whether the correct postage has been paid. For instructions on nonmailable items that are detected at MPOs, see paragraph 905.15.

c. Correspondence Permitted to be Enclosed in Unsealed Mail. The contents of correspondence permitted to be sent by the blind in special or raised characters or in the form of sound recordings and by school children at the international printed matter rate may not be divulged except to an MPC or postal officer acting with the consent of the addressee or sender, or to an authorized person executing a search warrant or search authorization in accordance with paragraph 908.6.

3. Permissible Detention of Mail. No person may detain mail except:

a. Any MPC or postal officer upon reasonable suspicion, for a brief period of time, usually no longer than 72 hours, so that military officials acting diligently and without avoidable delay may assemble enough evidence to satisfy the probable cause requirement for a search authorization under paragraph 908.6, and to apply for, obtain, and execute the authorization.

b. Any MPC or postal officer acting in strict accordance with this Manual (for example, paragraphs 908.4., 908.6., 908.7., 908.8., or 908.10.)

c. Any MPC or postal officer acting with expressed consent of the addressee or sender.

d. Any MPC or postal officer acting under an order issued under 39 U.S.C. 3005 (reference (b)), relating to false representations, lotteries, and unlawful matter.

e. Any MPC conducting a mail cover by direction of his or her supervisor.

f. Any MPC or postal officer acting under an order of a federal court or an official authorized to issue a search authorization under paragraph 908.6.a.(2).

4. Mail Reasonably Suspected of Being Dangerous to Persons or Property. Any MPC or postal officer or any person acting under the authorization of such a clerk or officer may detain, open, remove from postal custody, and process

or treat mail, sealed or unsealed, reasonably suspected of posing an immediate danger to life or limb, or an immediate and substantial danger to property, without a search warrant or authorization. See Volume II, Chapter 3, paragraph 310, for guidance in identifying suspected mailings. Such detention is allowed only to the extent necessary to determine and eliminate the danger. A complete written and sworn statement of the detention, opening, removal, or treatment, and the circumstances that prompted it, signed by the person purporting to act under this paragraph, shall be forwarded promptly to the Military Service's senior postal official in the major overseas command. When harmful matter is discovered, such incidents shall be reported as a postal offense as outlined in Chapter 14.

a. Contaminated Mail. Contaminated mail is any mail that has been exposed to toxic agents (i.e., Nuclear, biological, or chemical). Anytime that mail is believed to be contaminated, the postal clerk will contact local NBC authorities. These officials will determine how persistent the agent is and the capability of the mail to be decontaminated (without damaging the contents). All mail that can not be decontaminated will be destroyed IAW guidance set forth by the NBC authorities. The authority to have mail detained, segregated, and, if necessary, destroyed is in DMM Part 115.41 and paragraph 908.4. Contaminated mail should be segregated and secured from uncontaminated mail. All incidents of mail destroyed for this reason shall be reported to MPSA. See Chapter 14, paragraph 1406, for reporting procedures.

5. Disclosure of Information About Mail Sent or Received By Particular Senders or Addressees Except as provided in paragraphs 908.5.a through e., no MPC or postal officer shall disclose information from the outside cover of any piece of mail; information obtained from any inspection of the contents of mail; or any other information that concerns any mail sent or received by any particular sender, addressee, or group of senders or addressees, that he or she obtains or controls in the performance of his or her other official duties. Any MPC or postal officer may disclose such information:

a. To appropriate military postal officials for their official use, including appropriate reference to law enforcement authorities, when there is a reasonable basis to suspect that such information is evidence of the commission of a crime, including a violation of 10 U.S.C. 877-934 (reference (p)).

b. Under paragraph 908.8. regarding mail covers.

c. Under search warrant or search authorization in accordance with paragraph 908.6.

d. Under order of a federal court or military judge or magistrate.

e. With the consent of the sender or addressee, or the authorized agent of either.

6. Execution of Search Warrants and Authorizations

a. Warrant Issued By Federal Court or Served By Federal Officer and Search Authorizations

(1) A search warrant duly issued under Rule 41 of the Federal Rules of Criminal Procedures shall be executed as provided in Section 115.62, DMM (reference (i)). Usually, a warrant issued by a federal court or served by a federal officer is issued under Rule 41 and is duly issued if signed and dated within the past 10 days.

(2) A written search authorization under Military Rule of Evidence 315 (reference (p)) shall be executed as provided in paragraph 908.6.b. For purpose of this policy, a search authorization may be issued only by the following officials:

(a) A commanding officer authorized to convene a special court-martial under Article 23(a) (reference (p)) who is authorized by the Manual for Courts-Martial (reference (p)) to issue search authorizations for the particular person or location involved.

(b) A military judge or magistrate authorized by Military Service regulations to issue search authorizations. Requests for initiation of written search authorizations shall be referred to the appropriate military investigative or law enforcement agency or the appropriate chain-of-command official for action.

(3) No MPC or postal officer shall permit the execution of a search warrant issued by a state court and served by a state officer. If in doubt, the MPC or postal officer shall detain the mail in question temporarily and promptly call his or her supervisor for guidance.

b. Execution Procedures for Search Warrants and Search Authorizations

(1) A military official may execute a search authorization only when accompanied by a MPC or postal officer.

(2) A duly authorized official may execute a search warrant under Section 115.62, DMM (reference (i)).

(3) Mail may be taken from postal custody under the authority of a search warrant or search authorization only if the person executing the warrant leaves a copy of the warrant or authorization and a receipt or inventory. The receipt or inventory shall be made out in the presence of the accompanying MPC or postal officer and shall describe specifically each piece of mail taken, including all service endorsements on the cover (such as registry, insurance, or certified mail numbers). The receipt or inventory may be attached to the copy of the warrant or authorization, or written on the reverse side of the copy of the warrant or authorization. A report of seizure shall be submitted as outlined in paragraph 908.11.

(4) If mail is searched and does not contain the suspected matter, a letter explaining the circumstances with a copy of the search warrant shall be enclosed in the resealed article.

7. Cooperation with Federal Agencies for Access to Mail Any MPC or postal officer receiving a request from a federal law enforcement, intelligence, or other agency, or from a foreign government, for access to, or information about, particular mail matter of any class in the custody of the MPS

shall refer the request to the military postal official authorized to order mail covers under paragraph 908.8. The requestor shall be informed that the approving official is responsible for liaison with all government agencies with respect to a request of this kind. The military postal official shall comply with such a request only as authorized by this policy. If the conditions described in paragraph 908.8., exist, a mail cover may be ordered following the provisions of paragraph 908.8. If the agency or foreign government seeks a search authorization, the military postal official shall refer the agency or foreign government to the appropriate military law enforcement or investigative agency for action under paragraph 908.6.a.

8. Mail Covers

a. Definitions

(1) Mail Cover The process by which a record is made of any data appearing on the outside cover of any class of mail matter, or found in the contents of any mail not sealed against inspection when such mail is opened in accordance with paragraph 908.2.b., to determine the mailability of the contents or whether the correct postage has been paid.

(2) Fugitive. Any person who has fled from the United States or any state, territory, the District of Columbia, or a possession of the United States, to avoid prosecution for a crime, or to avoid giving testimony in a criminal proceeding.

(3) Protect the National Security To protect the United States from actual or potential threats to its security by a foreign power or its agents under the following situation:

- (a) An attack or other grave hostile act.
- (b) Sabotage or international terrorism.
- (c) Clandestine intelligence activities.

b. Military Mail Cover Authority: The senior military official who has responsibility for postal operations of each major overseas command within each of the respective Military Services, and not more than three designees of each official in grade O-5 or above, who has or have been so delegated in writing, may order mail covers within the geographic area of the major overseas commands to which they are assigned. A mail cover may be ordered only when a written request is received from a military law enforcement or investigative authority or from the commanding officer of the person whose mail is to be subjected to the mail cover process. The request may be granted only if the military official, or his or her designee, has a reasonable suspicion based on stated facts that the mail cover would (1) aid in locating a fugitive; or (2) assist in obtaining information concerning the commission or attempted commission of an offense punishable by a punitive discharge or by confinement for more than 1 year. Additionally, the senior military official having responsibility for postal operations of each major overseas command within each of the respective Military Services may order a mail cover upon written request

of a DoD intelligence component, when the senior military official has a reasonable suspicion, based on articulable facts, that the mail cover is necessary to protect national security. The authority may not be redelegated.

c. Oral Orders and Requests: When time is critical, the senior military official, or his or her designee, may issue an oral mail cover upon an oral request to be confirmed by the requesting authority in writing within 2 working days. With respect to mail covers believed to be necessary to protect national security, an oral order may be issued only by the senior military official. No information may be released until an appropriate written order is received from the official who issued the oral order.

d. Forwarding Order and Justification The official who orders a mail cover shall ensure that a copy of the written justification and order for the mail cover is forwarded by the most expeditious means; for example, an electrical message system to the Military Service's senior official who has responsibility for postal operations with the major overseas command.

e. Compilation of Record Information shall be compiled by the MPO supervisor or by a designated postal clerk. Information collected may not be released to the military investigative agency, or any other agency, until release is authorized by the official who ordered the mail cover.

f. Disposition of Record Disposition of the compiled record of the mail cover shall be as directed by the official who ordered the mail cover. No other record or file shall be maintained, nor is reproduction of any portion of the file authorized.

g. Time Limit Except for mail covers ordered upon subjects engaged or suspected to be engaged in any activity against national security, no mail cover shall remain in effect for more than 30 days. At the expiration of such period, or before, the requesting authority may be granted additional 30-day periods under the same conditions and procedures applicable to the original request. No mail cover shall remain in force longer than 120 days, unless personally approved for further extension by the senior military official who has responsibility for postal operations within the major overseas command.

9. Random Inspection Mail bags and parcels in an overseas military postal facility are subject to random inspection by fluoroscope or other reasonable technological or natural aids, such as metal detectors and narcotics detection dogs, in accordance with Military Rule of Evidence 313 (b), or 314 (c) (reference (p)), if applicable when ordered by an official authorized to issue a search authorization under paragraph 908.6.a(2), above. If there is a reasonable suspicion that unlawful weapons, contraband (including unlawful drugs), or other evidence of crime are contained in a particular mail bag or parcel, such official may authorize the opening of all mail bags and inspection by fluoroscope or other reasonable technological or natural aids, but not the opening of individual letters and parcels. Mail matter may not be opened or read, except under the provision of paragraph 908.2.

10. Foreign Customs Inspection of U.S. Mail Overseas

a. Relationship with Host Country Customs Authorities If a host country seeks to inspect MPO mail in the host country, DoD officials shall

bring DoD mail security procedures to the attention of host country authorities with a view towards demonstrating to them the adequacy of DoD inspection procedures. Military postal authorities may permit host country authorities, in accordance with the host country's laws, to inspect, search, or seize MPO mail in the host country, unless an applicable SOFA or other agreement of understanding exempts such mail from inspection, search, or seizure by the host country. A staff judge advocate or legal officer shall be consulted to determine U.S. rights and obligations under DoD policy and international law. An MPC shall be present when host country officials inspect or in any way detain the mail. An MPC shall not disclose any information about mail submitted for clearance, or that is otherwise in the clerk's custody, except under the policy herein. If mail is searched and does not contain contraband, a letter explaining the circumstances shall be enclosed in the rewrapped parcel.

b. Submission of Mail to U.S. Military Officials To the extent that an applicable SOFA or other agreement or understanding exempts any or all categories of mail from customs clearance by host country officials in exchange for an undertaking by the United States to open and examine such mail for purposes of customs clearance, MPC's may submit such mail to military officials for customs clearance. These military officials may not read, or allow any other person to read, divulge, or transfer to any other person any correspondence contained in sealed mail, unless such action is authorized under a search warrant or authorization as described in subsection 908.6., above. The military officials referred to in this paragraph are DoD military members or civilian customs inspectors authorized in accordance with the international agreement to perform this function.

11. Seizure Reports The postal activity supervisor shall submit written seizure reports to the Military Service's senior postal official, who has responsibility for postal operations within the major overseas command and to MPSA on all mail confiscated under provisions of this paragraph within 15 days of the seizure. The addressee also shall be notified of such a seizure unless the official who executed the warrant or authorization presents an order, issued by the same official who issued the warrant or authorization, to delay the notification. In that event, the notification of seizure shall be delayed in accordance with the order.

a. Mail Seizures by Military Authority Reports resulting from actions described in paragraph 908.6.b.(3) shall include a copy of the receipt or inventory and a copy of the warrant or authorization.

b. Mail Seizures by Host Country Officials If mail is confiscated by a host government while in MPS channels, the postal activity supervisor shall attempt to obtain a receipt for the article or articles and notify the addressee of the seizure. If only a portion of the mailing is seized, a letter of explanation shall be enclosed in the rewrapped article. Reports involving accountable mail shall include the following information:

- (1) Accountable number.
- (2) Sender's name and address.
- (3) Addressee's name and address.
- (4) Post office of origin.

(5) Description of items.

c. Return Receipt Endorsements If the cover of domestic mail has been endorsed and stamped to show that the sender has requested and paid for a return receipt, the sender shall be notified of the seizure of the mail under the search warrant, search authorization, or under authority of the host government by an endorsement to that effect on the return receipt, or on a duplicate if the original receipt is taken. The receipt shall be dispatched as soon as possible unless the official executing the warrant presents an order, issued by the same official who issued the warrant or authorization, to delay the dispatch. In that event, the dispatch shall be delayed in accordance with the order.

d. Office File Copies One copy may be retained by the office responsible for submitting the report, but no information in the report shall be disclosed, except in accordance with postal regulations authorizing such disclosure.

909. REFUNDS OF POSTAGE AND RETAIL SERVICE FEES When postage and special or retail service fees have been paid and no service is rendered, or when the amount collected was in excess of the lawful rate, the postage customer may apply for a refund (allowable and unallowable refunds are addressed in the DMM, Part 147.22 and Part 147.23). When a patron has a claim for refund of postage and fees, the following procedures will be used at all MPOs/FPOs to obtain payment for the patron:

1. Assist the patron in preparation of PS Form 3533, "Application and Voucher For Refund of Postage and Fees." Attach to the PS Form 3533 the envelope or wrapper, or the portion of the wrapper having the names and addresses of sender action and addressee, cancelled postage and postal markings, or other evidence of payment of the amount of postage and fees for which a refund is desired.

2. Prepare the PS Form 3533 and supporting documentation and forward to the mail classification center serving the MPO (local payment as indicated in the DMM is not authorized at MPO/FPOs):

- (a) MPOs served by the Postmaster, San Francisco:
Mail Classification Office
GMF Room 303
San Francisco, CA 94188-9599

- (b) MPOs served by the Postmaster, New York:
Accountable Paper Depository
GPO/JAF Building, Room 312
New York, N.Y. 10194-9615

3. Ensure claims for refund of postage and retail services are only accepted from the mailer. MPOs should assist patrons who are the addressees in the preparation of the claim and advise them it must be filed by the mailer.

910. ACCEPTANCE OF PERSONAL CHECKS

1. MACOM postal commanders may authorize MPO's to accept personal checks from patrons to pay for postage and postal services. When authorized by the MACOM postal commander, procedures in Chapter 5, paragraph 501.8, shall be utilized.

2. Returned Check Procedures.

a. USPS will process all returned checks as a FAM and send to MPSA.

b. MPSA will process the FAM action and forward to the MACOM postal activity, who will be responsible for instituting collection procedures. The MACOM postal activity shall institute the same procedures as utilized by AAFES or NEX for NSF checks.

c. Upon receipt of the FAM action from MPSA, the MACOM postal activity shall:

(1) Send a letter to the individual with a copy to the unit commander.

(2) If no response is received after 15 days, send a letter to the unit commander.

(3) If no response is received after 15 days from the date of the letter to the unit commander, send a letter outlining efforts to the next higher commander in the member's chain-of-command requesting assistance. This letter should contain the following information:

(a) Acceptance of personal checks at MPO's is a MACOM initiative to improve service to the command, and continuance of this program is contingent upon support of unit commanders.

(b) Collection efforts have not been successful due to non-response of the unit commander concerned.

(c) Non payment of NSF checks is a direct loss of revenue to the United States Postal Service.

(4) No later than 20 days following 2nd request for payment the MACOM postal commander shall:

(a) Return the uncollected FAM to MPSA with a letter explaining efforts to collect NSF check and that he has determined that restitution/collection can not be made (valid reasons for nonpayment are i.e., discharged, PCS, etc.). Non response from unit commanders shall not be used as justification for a determination that restitution/collection can not be made.

(b) NSF check writer's SSN will be added to the AAFES, NEX, and postal bad check lists at all MPO's upon determination that restitution can not be made. Individual will be prevented from writing a check at MPO facilities for not less than 2 years should this occur.

U.S. POSTAL SERVICE CUSTOMS COLLECTION MILITARY POST OFFICE (MPO) REPORT OF MONEY ORDER BUSINESS									
MPO Office ID No. (APO/UIC) 040139			Unit No.		Instructions See DOD 4525.6-M				
Issue Office Address Commanding Officer USS Neverlate (DD-88) FPO SF 96673					No Business was Conducted From _____ To _____		Transmitted under Registry No. 2 008 394 001		
							For Business of (Date): 17 Feb 83		
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		
			Serial No. Amount				Amount		
From			1 8,023,614,221 3 60				1 Balance from Item 13 of Previous report		
Thru			2 8,023,614,229 7 30				2 MO's issued (Amount Total Section I)		
No. used			3				3 Fees (Fees Total Section I)		
No. spoiled			4				4		
No. issued			5						
Amount Fee			6						
TOTAL ▶			7				5 Customs Collection 18 40		
Block Serial Nos. Used			8				6 Shortage Correction*		
From			9				7 TOTAL DEBIT ▶ 18 40		
Thru			10				Credits		
No. Used			11				Amount		
No. spoiled			12				8 Paid money orders (Total Section II) 10 90		
No. issued			13				9 Checks as listed (Total Section I) 7 50		
Amount Fee			14				10		
TOTAL ▶			15				11		
Block Serial Nos. Used			16				12 Overage Correction*		
From			17				13 Balance carried to item 1 of next report		
Thru			18				14 TOTAL CREDIT ▶ 18 40		
No. used			19						
No. spoiled			TOTAL (To Item 8, Sec III) ▶ 10 90						
No. issued			Checks						
Amount Fee			Serial No. Symbol No. Amount						
TOTAL ▶			10578 5780 7 50						
GRAND TOTAL ▶									
NOTE: • Carry Grand Total Amount to Item 2, Section III • Carry Grand Total Fees to Item 3, Section III			TOTAL (To Item 9, Sec III) ▶ 7 50				*Attach copy of Form 1908 Financial Adjustment Memorandum		
Remarks:									
Certified to be correct: <i>B. J. GEM</i> B. J. GEM, PCSN (Military Postal Clerk/Grade)					Reviewed and Verified: <i>B. B. BEAR</i> B. B. BEAR, ENS (Designated Officer/Grade)				
					Postmark APDS				

PS Form 6019, Jan. 1983

U.S. GOVERNMENT PRINTING OFFICE 1983-654-085 1966

Figure 9-1. Customs Collection.

VOLUME I

CHAPTER 10

PROCESSING AND MAKEUP OF MAIL

1000. PURPOSE This chapter outlines procedures for the processing and makeup of mail at all military postal activities. Mail shall be processed and prepared for dispatch or delivery as prescribed in DoD 4525.6-H (reference (j)), the Postal Operations Manual (POM) and Domestic Mail Manual (DMM) (reference (i)), and this Manual.

1001. GENERAL

1. The processing and makeup of mail is the first step in the mail delivery cycle. This phase of operation involves collection, postmarking, sorting, pouching, sacking, or traying of mail for dispatch. Incorrect sorting or bagging of mail will result in mail delays. Strict adherence to proper procedures is of utmost importance and will assist in preventing unnecessary mail delays.

2. Reference to MPOs throughout this chapter shall include MAO locations that process mail. All MPOs that process mail shall follow instructions contained in DoD 4525.6-H (reference (j)).

3. To be comparable with USPS delivery standards, MPO locations shall make mail available for pickup 6 days a week. Postal activities tendering mail to or receiving mail from carriers shall operate 7 days a week (when service is available). Commanders may request exceptions to this policy on case-by-case basis from the Director, MPSA. Requests for exemption shall be documented thoroughly and the hours of operations that an MPO will make mail available for pickup or dispatch shall be stated.

1002. PROCESSING OF MAIL

1. Mail Collection

a. Normally, personal mail is collected from collection boxes by MPO personnel, or is hand-delivered across postal finance windows. Mail deposited for mailing at MPOs overseas bearing the return address of persons or activities not authorized MPS privileges shall be processed as outlined in Chapter 9, paragraph 905.2.e. Official mail is collected from unit mail clerks, mail orderlies, or other official mail distribution centers. Collection of unprocessed mail from collection boxes shall be made in accordance with local collection schedules as posted on the boxes. List collection times on USPS Label 55, "Mail Collection Times." Collection times need not reflect the exact minute of collection, but pickup may not be earlier than posted times and should be within 20 minutes of scheduled pickup. Collection times shall coincide with dispatch schedules to prevent unnecessary delay of mail in collection boxes. To ensure comparability with USPS Delivery Standards at least one collection box shall be designated for Sunday and holiday mail collection to allow dispatch of letter mail 7 days a week when onward dispatch capability is available.

b. In addition to the above information, mail collection boxes shall display the following:

(1) The location of the box used as the last pickup before dispatch. Normally, this box is located within or adjacent to the MPO.

(2) USPS Label 5, "U.S. Mail Decal," centered on right and left side of collection boxes.

c. Official mail found in mail collection boxes shall be turned over to the local official mail control officer for disposition.

d. Postal activities shall provide proper security and accountability for all keys to collection boxes.

e. When collecting mail from mail boxes or unit mail clerks, military postal clerks shall take precautions to safeguard the mail at all times.

2. Postmarking

a. Lobby and collection box notices showing the last collection and dispatch time shall state that mail deposited after the last collection time will not be processed or postmarked until the following duty day. Included shall be a statement for weekend and holiday exceptions. Postmarking and cancelling shall be accomplished in accordance with Part 423, POM (reference (i)), with the following exceptions:

(1) The date of mailing shall be included on all postmarking devices.

(2) The a.m. or p.m. may not be used in any postmarking devices.

(3) Mail deposited after the last scheduled collection will not be postmarked until the following duty day.

(4) Bulk mailers, such as AAFES warehouses, that dispatch mail on predetermined days shall postmark the mail on the actual date of dispatch. For example, if a shipment is being prepared on Tuesday but the actual dispatch is not scheduled until Friday, the postmark shall reflect Friday's date.

b. Mail posted at MAOs for direct dispatch to CONUS or other MPOs or MAOs shall bear the postmark number of the dispatching MAO. Unprocessed mail that is forwarded from an MAO to a parent MPO for processing shall be postmarked with the number of the parent MPO.

c. Requests for philatelic postmarks shall be honored except when precluded for security reasons (see part 244, POM, reference (i)).

d. Missent mail shall be postmarked on the back to indicate date of receipt before being redispached to the end destination.

e. Domestic mail discovered with insufficient postage shall be processed as outlined in Section 146.13, DMM (reference (i)). Mail bearing

an international address without postage or insufficient postage shall be returned to sender. (See IMM, Part 420, (Reference (i))).

3. Sorting Mail Sorting of outgoing mail shall be in accordance with DoD 4525.6-H (reference (j))). The design of sorting cases shall be determined by the volume of mail generated by the postal activity or MACOM directives.

4. Securing Direct Letter or Flag Bundles To ensure letters and flats remain intact and maintain their ZIP identity during transportation, they shall be tied out properly before pouching or sacking. The steps outlined below will assist clerks in preparing letter and flat bundles correctly.

a. Bundles shall be made as large as one hand can hold easily--approximately 4 inches thick.

b. All bundles shall be faced with a letter (preferably typewritten) that clearly identifies the organization, unit, firm, city, state, or ZIP code that mail is to be dispatched to.

c. Secure all letter bundles with rubber bands (USPS item 0385E).

d. Flats and magazines shall be secured with twine (PS Item 1153), if rubber bands are too small.

5. Securing Working Bundles Containing Certified, Special Delivery, and Balloting Material Certified, special delivery letters, and balloting materials shall be placed on top of working letter bundles. This mail may never be placed in firm or unit direct letter bundles. Certified and special delivery parcels shall be handled in accordance with the instructions contained in Part 455, POM (reference (i))), if practical. If a bundle contains both certified and special delivery, the special delivery mail shall be placed on top. If a letter bundle contains certified, special delivery, and balloting material, special delivery mail shall be placed on top of the bundle followed by balloting materials and certified mail.

1003. MAKEUP OF MAIL

1. Pouching, Sacking, and Traying Procedures The first step of actual dispatch of mail is correct pouching or traying. All mail shall be pouch and sacked or trayed by classification and service, considering priorities, transportation policies, and cost. MPOs dispatching mail shall follow the guidelines established by the DoD 4525.6-H (reference (j)), POM and DMM (reference (i)) regarding proper traying, pouching, and sacking of mail. All MPOs shall use the following general guidelines when pouching or sacking mail.

a. Zone-rated (priority) mail shall be dispatched in orange air priority parcel (APP) pouch and first-class letter mail in orange air number 1 or 2 pouch.

b. Dispatching agencies may not commingle first-class mail or priority mail with other classes of mail without prior approval of the MPSA.

c. All film mailers not being sent to commercial processing laboratories and voice tape cassettes shall be pouched separately from the other mail. When volume does not warrant separate pouching, voice tape cassettes and film self-mailers labeled "Mixed States Working" shall be forwarded to the serving AMT, MPO, or FMC for consolidation, when appropriate. MPOs that do not mass on a terminal may consolidate in the same pouch with other first-class mail.

d. Items that could damage mailbags or other mail may not be pouched or sacked but shall be dispatched as OSPs unless MACOMS direct otherwise. Parcels that meet the criteria outlined in Section 128.6, DMM (reference (i)), may not be sacked or pouched, except for those locations that cannot receive OSPs (see Exhibit 125.2, DMM, reference (i)).

e. Letter mail being returned to sender shall be dispatched with other letter mail.

f. Priority parcels and SAM or PAL parcels being returned to sender shall be dispatched as SAM.

g. Publications marked "Returned Postage Guaranteed," third-class mail of obvious value, and fourth-class parcels returned to sender shall be dispatched as SAM.

h. Mail being dispatched under cover routing procedures (see Chapter 11, Part 3, paragraph 1117.1.) shall be double-bagged and slide-labeled to the serving MPS activity. No outside mail may be dispatched under cover routing.

2. Affixing Tags and Labels to Pouches and Sacks After all mail has been properly placed in sacks or pouches, the next step is to label and tag pouches and sacks properly. Since slide labels and tags are the only external identifiers of end destinations for mail contained in the pouch or sack, extreme care shall be taken to label all mail correctly before manifesting. The instructions for the proper methods of labeling and tagging pouches or sacks for dispatch are contained in the DoD 4526.5-H (reference (j)).

3. Mailbag Equipment and Handling Procedures

a. Sensitive Mail Because of their sensitive nature, official intelligence pouches, direct pouches (DP), CASREP pouches, Weapons System Pouches (WPSs), and Joint Uniform Military Pay System (JUMPS) pouches may not be consolidated with other mail matter, but shall be kept intact at all times. Handling procedures for official intelligence pouches, DPs, CASREP pouches, and WSPs are issued by the DoD Components concerned.

b. USPS Mailbags Pouches and sacks are furnished by the USPS for exclusive use in transporting U.S. mail; therefore, they may not be used for any other purpose.

(1) Empty mailbags shall be examined carefully after each use to determine that no mail is left therein and that slide labels have been removed. The mouth of the bag shall be held wide open in good light and the whole interior shall be examined closely. Mailbags may not be turned inside out.

(2) Surplus bags shall be returned frequently to mailbag depositories in accordance with the instructions contained in Chapter 11, Part 2, paragraph 1110.3. Before returning empty mail equipment, serving AMTs military mailbag depositories, MCAs, and MPOs shall coordinate with one another for intratheater use of mailbags.

(3) The gross weight of mail equipment shall be inscribed in kilograms (see Chapter 11, Table 11-3) on Slide Labels and/or Flight Tags of all mail bags being transported by air. Weight need not be entered on slide labels when mailbags are bulk weighed in a container and are not labeled beyond the CONUS gateway.

c. Diplomatic Pouch Service Diplomatic pouches entered into the military postal system by activities of the Department of State under their "Postage and Fees Paid" indicia may not be opened under any circumstance while in postal channels. The use of the USPS mailbag equipment flagged as diplomatic pouches is prohibited.

d. JUMPS Pouches

(1) Military finance centers have a specially designed airmail pouch for mailing all JUMPS checks and leave and earnings statements to finance and accounting offices, disbursing offices, and other designated activities. The pouch is the same basic orange color as the number one nylon airmail pouch. The JUMPS pouch markings distinguish it from a normal airmail pouch. JUMPS pouches have markings of black blocks at the top and bottom, widely spaced lateral black stripes, and the letters "JUMPS" in bold black letters on two sides. The military finance centers are the only organizations authorized to use these pouches. JUMPS pouches may not be opened in transit, consolidated with other pouches, or used for any other purpose.

(2) When JUMPS mail is received at a military postal activity, it shall be made available for immediate receipt by the addressee shown on the slide label. If a pouch is received with a slide label missing, it shall be delivered immediately, unopened, to the local finance and accounting officer or disbursing officer.

1004. DISPATCH OF MAIL UNDER SPECIAL RULES

1. Hazardous Material Hazardous materials may be mailed when they meet criteria established by USPS (see USPS Publication 52, reference (i)). Hazardous materials shall be made up, marked, or tagged in accordance with the instructions contained in Section 124.2, DMM (reference (i)). If all conditions of the DMM are met, hazardous material shall be dispatched separately from ordinary mail, when possible.

1005. MILITARY POST OFFICE IRREGULARITIES

1. Reporting Errors

a. Errors in makeup and dispatch of mail shall be reported on DD Form 2273, "Irregularities in Makeup and Dispatch of Mail." USPS errors noted on DD Form 2273 shall be reported to the appropriate JMPA. DD Forms 2273 that report irregularities between MPOs shall be sent to the appropriate

postal commander or postal officer. Errors that are of a recurring nature shall be reported by separate correspondence to the MPSA for resolution. Major Commands at their option may be included in distribution.

b. When MPOs report errors on DD Form 2273, slide labels and facing slips shall be attached to the report. These labels and slips assist in isolating errors and speeding corrective action. A concise explanation of the irregularity shall be shown in the remarks sections of the DD Form 2273.

2. Missent Mail When a noted irregularity involves missent mail, the following actions shall be taken:

a. Postmark all missent letters and flats on the back. Parcels and publications shall be postmarked on the address side.

b. Postmark all missent pouches on the Slide Label/Flight Tag before dispatch.

c. Properly make up mail and redispach to its correct destination.

3. Excessive Transit Time Complaints The MPS and USPS are concerned with finding and eliminating the cause of mail delays. To provide a systematic standard approach in solving mail delay problems, the TTISMM was developed. The data collected is used to develop mail delivery standards and to compare actual performance with those standards. Information outlined below is essential to eliminate transit time complaints.

a. When a complaint is received concerning excessive transit times, the cooperation of the customer making the complaint shall be obtained. Inform the customer of normal delivery standards and goals established by the TTISMM and explain any unusual factors that may have effected mail delivery for that period, such as weather or strikes.

b. If the customer desires to file a mail delay complaint, the following actions shall be taken:

(1) The post office of origin and actual mailing date of the article shall be established. To obtain this information, the customer making the complaint shall be requested to provide the MPO with the wrapper annotated with the date of receipt.

(2) If a wrapper is not available, attempt to obtain the postmark date, date of receipt, and mailing office.

(3) A single delayed mailing does not necessarily warrant investigation; thus, the activity receiving the complaint shall collect a representative sampling of data that will support a mail delay. For this purpose, pouch slide labels and postmarks of mail contained in those pouches shall be used to support transit information.

4. Slide Label Application Slide labels utilized by MPO dispatching activities shall be back-stamped to show the date of dispatch.

CHAPTER 11
MAIL TRANSPORTATION
PART I
MAIL MOVEMENT PRINCIPLES

1100. GENERAL

1. This chapter pertains to the transportation of mail to, and from the CONUS and within the MPS. Title 39 U.S.C. (reference (b)) is the legal basis for the MPS to act as a legal extension of the United States Postal Service overseas. Title 39 is supplemented by the USPS/DoD agreement (USPS Publication 38, (reference (i))).

2. The USPS establishes mail transportation policy in consonance with public law. Specific instructions concerning the handling, dispatch, and transportation of military mail by air are prescribed in USPS Handbook Series T-7 (reference (i)), and takes precedence over this Chapter. Every postal activity receiving or dispatching military mail overseas shall have a copy of the T-7 Handbook. Instructions contained in the T-7 Handbook are amplified in this chapter. Part I of this chapter provides basic mail movement principles and clarifies responsibilities of those major postal activities that make up the MPS mail logistics network.

3. The MPS is decentralized. While each military service performs its postal role individually overseas, the postal activities of the different services must work closely together and form a complete system. Cross-service support is required daily and joint planning for the use of transportation and facility response is required (see Chapter 1, paragraph 103.7.).

1101. PRINCIPLES The following principles of mail movement management shall be used by commanders and mail traffic managers to ensure the efficient and economical transportation of mail:

1. Coordinate an integrated network of major distribution and transportation facilities in overseas areas in order to get the most from transportation and personnel resources available.

2. Structure the integrated network so that it will support peacetime, contingency, deployment, and war mail movement needs.

3. Clarify responsibilities by designating a single executive agent MCA at all major terminals (see Part 1, paragraph 1103.).

a. Designation of a single executive agent at a MCA does not prevent two or more military services from receiving and dispatching mail at the same terminal when required by unusual local conditions.

b. When military service components cannot agree on the military service to be designated the MCA function, it will be decided by the Unified Command commander or the Theater Postal Single Manager, when designated by MPSA.

c. When a mail terminal supports more than one military service, action by that terminal that would affect service to all customers shall be coordinated with all supported postal activities.

4. Coordinate with the Defense Transportation System (DTS) overseas to achieve the most efficient movement of mail in peace and war. Minimize the rehandling of mail and integrate transportation resources to move the mail promptly and efficiently.

a. The close relationship of the MPS with the DTS is most evident during contingency or war when all mail may be moved within the DTS, under priorities established in DoD 4500.32-R (reference (n)). Provisions for continued use of U.S. civil air are made in the various War Air Service Programs (AR 59-10, or OPNAVINST 4600.19B, AFR 75-22, MCO P4632.9B, and DLAR 4500.18). Mail terminal operations (surface and air) shall coordinate with DTS terminal operations so that uninterrupted movement of mail can be achieved. MPO operations at surface terminals may be necessary to coordinate expected increase in surface shipments of mail. AMTs may have to be relocated closer to APOEs and APODs. Finally, mobile AMTs may need to deploy to support rapid deployment forces operating in areas without AMT service.

5. Operate mail distribution and terminal facilities and provide the most effective coordination with the DoD transportation operating agencies, MTMC terminal activities, MAC, and MSC.

a. Air Force is responsible for AMTs at Air Force bases and at civil airports served by MAC channels.

b. Army is responsible for providing common-use land transportation where the Army is deployed (DoD Directive 4500.2, reference (t)).

c. Navy operates FMCs for the concentration, consolidation, and dispatch of mail to and from the areas served.

d. When a mail terminal is required at a commercial air or seaport, the military service with the predominant interest shall be designated to operate the AMT or surface mail terminal and perform the MCA functions, unless otherwise designated by the Unified Command commander or an MPSA designated Theater Postal Single Manager.

6. Communicate with JMPAs, MCAs, and other postal activities by sharing information regarding circumstances that affect mail movement, identifying problems, and reporting performance of the MPS mail logistical network.

1102. ORGANIZATION The major mail transportation managers of the MPS are MPSA, the JMPAs (Atlantic and Pacific), and the overseas component postal activities that serve as major mail processing hubs, such as AMTs, FMCs, or large MPOs.

1. Military Postal Service Agency One of the primary transportation roles of MPSA is to coordinate all MPS elements and integrate the mail transportation network by:

a. Issuing basic mail distribution and transportation procedures and policies.

b. Implementing a mail movement management information system, which specifies transit time standards and reports performance.

c. Developing a standard reporting system.

d. Ensuring that a single agent is designated at each mail terminal to perform specific mail management functions in addition to the physical processing of the mail.

2. Joint Military Postal Activity. The Commander (Cdr), JMPA - Atlantic (JMPA-A), is located at John F. Kennedy Air Mail Facility (AMF), New York, and has subordinate elements at the New Jersey International and Bulk Mail Center (NJIBMC); the Jacksonville, Florida, BMC; the Miami, Florida, AMF; Dulles, Washington, D.C., AMF; and O'Hare, Chicago, Illinois, AMF. The Commander (Cdr), JMPA-Pacific (JMPA-P), is located at the General Mail Facility (GMF) San Francisco, California, and has a subordinate element at the Seattle International Airport, Washington. The JMPAs have broad responsibilities for supervising military mail movement to and from military post offices and the gateways under their jurisdiction. The daily functions of JMPAs are to:

a. Provide liaison services for DoD components and their major subordinate commands with local and regional post offices, customs officials, and commercial and military transportation officials. The JMPAs are the primary point of contact with field activities on day-to-day mail transportation issues to the field commands they service.

b. Provide detailed and timely information to local and regional USPS officials to facilitate processing, routing, and dispatching of MPS mail.

c. Gather information and report on circumstances affecting mail movement to and from the CONUS gateways, identify major problem areas and adverse trends, and resolve these problems with local and regional/divisional USPS officials. When a problem cannot be resolved at the regional level, the JMPAs shall forward these problems to MPSA, along with a recommended course of action.

1103. Mail Control Activities (MCAs) The MCAs shall physically receive, dispatch, and process mail and act as the mail traffic manager for the terminal. MCAs are important links in the MPS mail logistics network. A single executive agent shall be designated at each MCA. The MCA may be an AMT, FMC, or MPO. It may include functions at two or more separate facilities, such as when the AMT or MPO is located off the air terminal. The single executive agent at the MCA shall:

1. Receive, dispatch, and make available mail to MPOs seven days a week if daily carrier service is available. Exceptions to this policy must be approved by the overseas parent postal command.

2. Maintain inventory control of inbound mail to ensure all mail is accounted for properly and processed on a first-in, first-out basis.

3. Monitor air carrier facilities to insure all mail tendered to commercial carriers is moved in accordance with established schedules or agreements.

4. Coordinate to ensure that the best possible area mail service is maintained. Advise as to mail movement problems in enough detail and depth so that corrective courses of action can be identified. See paragraph 1112, for reporting procedures and requirements.

5. Establish coordinating groups with representatives from each of the military services involved and local transportation agencies to resolve scheduling differences, integrate resources, and plan for augmentation during mail surges. Develop Postal Operating Plans and integrate critical entry and clearance times with supported MPOs. Final decisions on critical entry and clearance times for receipt and pickup of mail shall be made by the MCA.

6. Coordinate incoming and outgoing mail movement with local feeder land and air transportation resources. This shall include establishing and publishing a consolidated schedule of truck runs, based upon local requirements and current airline schedules.

7. Maintain current carrier schedules and develop routing schemes using both military and commercial transportation. A copy of these schemes shall be provided to the servicing JMPA, the connecting and supporting MCAs, and postal activities serviced by that MCA. Format for carrier schedules is contained in figure 11-1 of this chapter. Mobile units are exempt from this requirement.

8. Support deployed mobile units within the MCA area.

9. Coordinate quality control operations at the terminal to monitor, evaluate, document, report, and identify mail problems and recommend corrective actions.

10. Monitor registered mail shipments and transfers of mail as outlined in Chapter 8, paragraph 807.

11. Monitor pouch transit times in accordance with the Transit Time Information Systems for Military Mail (TTISMM).

12. Coordinate with commercial carriers and report expected mail generation volumes.

13. Report status of mail movement in accordance with paragraph 1112.

PART 2

MAIL TRANSPORTATION PROCEDURES

1104. PURPOSE This Part, along with the T-7 Handbook (reference (i) and DoD 4500.32-R (reference (n))):

1. Establishes policies and procedures pertaining to transportation of military mail to and from CONUS and between military postal facilities overseas.
2. Identifies authorized modes of transportation.
3. Outlines procedures to eliminate repetitious air routings and intermediate terminal handling.
4. Outlines transportation documentation procedures.
5. Provides guidance for the makeup and use of prime dispatch schedules.
6. Outlines procedures for reporting.

1105. TRANSPORTATION MANAGEMENT

1. The MPS is charged with the responsibility of transporting military mail responsively, economically, and efficiently in support of DoD missions. The MPS shall transport all classes of mail in accordance with Titles 3rd and 49 U.S.C. (references (b) and (c)), applicable USPS publications (reference (i)), and this Manual.
2. Air eligible mail shall be transported aboard U.S. commercial air carriers, when possible. Foreign DOT carriers, MAC, and Foreign UPU carriers may be used to supplement U.S. air carrier service only as authorized herein.
3. Surface mail shall be transported by surface carrier as arranged by the MSC. MSC contracts for surface mail include overland transportation (drayage) to consignees in peacetime. In wartime, reliance on intratheater DTS resources is expected to increase; however, contract drayage may still be available.
4. Extraordinary circumstances may require upgrading or downgrading SAM to prevent substantial backlogs of mail. The final decision to upgrade or downgrade the transportation priority of SAM mail shall be made by the Deputy Executive Director, MPSA, based on recommendations from the JMPAs and field commands.
 - a. Criteria for downgrading SAM to surface transportation are as follows:
 - (1) SAM mail generation exceeds the capacity of commercial carriers and MAC transport to lift on a timely basis.
 - (2) SAM mail on hand shall be equal to at least two day's generation and is forecasted to remain at or exceed that level of generation for an additional seven days or longer.

b. The decision to upgrade SAM shall be made based on the recommendation of JMPAs and field commands with full supporting justification and on the overall airlift situation to the specific area at the time.

1106. FUNDING FOR MAIL TRANSPORTATION

1. The USPS (Postal Data Center (PDC)) pays the domestic and foreign commercial carriers military mail transportation costs. The USPS then bills the MAC Industrial Fund who in turn bills the military services.

2. The military services reimburse the MAC Industrial Fund for the movement of mail to and from the United States and within overseas areas. APO costs are split 45/55 between the Air Force and the Army. FPO transportation costs are paid by the Navy.

3. USPS, the military services, and MPSA exercise joint overall cost management for the worldwide movement of military mail.

4. Overseas commanders manage onsite transportation of military mail within their theaters. Overseas commanders shall fund and arrange for command airlift, rail, and truck movement of mail within their areas of responsibility, unless special transportation arrangements have been made by MPSA.

1107. FORECASTING The MPSA has the capability of forecasting space requirements for military mail to be carried by MAC and MSC. Unprogrammed changes to projections that significantly impact on volume and cost will be reported to the appropriate service headquarters.

1108. MAIL CATEGORIES AND MOVEMENT. Mail categories and movement precedence and procedures are shown in table 11-1.

1109. AIR TRANSPORTATION MANAGEMENT

1. U.S. Commercial Carriers

a. When two or more US flag carriers provide equivalent service from the same dispatch point, first-class, priority, MOM and SAM shall be tendered on an equitable basis.

b. When tendering mail on an equitable basis, refer to USPS Handbook T-7, Chapter 6.

2. Use of Military Aircraft. Use of military (MAC) aircraft shall normally be limited to routes where U.S. and foreign air carriers do not operate or where they do operate but have insufficient frequency or space, or cannot ensure delivery within the transit time standard.

3. Use of Foreign Air Carriers

a. Approval Authority. Initial requests for the use of foreign air carriers shall be submitted to MPSA. The MPSA shall coordinate requests with USPS. Approval for the use of foreign air carriers shall be limited to those routes where U.S. commercial or military aircraft are not available or do not meet reasonable delivery standards. All requests shall be thoroughly documented

and anticipated as far in advance as possible. Only MPSA may authorize the use of a foreign air carrier or a foreign air segment. See paragraph 1115.2 for US Navy dispatch to foreign air carriers under UPU provisions. The use of foreign air carriers should be discontinued or modified when adequate U.S. commercial service becomes available.

b. Preliminary Actions. Before formally requesting the use of foreign air carriers, contact shall be made with representatives of the air carrier selected to carry the mail.

c. Request Procedures. Requests for the use of foreign air carriers shall be submitted to MPSA and include:

(1) A statement of circumstances that justifies the use of the proposed carrier.

(2) The name of the air carrier and country registration. If the requested carrier is operating from origin point under the flag of another government, state why the host country carrier cannot be used.

(3) Points between which service is to be established, frequency of flights, and flight numbers.

(4) A statement to the effect that the foreign air carrier will charge the Universal Postal Union (UPU) or the Department of Transportation (DOT) rate. If a rate lower than the UPU or DOT rate is charged, advise the MPSA of the proposed lower rate.

(5) A statement to the effect that the foreign air carrier understands that, in accordance with Article 82 of the UPU Convention, payment for transporting military mail will normally be made to the postal administration of the country of registry of the air carrier. Inform the foreign air carrier representative that bills shall be submitted through the country's postal administration to USPS, International Accounts Center, 1250 Broadway, New York, NY 10099-9980.

(6) If a carrier desires direct payment, advise the carrier that such an arrangement shall be made between the carrier's postal administration and USPS. The foreign postal administration shall state in a letter to USPS that it has no objection to USPS making payment direct to the air carrier for the transport of military mail. The use of foreign air carriers may not be authorized until payment arrangements are completed by USPS. Direct carrier payments shall be accomplished by having the country's postal administration submit this letter to General Manager, USPS, Official and International Accounting Division, Office of Accounting, 475 L'Enfant Plaza, Washington DC 20260-5230.

(7) Procedures for billing and payment to foreign air carriers will be established by USPS Postal Data Center (PDC). The PDC will notify each new foreign air carrier of proper billing procedures when authorized to carry military mail.

d. Required Actions Before Mail Is Tendered to Carrier. Upon approval to use a foreign air carrier, the following shall be accomplished before mail is tendered:

(1) Coordinate with a carrier representative (at the origin city) for acceptance of mail. Provide volume of mail, flight to be used, frequency of dispatch, and city of destination.

(2) Request that the carrier's representative at the city of origin inform the representative at the destination city to expect receipt of military mail and that it shall be turned over to the military postal personnel, not the host government postal administration. Ensure that military postal officials at the destination city are aware that we intend to use the foreign carrier and that appropriate arrangements are made with a carrier representative to receive mail as soon as practical after flight arrival.

4. Ramp Transfer of Mail from U.S. Commercial Carriers to Foreign Air Carriers

a. A ramp transfer for military mail can only be accomplished when the U.S. commercial carrier and foreign air carrier have agreed to the transfer.

b. Mail manifested for ramp transfer to foreign air carriers shall be documented from the point of origin to the point of final destination on PS Form 2942A (AV-7).

1110. DISPATCHING PROCEDURES AND DOCUMENTATION REQUIREMENTS

1. Documentation of Military Mail for Shipment. Mail shall be documented for shipment as indicated in table 11-2 and in accordance with the T-7 (reference (i)). Instructions for the makeup, labeling, and dispatch of military mail are contained in the DoD 4525.6-H (reference (j)) and Chapter 10 of this Manual. See figures 11-2 through 11-13 and table 11-2 for guidance and procedures for the completion of dispatch documents.

a. Since FPO mail is funded separately, it shall be documented separately from APO mail on PS Form 2900, AV-7, and DD Form 1384 (TCMD). To aid in determining how mail should be documented, postal activities shall annotate the lower right side of the slide labels, "Navy," to identify FPO mail.

b. FPO and APO mail shall be identified as follows:

(1) APO mail is generated at Army and Air Force activities and APOs, regardless of end destination, and includes mail originating in CONUS and dispatched to APOs.

(2) FPO mail is generated at Navy and Marine Corps postal activities, regardless of end destination, and includes mail originating in CONUS and dispatched to FPOs.

2. Weights of Mail

a. Mail transported by airlift (commercial or MAC) and sealift shall be manifested at the gross weight of each bag or OSP. Mail shall be manifested in kilograms for commercial airlift and in pounds for military aircraft and sealift (see table 11-3 for pounds to kilograms conversions). In determining the weight of pouches, sacks, and OSPs, any weight up to and including eight ounces shall be disregarded. Any weight over eight ounces shall be counted as an additional pound.

b. Sacked and OSP mail moved by sealift may be manifested at the average weight factor for each piece. Cubic volume is the key to surface container movement. Weights, however, are needed by carriers to help in determining load factors and to provide MTMC management information regarding cubic versus weight utilization of sea containers.

3. Return of Excess Equipment. Excess empty lightweight pouches and sacks shall be returned to CONUS without charge to the Department of Defense or USPS by commercial air carriers.

a. Instructions concerning labeling and dispatch of empty equipment are shown in DoD 4525.6-H (reference (j)). Major overseas commanders shall establish intratheater mailbag depositories to ensure the availability of empty equipment. Overseas commands are responsible for the management and control of this depository. Empty equipment may not be returned to CONUS until it is determined that such equipment is not required by another postal activity in the area, or as reserve stock at the mailbag depository. Within the theater, MCAs must coordinate with one another to maintain a balanced inventory. As a suggestion, one MCA in each theater may be designated as the primary mailbag depository, with satellite depositories in other countries.

b. Only empty lightweight mailbag equipment shall be dispatched to CONUS by air. All other mailbag equipment shall be returned to CONUS by surface. Postal activities shall make up bundles in accordance with Part 571, POM (reference (i)). Attach to each bundle the green PS Tag 117 (SACS Vides) and manifest on U.S. commercial air carriers on a separate PS Form 2900 prepared in accordance with table 11-2. PS Form 2900 used to dispatch empty lightweight equipment shall be submitted at the end of their inclusive dates with other PS Forms 2900s used during the same period. Prorate empty pouches among the U.S. carriers in proportion to their deliveries of inbound mail. Return excess lightweight equipment to the point from which mail was tendered to the foreign carrier. Manifest empty equipment consigned to foreign air carriers on AV-7s and endorse manifest "SACS Vides - No Accounting." Omit the manifest serial number and do not submit a copy of manifest to the International Airmail Reporting Unit (IAMRU). Manifest empty equipment transported by MAC on DD Form 1384 as air commodity code U-7.

c. MSC contracts with U.S. flag carriers require payment of empty equipment at gross weight. Empty equipment is transported free of charge on Navy shipping; use this mode when available. Manifest empty equipment to the United States by MSC on DD Form 1384.

1111. ACCEPTANCE OF MAIL FROM AIR CARRIERS. Commercial air carriers are responsible for transporting mail between the carrier facility and the military mail facility on the airport. If the military facility is not on the airport, mail shall be accepted at a mutually agreed location.

1. Receipt From a U.S. Commercial Carrier and Foreign Carriers

a. When mail is received from U.S. commercial and foreign carriers on PS Form 2900, postal personnel do not receive documentation. However, coordinate closely with air carriers to ensure all mail carried on the flight is received. This requires periodic checks of the carrier's warehouse and staging areas.

b. When mail is overcarried (carried beyond offload point), removed (offloaded short of destination), or the carrier fails to transfer, fails to load, or loads in error, the following steps shall be taken to ensure prompt movement to the end destination.

(1) When the carrier's (who committed the irregularity) schedule permits prompt redispach, mail shall be retained in the carrier's custody for transport to the proper destination. A new PS Form 2900 will not be prepared. However, when mail is intercepted from a carrier for one of the reasons stated above and tendered to another U.S. carrier, tender the mail on a new PS Form 2900. Mail shall be delivered to a second carrier only when:

(a) First-class, priority, and MOM mail shall be delayed more than 24 hours.

(b) SAM parcels shall be delayed more than 48 hours.

(2) When mail is dispatched on a second carrier, prepare a PS Form 2759, "Report of Irregular Handling of Mail," in accordance with Chapter 7, T-7, paragraph 733 (reference (i)). Copies 1 and 2 of the PS Form 2759 shall be forwarded to IAMRU. If the mail is intercepted from one carrier and tendered to another carrier, also submit Part 1 of the PS Form 2900 with the PS Form 2759 to allow the accepting carrier to receive payment. Copy 3 of the PS Form 2759 shall be provided to the airlines representative from whom the mail was intercepted. Copy 4 of the PS Form 2759 shall be filed by the reporting activity. PS Form 2759 citing the irregularity causing the problem must also be prepared.

(3) Prepare a PNA in accordance with instructions outlined in paragraph 1112.

2. Receipt From a Foreign Air Carrier

a. AV-7. The AV-7 is used to document mail carried by foreign air carriers who use AV-7s, vice - PS Forms 2900. Postal personnel shall receipt for incoming mail by signing the carrier's copies of the AV-7 accompanying the shipment. Overages, shortages, damages, and other irregularities shall be annotated on all copies of the document before receipting for the shipment. The PS Form 2759 should document the irregularity. However, in the case of a foreign flag irregularity, the PS Form 2759 should be forwarded to the appropriate JMPA.

b. Over or Short Shipments

(1) Over or short shipments are frequently caused by miscount at the point of dispatch. When mail is received from a foreign air carrier, annotate the AV-7 to reflect the overage or shortage. If the overage or shortage does not exceed 10 percent of the total dispatch, consider it a miscount and notify appropriate organizations in accordance with paragraph 1112.

(2) If shortages exceed 10 percent or are of a recurring nature, regardless of the percentage, request the foreign air carrier to locate missing mail to clear the discrepancy.

(3) All cases involving short shipments to mobile units shall be reported by message to the serving JMPA for initiation of tracer action.

(4) If a dispatch is received by a postal activity in error, return the mail to the original carrier for transport to proper destination. In this case, a new AV-7 shall be prepared and endorsed "No Accounting" and annotated with an explanatory note, such as "Carried on Flight No., Date of Carriage." A serial number is not assigned to these accounting manifests, nor are they to be forwarded to IAMRU.

c. Interceptions and Erroneous Offload. When mail is "removed in error" or turned in at an intermediate point, due to weather conditions, missed connections, mechanical failures, or to accommodate higher priority mail, the original and all copies of the AV-7 shall be annotated "Mail intercepted by (activity) due to (state reason). Redispached via (state disposition)." One copy of the annotated manifest shall be retained for the files of the receiving unit. One copy shall be handed to the carrier. All other copies shall be sent to IAMRU (Dulles-Washington). The annotated AV-7 sent to the IAMRU will reflect transportation from point of origin to point of interception or offload. In addition a PS-Form 2759 for accounting adjustment must be prepared and forwarded to IAMRU with the annotated AV-7.

1112. REPORTING PROCEDURES AND REQUIREMENTS.

1. Reports Required: Three different reports will be used to collect and report information required for mail transportation management. These reports are:

- a. Postal Net Alert (PNA).
- b. Christmas Holiday Mail Volume Report (HOLVOL).
- c. Daily Mail Movement Status Report (DAYSTAT). Christmas and special situations only.

2. Postal Net Alert (PNA)

a. Purpose. The PNA is a message between postal activities providing immediate status on problems with mail movement within the MPS. The PNA may or may not attempt to determine responsibility for error. The PNA provides information on matters directly affecting mail movement, such as strikes, carriers holding mail, weather, nonreceipt of registered mail on designated flights, dispatches on unusual airlines routes, flight cancellations, missed connections, carrier schedule changes, or civil disturbances that could result in mail delays. The PNA is a key management information report used by MPS operators and managers to communicate time-sensitive information so that operators can react to changes/problems in mail movement. The PNA is the link between dispatching, intermediate, and receiving postal activities, and is one of the building blocks of a coordinated integrated mail transportation network. PNAs involving actions for the JMPAs shall be sent on an as-needed basis. The information contained in PNAs will help explain causes of mail delay or report noncompliance with mail delivery standards.

b. Contents. The contents of a PNA will include incidents that affect the transportation or processing of mail. PNAs will include air and surface carrier irregularities. Items that affect mail processing will include facility problems and mechanical breakdown. Include in each PNA the pertinent

information required to properly inform the receiver of the message. PNA messages will include the following information:

1. Incident
2. Date of Incident
3. Origin of mail
4. Transit Point
5. Destination of mail
6. Carriers and Flight No.
7. Class of mail
8. Narrative

c. Who Reports. Use of PNA messages is encouraged at all postal operational levels whenever needed. Postal activities that dispatch and receive mail shall also use PNAs to respond to intratheater mail problems and need not include the JMPAs or MPSA as addressees when information is of distinct local interest only and has no bearing on mail to/from CONUS.

d. Submitted to. PNAs shall be transmitted only to those mail activities with a need to know and that are affected by the information in the PNA. The use of broad address indicator groups (AIGs) is normally not efficient since they overload the system with too much data and defeat the purpose of the PNA. However, you must info appropriate JMPA and MPSA when the subject affects mail enroute to or from CONUS on an airline or on MAC. In this case, info HQ USPS and appropriate TMSC (see Figure 11-14). Never include USPS or TMSCs as an action addressee. Do not forget to consider activities/headquarters of other services whose mail is involved.

e. Message Precedence. PNAs will be transmitted by electronic message, with precedence as follows:

- (1) ROUTINE (RR) - Use when information does not have to be acted upon within 24 hours.
- (2) PRIORITY (PP) - Use when action must be initiated within 12-24 hours to preclude significant mail delay. Info addressees normally are at routine precedence.
- (3) IMMEDIATE (00) - When the information must be initiated within 12 hours to prevent significant mail delay. Info addressees must never be at immediate precedence.

f. Local PNAs. PNAs between local postal activities do not need to follow a specific format unless MACOMs direct. (See figure 11-15)

g. Carrier irregularities that could cause a PNA include (not limited to):

(1) A decision on whether a PS Form 2759 write-up is important enough to generate a PNA (probably not if there was no mail delay caused by the irregularity) and no downline unit needs to know.

(2) When carrier backlogs obviously affect mail delivery. An isolated case might seem insignificant to the local facility; however, a number of like instances by the same carrier could show a trend (See figure 11-16).

(3) When the carrier's operations affect your mail movement (airport delivery, careless handling, unusual demands, etc.).

(4) Changes in flight operating times, such as cancellations and delays.

(5) Changes in dispatches that will effect downline operations, such as:

(a) No mail dispatched.

(b) Diversions to MAC.

(c) Special (unusual) transfers being used (include enroute MCAs and destination) (See figure 11-17).

(d) One-time or short-duration special arrangements (include enroute MCAs and destination).

(e) Intercepting mail on one carrier and redispersing on another (See figure 11-18).

(6) Irregularities or problems that affect current or future dispatches, such as improper labeling and tagging, airport closures, loaded and offloaded in error, changes in airline abilities to make transfers, last minute flight schedule changes, and unsuccessful airline transfers. Missed transfers and tagging/labeling irregularities shall always be reported to enroute, destination and origin activities (figure 11-19).

(7) Report the volume (by piece count, weight, or number of containers) of priority mail delayed more than 24 hours beyond normal dispatch time, and SAM beyond 48 hours.

3. Christmas Holiday Mail Volume Report (HOLVOL).

a. Purpose. HOLVOL provides statistical data to support long range planning for transportation of military mail during mail peaks (usually Christmas).

b. Contents. HOLVOL contains a compilation of mail volume for each carrier, over each route segment, for each week of the defined period. This data is reported separately for MOM and priority mail (combined) (figure 11-20), and for surface mail (figure 11-21).

c. Who Reports to Whom

(1) JMPAs will report CONUS origin mail to MPSA-TR, info MACOMS.

(2) MCAs will report theater origin mail to MPSA-TR, and info appropriate JMPAs, MACOMS.

d. Occasion for Reporting

(1) Mail volume data for air eligible mail will cover 0001 Saturdays through 2400 Fridays. First HOLVOL report period ends 2400 the first Friday in November. It ends the second Friday in January. Mail NLT Tuesday the week following closeout.

(2) For ocean transport volume data, enter estimated (converted) weight in pounds. Reports will (JMPAs only) start 1 October and end 7 December. (See figure 11-21.)

e. Format

(1) Surface mail report (JMPAs only) will be based on weekly vessel departures and should be submitted along with air volume reports by week.

(2) Mail Category. Submit individual sheets for PRI/MOM (combine the volumes), SAM, UPSAM, and surface.

(3) Segment. Origin/Destination airport codes if transfer not involved; origin/transfer point/destination airport codes if transfer is involved.

(4) Carrier. If single carrier, indicate carrier's three letter code. If two carriers (transfer) involved, indicate both carrier's codes.

(5) Volume. For air eligible mail, show weights in kilograms and round off to nearest even kilo. For ocean mail, enter weights in pounds. (see figure 11-21).

4. Daily Mail Movement Status Report (DAYSTAT) (Christmas and Special Situations Only).

a. Purpose. The DAYSTAT reports mail movement status at/from/to/ through all key locations during surge volume operations to concerned/applicable postal activities.

b. Content. This report provides a snapshot of the mail situations at a specific location at any given time, as well as a 24-48 hour projection of carrier lift capability. It includes the status of air transportation, mail processing, and other factors that could affect mail movement.

c. Who Reports. All MPS activities that tender mail to a commercial airline or MAC.

d. Submit.

(1) As "ACTION" only, those activities that (in your judgement) need the information to work a problem, or if the DAYSTAT is information, only "ACTION" MPSA-TR. Be sure to consider activities/headquarters of other services whose mail is involved.

(2) As "INFO" to other theater activities the MACOM determines, and those activities who do not work the problem or need to plan for the unexpected receipt of mail or nonreceipt of expected mail.

(3) As "INFO" to MPSA-TR, appropriate JMPA, USPS headquarters and TMSC coordinators.

(4) When JMPA originates, send action copy to MPSA-TR; info as necessary to MACOMS, Detachments, Postal Companies, FMC's, Command Postal Officers, USPS headquarters and TMSC Coordinators.

e. Occasion for Reporting. DAYSTAT will be reported daily 1 November to 7 January by precedence necessary for action requested. The report gives larger dispatching activities the opportunity during high volume periods to combine what would be several PNAs on different subjects into one message by including all subjects (figures 11-22 and 11-23). Be sure to include all appropriate addresses on the one message. For example, if in one day Brussels AMT had:

(1) Fifty pieces of CONUS origin priority mail for Naples erroneously routed Brussels instead of the correct air offload in Rome; and

(2) Also had to pull 1000kg of intransit priority mail for Monrovia from Sabena because Sabena could not carry it, and Brussels AMT remanifested to KLM via Amsterdam (a transfer rarely used); and

(3) Ended up giving 500 kilos of misrouted mail for Bahrain to Cathay Pacific to keep the mail moving (Brussels almost never dispatches to Bahrain); and

(4) Also had 12,000 kilos of priority mail on a U.S. carrier to CONUS offloaded for cargo--and the mail was now backlogged because all airlines were projected to be saturated, then, during the Christmas season, Brussels could eliminate four PNAs by including each incident as a separate paragraph in the DAYSTAT, but they would have to be careful to include addressees (figure 11-22) as follows for each of the above situations:

(a) Naples FPO as the destination; Rome as the intermediate airport for Naples mail: CINCUSNAVEUR and MEDMAIL as interested Naval command parents having to do with Navy mail for Naples; and JMPA-A as the originator.

(b) Monrovia as the destination (to be on the alert to check KLM); MCA Amsterdam as an enroute MCA who needs to monitor the airline transfer; U.S. Army Postal Group Europe as the parent technical headquarters for Monrovia; JMPA-A as the originator; and 7025 AIRPS as the parent of both Brussels and Amsterdam activities.

(c) Bahrain as the recipient--to check the Cathay Pacific flight from Brussels (which never carried mail before); MEDMAIL and CINCUSNAVEUR as Naval postal parent activities; and JMPA-A as the originator.

f. Format (figure 11-22 and 11-23). Submit DAYSTAT by precedence necessary as determined by subject and time frame in which addressees need to react. Specific action addressees may be at immediate precedence if they need to react in 1-12 hours. Do not put nonessential addresses at immediate precedence. The subject line will be: SUBJECT: DAYSTAT FROM (insert your geographical location, MPO number and date of report).

(1) Paragraph 1 - MOVEMENT STATUS/IRREGULAR OPERATIONS - Include mail that the air carriers can not accept, backlogged mail in commercial or MAC possession, slide label dates, categories, and destination. Irregular operations (intercepted transfers, use of nontraditional routing, using unusual enroute transfer points, dispatch to an activity one normally doesn't dispatch to, manifested on a rarely used airline). NOTE: Break this paragraph into sub-paragraphs with destinations covered in individual sub-paragraphs and different situations shown in individual sub-paragraphs (see figures 11-22 and 11-23).

(2) Paragraph 2 - LOCAL CONDITIONS/PROBLEMS - strikes, weather, and cancellations.

(3) Paragraph 3 - GENERAL ASSESSMENT - This space is reserved for the assessment of the (military) postal representative on site. Do not reiterate all above unless there is a special feeling or fact you need to convey.

5. Terms and Definitions. The following terms are among those routinely used in postal reporting. The definitions provided below are to ensure consistency in terminology and clarity of problem identification, even though they normally apply to PS Form 2759 vice reporting:

a. Failure to Load The failure by a carrier for any reason other than "Refusal/Removal" to load mail aboard an aircraft when sufficient space is available on the aircraft to transport the mail which has been tendered by the USPS/military dispatch activity. Examples of "Failure to Load" are:

(1) Inadvertent failure of an air carrier to pick up all mail entered on the dispatch documents for a flight.

(2) Failure to board all mail picked up from the USPS/military postal facility when there is sufficient space on the flight (after passengers and baggage).

b. Failure to Unload This is an instance where a receiving activity finds mail that an air carrier should have offloaded at an earlier stop on the same flight. Example: Tokyo airline personnel fail to take TYO mail off and it goes on to Seoul. AMT Seoul finds and writes as "Failure to Unload."

c. Loaded in Error The air carrier loads mail aboard a flight that is not the specific flight prescribed in the dispatch documents (or even the correct route) for that mail. Be sure to include the origin airport code, code for the airport where the mail was supposed to go, and the airport code it did go to.

d. Removed in Error The removal of mail from a flight at a point other than the destination or transfer point shown on the billing documents for that mail. Example: Tokyo airline personnel remove mail to Seoul from a flight transiting Tokyo. Tokyo AMT writes up as "Removed in Error."

e. Damaged Mail or Equipment Damage to pouched or outside piece mail or equipment, either by physical force or weather, is included in this category. When the contents of a pouch or outside pieces are wet to the point of probable damage to contents. Report only the number of pouches or pieces actually damaged. If saturated, say so clearly.

f. Failure to Transfer This involves mail not transferred between flights of the same or different air carriers. When a carrier fails to make a transfer, this should be recorded as a "Failure to Transfer," not a "Failure to Load". Indicate arrival and departure time of the connecting flights if pertinent.

g. Failure to Protect This is the failure of a carrier to protect or safeguard mail from theft or loss or other hazards while in their custody. "Failure to Protect" occurs when unauthorized persons have access to mail, or a carrier transports mail (on the ground) in carts, or other vehicles that are not securely closed, exposing the mail to potential loss or theft. This is never wet mail, it covers security of mail.

h. Delayed Delivery This is a failure to deliver mail to the designated military facility or military postal representative within a reasonable, mutually agreed on time. This time frame will be stated in an agreement that the destination facility will have on file. Both the military representative and the carrier representative will sign the agreement. The time of delivery by an air carrier representative is the time the individual appears at the postal point or other delivery point ready to deliver the mail. When a carrier must make several trips between the aircraft and postal unit/delivery point because of the volume of mail, delivery time will be the arrival of the first trip, except when there is an extended and excessive delay between the first and final delivery.

i. Failure to Notify Occurs when an air carrier representative fails to notify the military postal unit of delays in excess of 30 minutes, flight cancellation, flight diversions, or emergency changes in schedule of any flight on which mail is transported or has been tendered for transportation by the military postal unit.

j. Dropped Pouch A pouch, tray or outside piece of mail that is found unattended and out of control of the air carrier to which it was tendered.

k. Refusal or Removal

(1) Refusal occurs when an air carrier fails to board all priority mail tendered by a military postal unit after all passengers and their baggage, as well as any cargo have been boarded.

(2) Removal occurs when an air carrier unloads mail short of destination because of weight or space limitations.

1. Dispatch Irregularities Origin activity (USPS or MPS) errors in labeling, destination, or code tags.

1113. CARRIER IRREGULARITIES AND REPORTING PROCEDURES

1. Definition of Reportable Irregularities. See paragraph 720, T-7 (reference (i)).

2. Nonreportable Irregularities. Do not report irregularities due to conditions beyond the control of the air carriers, such as:

- a. Overcarries due to weather.
- b. Overcarries due to emergency airfield conditions; that is, aircraft accident, hostile fire, or airfield closure.
- c. Aircraft mechanical failure.
- d. Offloads at wrong destination caused by improper routing or labeling by the dispatching postal activity.
- e. Flight delays of less than 30 minutes and those delays over 30 minutes when advance notice and reasonable explanation has been given.

3. Reporting Irregularities

a. U.S. Commercial Air Carriers

(1) Prepare PS Form 2759 as shown in paragraph 730, T-7 (reference (i)). Present PS Form 2759 to the carrier representative who has 24 hours to provide an explanation of the irregularity and sign the form. Provide the representative with one copy of PS Form 2759.

(2) If the carrier representative fails to provide an explanation on PS Form 2759, the "Explanation of Irregularity" block shall be completed by the preparer, who shall provide information concerning this failure and shall include the name of the carrier representative from whom an explanation was requested.

(3) PS Form 2759 shall be submitted by military postal activities to the appropriate address element outlined below:

(a) Atlantic Area (09XXX) and Latin America (34XXX):

International Civil and Military Mail Coordinator
New York Transportation Management Service Center
James A. Farley Building, Room 439
New York, New York 10199-9792

(b) Pacific Area (96XXX and 98XXX):

International Civil and Military Mail Coordinator
San Francisco Transportation Management Service Center
Richmond, Ca 94804-0051

b. Foreign Air Carriers. Prepare PS Form 2759 on an irregularity committed by a foreign carrier. Reports of irregularity on foreign carriers shall contain the information that normally would be required on PS Form 2759 issued to a US flag carrier. The PS Form 2759 prepared on a foreign carrier should be mailed to the appropriate JMPA who will maintain a service performance file on all foreign carriers.

c. MAC Errors. When irregularities are noted and the mail involved is carried by MAC, the following procedures apply:

(1) If mail is transported from CONUS to an overseas destination, the irregularity shall be reported by electrical message to the appropriate JMPA. Include a concise statement reporting the nature of the error, actions taken to correct the error, and recommended actions to the JMPA to preclude a recurring irregularity.

(2) Irregularities occurring in dispatches originating in overseas areas shall be reported to the appropriate commander of the dispatching activity.

4. Meetings With Carrier Officials. Overseas commands responsible for an AMT, FMC, or other location that acts as an air hub should conduct meetings with air carrier officials as outlined in Part 742, T-7 (reference (i)).

1114. SECURITY OF MAIL

1. Security at Overseas Terminals.

a. Mail shall be protected from loss, theft, tampering, damage, and compromise during all phases of processing and transportation. Although commercial carriers are required to provide security at overseas terminals, the military services retain basic security responsibilities. If mail has been tendered to a carrier and the flight is delayed or cancelled, the carrier is responsible for contacting the nearest U.S. military postal activity for disposition of the mail tendered to them.

b. If carriers cannot provide adequate security, mail may not be left in their custody.

2. Security of Mail Vehicles.

a. A closed-body vehicle equipped with lockable doors shall be used to transport mail between postal activities or carrier facilities on or off the installation. If the vehicle driver is not a designated postal clerk and has a key or combination to the lock used to secure the vehicle, a tin-band seal (PS Item 0-817 A or C) shall be affixed to the secured doors to maintain integrity of the shipment. If a designated postal clerk, serves as a mail guard and accompanies the shipment or the vehicle driver does not have access to the key or lock combination, a tin-band seal is not required. However, a tin-band seal is mandatory for all shipments involving registered mail dispatched by sealed closed-body vehicles (see Chapter 8, Paragraph 806.10). The following procedures apply when tin-band seals are required:

(1) The seal number shall be entered on the dispatch document DD Form 1372 (Mail Manifest) or DD Form 1384 (Transportation Control and Movement Document) by the dispatching postal activity.

(2) The receiving activity shall remove the seal after verifying the number, as shown on the dispatch document.

(3) Under no circumstances shall the driver or mail guard affix or remove seals.

(4) In the case of multiple stops, the seal number shall be verified, a new dispatch form prepared, and the vehicle locked and resealed before each subsequent dispatch.

b. If an open-body type vehicle must be used, a guard shall ride in the truck body with the mail, if practical, except when only secured pallets or igloos are transported by open vehicles.

c. If the guard is unable to ride in the body of an open truck, the guard shall be positioned so as to maintain visual contact with the mail at all times.

d. Extreme care shall be exercised to ensure that vehicle doors are secure and will not open in transit. Avoid using vehicles with worn door latches that prevent doors from closing securely. If such vehicles must be used, a bar shall be affixed and secured across the door at the top and bottom to keep doors from opening.

3. Use of Cargo Containers.

a. Sea-van containers shall be used for dispatching mail sealifted between CONUS and overseas areas to provide security, eliminate unnecessary handling of mail, and promote movement of mail as far forward as volume generation and scheduling will make possible.

b. Postal activities using sea-van containers for dispatching mail shall properly secure the doors of the container with a numbered tin-band seal and heavy gauge wire, tightly twisted and clipped off close to the end of the twist. When a stopoff service is used, the unloading activity at each stop shall reseal the container as described above. The number of the seal that is

to be used shall be noted on the DD Form 1384, in Item 43, "Remarks" column. DD Form 1384 shall be placed inside each container to enable the next unloading activity to compare seal numbers used to determine if the container has been opened enroute.

c. Postal activities receiving sea-vans shall report receipts of the vans and their contents by message to the appropriate JMPA (see figure 11-24 immediately after unloading is complete.

4. Recovery of Mail From Accidents. When an accident or an other catastrophe occurs while mail is being transported, the postal activity nearest the scene or a designated military postal representative shall:

a. Coordinate the recovery of mail with appropriate authorities. They shall assist in mail recovery operations, if allowed to return mail to postal channels as quickly as possible.

b. Report the incident to MPSA immediately. If the mail has been destroyed or will be excessively delayed, provide an information copy to the servicing JMPA.

c. Ensure that the accident area is searched, and recover all mail, mail equipment, and mail fragments. Terminal activities or the designated postal representative shall make prior arrangements to gain access and approval necessary to gain access to crash scenes for postal personnel.

d. Determine the extent of loss or damage to mail. If the information is not available from a manifest, messages shall be sent to all terminals through which the carrier operated to obtain the total makeup of the mail on board.

e. Redispatch undamaged mail to the proper destination.

f. Redispatch damaged but deliverable mail and ensure undeliverable mail is handled in accordance with Chapter 9, paragraph 906.3.

g. Destroy undeliverable mail of no obvious value as outlined in Part 159, DMM (reference (i)). Undeliverable mail of obvious value shall be forwarded to the dead letter or dead parcel office at the serving gateway city.

h. Notify customers through the daily bulletin or other news media of the damage and/or loss of mail. Provide patrons instructions for processing claims.

i. Report facts to dispatching activities whose registered mail was lost. These activities shall inform individual mailers of this loss. Written reports shall include specific comments on the prospects for later recovery and the possibility of compromise of any classified material that may have taken place.

j. Submit a final report of the incident to MPSA, by letter, no later than 15 days subsequent to the accident.

PART 3

MAIL ROUTING FOR MOBILE DEPLOYED UNITS

1115. GENERAL

1. The principles and procedures for moving mail to fixed and mobile units are basically the same. Transportation is arranged by USPS or overseas MPS activities from the appropriate CONUS gateway or destination. The differences in routing are related to the time-sensitive nature of mail destined for mobile or deployed units and the distant and isolated geographical locations serving mobile units. Service to mobile units requires careful planning of transportation routes and carrier schedules and intensive monitoring by dispatching and receiving activities.

2. When delivering mail to mobile units, it is necessary to pre-position mail in advance of the arrival of these units near an existing U.S. activity, i.e., U.S. embassy, U.S. consulate, MPS activity, etc. Article 66 of UPU convention permits commanding officers of naval divisions or warships to exchange closed mails with post offices of UPU member nations. The following procedures and requirements apply:

a. Deliver closed-mail dispatches, except registered mail, to the local postmaster, postal administration, or air carrier, as appropriate, in any country that is a member of the UPU and request that the mail be transmitted to a representative of the United States.

b. Article 169 of UPU requires that slide labels of pouches delivered to the postmaster shall show clearly the name and nationality of the ship, the name of the port from which the mail was dispatched, and the city and country to which the mail is to be forwarded.

c. Use U.S. carriers when available. When they are not available, dispatch mail through the host country postal administration in accordance with Article 66 of the UPU for movement of first-class, priority, and MOM mail. Movement of registered mail by foreign air is not permitted.

d. When necessary, and on a case-by-case basis, SAM may be upgraded if it cannot be moved in time to meet port call by the mobile unit. As a general rule, retrograde SAM originating from a mobile unit may not be upgraded.

e. Advise MPSA-TR when naval units dispatch to foreign carriers not normally used to transport U.S. mail.

1116. RESPONSIBILITIES

1. JMPAs. The JMPAs are responsible for providing information to USPS for the timely routing of mail to all MPS activities for both fixed and mobile units. The JMPAs and the TMSC develop dispatch schemes and plans to move the mail to final destinations within the desired delivery window based on routing information provided by commanders. Deliveries to units whose movement and location are classified will be accomplished by the JMPAs by preparing, maintaining, and distributing mail routing guides and instructions. The mail routing guides, instructions, and changes shall:

a. Reflect the name of each ship, mobile shore-based commands and units assigned an MPO address.

b. Assign an arbitrary identifying code number, called a "line number," for each ship, mobile shore-based commands and units in order that they may be referred to by number when necessary for security purposes.

c. Show the locations to which airmail and surface mail for each command or unit shall be dispatched.

d. Be maintained for a period of one year in order to trace missent or delayed mail.

2. Commanders of Mobile Units

a. Operational commanders of mobile units shall provide, through designated Military Service components when appropriate, mail routing information to the JMPAs in a format similar to, but not limited to, the outline in figures 11-25 and 11-26. Mail routing instructions (MRIs) message notification shall be submitted as far in advance as possible, preferably 10 days before movement. Updated MRIs shall be submitted promptly whenever changes in schedule occur. If the exact estimated time of departure (ETD) is not known, simply state "until further notice" (UFN) rather than an ETD and update the MRI when the departure date is known. All MRIs shall be sent with a precedence of PRIORITY to action addressees and ROUTINE to information addressees. Commands shall include embarked units in their MRIs. Such commands or units shall also provide MRIs when embarking or debarking a ship.

b. Additional instructions for completion of MRI messages are as follows:

(1) Aircraft carrier's MRIs should include periods and locations when the ship is conducting Carry-On-Deck services separately from actual import dates.

(2) When an MRI is updated, the previous MRI shall be cancelled. Modifications to MRI's shall not be made. Each MRI shall be sequentially and separately numbered.

(3) The information contained in figure 11-27, paragraph 2, shall include dates when the unit is operating with a CV, LHA, or LPH and wishes to have its mail routed to that unit for further transfer.

(4) Other ships mentioned in the text of MRIs shall be included as information addressees.

c. Responsible commanders shall establish close liaison between the staff postal officer, operations, and logistic planning to ensure timely and accurate processing of mail routing instructions.

3. FMCs, AMTs, and MPOs. These activities shall support movement of mail to and from mobile units and dispatch mail according to mail-routing information from the commander of the mobile units and JMPA. Cutoff dates for the various

classes of mail shall be planned carefully by the dispatching office and shall be based upon the transportation available, transit times, and special conditions affecting mail delivery. Close coordination between mobile units and supporting fixed MPS activities is necessary.

4. Naval Area Mail Coordinators. Major naval commands may designate area mail coordinators to be responsible for issuing and coordinating intratheater routing for mobile units in their respective areas when possible. Mail shall be routed to the MPO nearest the known operating area that can effect delivery to the ship or unit. The area mail coordinator shall advise the appropriate JMPA of all mail changes, in the event mail can be delivered more quickly by routing to a different mail distribution point.

5. Military Postal Service Activities. When receiving mail addressed for units for which MPS activities have no routing information and for which information cannot be obtained locally, all MPS activities shall promptly request instructions from the appropriate area mail routing coordinator or JMPA. A record of the action shall be kept so that mail movement can be traced if necessary.

1117. SPECIAL CONSIDERATIONS

1. Cover Routing. The routing of mail can indicate the general operating area of (Navy) mobile units. Therefore, JMPAs normally may not direct movement of mail on receipt of mail-routing information with a SECRET or TOP SECRET classification. However, if operational commitments preclude mail routing information at the confidential or unclassified classification, "cover routing" shall be used. The appropriate JMPA or area mail routing authority shall advise, on a need-to-know basis, area and force commanders, FMCs, and terminal postal officers of special attention that shall be given to the routing or movement of mail, based on information contained in SECRET or TOP SECRET messages or operational orders. If the information is subsequently duplicated in other information sources of lesser classification (CONFIDENTIAL or UNCLASSIFIED), normal mail routing procedures again shall be followed, citing the lesser classified source as the authority (see Chapter 10, paragraph 1003.1, for bagging and dispatch requirements).

2. Coordination of Mail Routing Instructions When Mobile Units Transfer Between Theaters of Operation. The routing of mail must be coordinated with the JMPAs and appropriate MPS activities whenever mobile units pass from one area of responsibility to another, such as from the Atlantic to the Pacific areas.

a. Whenever ships or units served through Atlantic mail channels are transferred to the Pacific or vice versa, the commanding officers of the ship or task force shall notify the appropriate JMPA to dispatch mail for the mobile unit through the JMPA assuming responsibility and furnish information to all commands who need the information to preclude disruption in mail service.

b. Routing changes shall be issued as far in advance of the effective date as possible. This does not preclude dispatching activities from making one-time or short-term dispatches to ships in another area when required in support of the assigned mission.

1118. ROUTING FOR SHIPS CONTROLLED BY MILITARY SEALIFT COMMAND. Mail routing for ships afloat under the control of the MSC shall be done in the same manner as the routing for the regular fleet.

1119. ROUTING FOR FOREIGN NAVAL SHIPS.

1. Ships being transferred to a foreign government under military assistance programs may use the FPO system (FPO New York, Miami, Seattle, or San Francisco) addresses and may have mail routed in the same manner as for U.S. Navy units while the units are in U.S. waters or enroute.

2. Other allied units participating in U.S. maneuvers or operating in U.S. waters may be authorized to use the facilities of the MPS for receiving closed mail on request, provided that the mail is transported at the requesting country's expense.

3. Other foreign ships operating with U.S. Armed Forces or in U.S. waters shall normally use international mail service as provided for in Articles 66 and 163 of the UPU Convention. When routing service is discontinued, the JMPA shall advise the ship concerned to make arrangements with its home country for the routing of mail and will ask the vessel to advise what should be done with mail subsequently received through MPS channels.

1120. ROUTING PROCEDURES FOR DEPLOYING LAND AND AIR FORCES. Once the military address for the deploying force is obtained from the deploying commander or the designated component activity providing mail support (see Chapter 2, paragraph 206), there are three basic ways for routing mail to the forces:

1. Dispatch to an existing MPO, using schedules and carriers currently in use.

2. Dispatch to a contingency or new MPO, requiring coordination of a new routing scheme.

3. Dispatch through the force's organic or dedicated military transportation resources. This method is better suited for immediate deployment, deployments of short duration, for the initial stages of such a deployment, or when secrecy of movement is essential.

1121. SPECIAL INTRATHEATER MAIL ROUTING FOR NATO ARMED FORCES. Intratheater U.S. MPS activities in NATO are responsible for supporting Standing NATO Agreement (STANAG) 2109 (reference (h)), which provides for cross-servicing of military mail support to NATO armed forces when under the command of Supreme Allied Commander Europe (SACEUR) and when such units are integrated as battle units.

MOVEMENT PRECEDENCE AND
PROCEDURES

TYPE OF MAIL

MAIL CATEGORIES

First Class Mail, Including First Class Zone Rated Mail (priority)	Postage prepaid and official indicia mail marked "PRIORITY" paid at the First Class zone rate.	Takes precedence on aircraft over all other traffic, except passengers and their baggage. Maximum advance notice shall be given the carriers for dispatches exceeding the aver- age volume. See T-7 (reference (i)) concern- ing equitable tender of airmail between com- petitive U.S. commercial air carriers.
Military Ordinary Mail (MOM)	Official and personal letter mail paid at the First Class rate; unexposed and unprocessed film and sound recorded communications (having the character of personal correspondence) paid at First Class rate of postage. Official mail bearing the "MOM" mark- ing in addition to the appropriate second, third or fourth class mail classification marking.	MOM takes precedence over all revenue traffic except passengers and their baggage at this time, since transportation rates as establish- ed by CAB are the same as airmail rates. When space is critical, priority mail shall take precedence over MOM mail. Same equitable ten- der procedures apply as for priority mail.
Space Available Mail (SAM)	Personal parcels paid at the surface postage rate marked "SAM" and not ex- ceeding 15 pounds in weight and 60 inches in length and girth combined, that are mailed in the U.S. for de- livery to an overseas MPO. Second class publications published once each week or more frequently and featuring principally current news of interest to members of the Armed Forces and the general public.	SAM has no priority on commercial air carries and is moved, as its name indicates, on a space available basis. See T-7 (reference (i)) concerning equitable tender of SAM between competitive U.S. commercial air carriers.

Table 11-1. Mail Categories and Movement Precedence and Procedures.

MOVEMENT PRECEDENCE AND
PROCEDURES

TYPE OF MAIL

MAIL CATEGORIES

Personal parcels not exceeding 70 pounds in weight and 100 inches in length and girth combined that are mailed at any MPO.

Any personal parcel (exclusive of priority mail) no exceeding 30 pounds in weight and 60 inches in length and girth combined, that is mailed at or addressed to any MPO, upon payment of a special fee that is in addition to the regular rate of postage.

All mail not included above.

PAL mail in CONUS is transported by space available air from the accepting post office to the continental gateway. PAL mail assumes the same handling priority as SAM from the gateway to overseas areas. PAL mail accepted at MPOs receives the same transportation priority as SAM.

Surface mail shall be transported by sealift (U.S. Naval ship, U.S. commercial or foreign flag), rail, or truck, when desired service standards can be met. When surface transportation is inadequate, surface mail may be transported as SAM.

Parcel Airlift Mail
(PAL)

Surface Mail

Table 11-1. (Continued)

MODE OF

TRANSPORTATION

U.S. Commercial
Airlift

DOCUMENTATION

PS Form 2900. See figures 11-1 through 11-6 for examples and preparation instructions.

SPECIAL INSTRUCTIONS

Prepare neatly and legibly, using ballpoint pen or typewriter. When an entry must be changed, draw a line through the incorrect entry and enter the correct information. The dispatching clerk shall initial any corrections made to the PS Form 2900. Ensure all copies are changed and keep corrections to a minimum. Return of empty equipment shall be documented on a separate PS Form 2900 and the statement "NO ACCOUNTING - SAC VIDES" shall be placed in the remarks column (see figure 11-6 for an example of PS Form 2900 reflecting empty equipment dispatched and for error corrections).

Manifest APO and FPO mail separately.

When the DESTINATION column is completed, no line entry (Saturday through Friday) shall be left blank for that column. Annotations for unused line entries are as shown in figure 11-4.

DISPOSITION OF DOCUMENTATION

PS Form 2900 is printed in sets of nine sheets. Distribute as indicated on the lower right corner of each copy on the appropriate day of the week. On days when no mail is tendered to the air carrier, or flight does not operate, the air carrier copy for that day shall still be provided the carrier, and PS Form 2900 shall be annotated as shown in figure 11-5. Completed PS Forms 2900 shall be closed out, totaled, and verified after the last entry of each week, generally on Friday, and on the last day of the month. Part 1 shall be sent Certified USPS indicia mail on the next scheduled dispatch to:

FOREMAN, IAMRU
AIRPORT MAIL FACILITY
DULLES INTERNATIONAL AIRPORT
WASHINGTON, DC 20041

NOTE: Special postal service may not be used for these mailings.

Table 11-2. Mail Shipments

MODE

TRANSPORTATION

DOCUMENTATION

SPECIAL INSTRUCTIONS

DISPOSITION OF DOCUMENTATION

When sacks or pouches containing PS TAG 44 or OSPs containing hazardous material are included on PS Form 2942A, insert "Hazardous Mail Included In This Dispatch" at the bottom of PS Form 2942A.

Manifest APO and FPO mail separately.

Return of empty equipment shall be documented on separate AV-7s or 2900s and the statement "NO ACCOUNTING - SAC VIDES" shall be annotated on the AV-7, or the 2900.

When dispatch involves the use of foreign air carrier transferring mail to a U.S. air carrier, you may use PS Form 2900 if foreign carrier is a PS 2900 user or use an AV-7 if foreign carrier does not accept PS 2900. Sufficient sets shall be prepared so that both carriers will receive five copies of each AV-7.

FOREMAN, IAMRU
AIRPORT MAIL FACILITY
DULLES INTERNATIONAL AIRPORT
WASHINGTON, DC 20041

Table 11-2. (Continued)

<u>MODE OF TRANSPORTATION</u>	<u>DOCUMENTATION</u>	<u>SPECIAL INSTRUCTIONS</u>	<u>DISPOSITION OF DOCUMENTATION</u>
MAC Airlift	DD Form 1384 (TCMD) Prescribed by MILSTAMP (DoD 4500.32-R (Reference (n))).	For pound to kilo conversion, see table 11-3. Number forms consecutively in the upper left corner, beginning with number 1 on the first dispatch of each year. Prepare separate forms for APO and FPO mail; however, list all classes of mail on the same form, except registered mail. Prepare a separate TCMD for registered mail (see figure 11-9). When PS Item 0-817 (Numbered Seal) is used on registers, indicate the seal number in the line entry of the body of the TCMD in columns "Trailer Container" and "Consignor". Return MAC shipment offloaded at the wrong terminal to MAC as "Intransit Mail" for dispatch.	As prescribed by MILSTAMP (DoD 4500.32-R (reference (n))).

Table 11-2. (Continued)

MODE OF
TRANSPORTATION

DOCUMENTATION

SPECIAL INSTRUCTIONS

DISPOSITION OF DOCUMENTATION

Sealift

DD Form 1384 (TCMD) as prescribed by MILSTAMP (DoD 4500.32-R (reference (n))).

Number forms consecutively in upper left corner, beginning with number 1 on the first day of each year.

As prescribed by MILSTAMP (DoD 4500.32-R (reference (n))). In addition, DD Form 1384 for shipments to CONUS shall be sent by First Class USPS indicia mail to the following ports, as appropriate:

Overseas postal facilities receiving mail by ships are advised by the serving JMPA of estimated date of arrival. Monitor arrival of ship and if it is determined that a ship will not arrive 5 days subsequent to estimated time of arrival (ETA) due to diversion or delay at another port, consider off-loading the mail for transshipment by other surface transportation or by airlift, if no other means are available, providing such action will advance delivery to end destination. Advise MPSA, Transportation Division (MPSA-TR) of reason a ship is delayed 5 days subsequent to the ETA and any action taken to transship mail.

JMPA shall monitor ship transit time for surface mail to and from all overseas areas.

NEW YORK

General Manager
New Jersey International and Bulk Mail Center
80 New County Road
ATTN: Incoming Surface, RM 212
Jersey City, NJ 07097

Commander, JMPA-Atlantic
USPS-AMF
Bldg 250, RM 2G-8
JFK International Airport
New York, NY 11430

SAN FRANCISCO

Manager, Area Logistics
Main Post Office
Oakland, CA 94615

Commander, JMPA-Pacific
390 Main Street, RM 501
San Francisco, CA 94106

Table 11-2. (Continued)

MODE OF
TRANSPORTATION

DOCUMENTATION

SPECIAL INSTRUCTIONS

DISPOSITION OF DOCUMENTATION

Command-Funded
Transportation

Unless otherwise prescribed by local directives or contracts, DD Form 1372 shall be used. It is also used as a supplemental shipping document for mail shipments in sealed railcars or vans under a Government Bill of Lading. It is not used to transfer accountability of registered mail.

Prepare DD Form 1372 (Mail Manifest) in triplicate (using ballpoint pen) for each dispatch of mail by vehicle, train, or command aircraft to another operational MPO. Erasures are not authorized. When an error is made, draw a single line through the error and initial it.

MAIAMI

Manager, Bulk Mail Center
7415 Commonwealth Avenue
Jacksonville, FL 32099

See Chapter 8, subsection 802, for documentation requirements for registered mail.

Major overseas commanders shall issue instructions on mail manifest preparation within their command. Completion of any or all items on the forms shall depend on local requirements.

Retain triplicate in suspense and destroy upon receipt of the signed duplicate. Give original and duplicate to the mailguard or send with the mail when dispatches are made by sealed truck, van, or railcars. The clerk at the receiving activity shall receipt for mail on the original and duplicate, retain the original for the files of his or her activity, and return the duplicate to the dispatching activity by the mailguard or by mail, as appropriate.

Table 11-2. (Continued)

To convert pounds to kilograms and vice versa, use the middle columns and read to the left for equivalent kilograms and to the right for equivalent pounds.

kg ← lb / kg → lb	kg ← lb / kg → lb	kg ← lb / kg → lb
0.454 ← 1 → 2.205	23.133 ← 51 → 112.436	47.627 ← 105 → 231.485
0.907 ← 2 → 4.409	23.587 ← 52 → 114.640	49.895 ← 110 → 242.506
1.361 ← 3 → 6.614	24.040 ← 53 → 116.845	52.163 ← 115 → 253.531
1.814 ← 4 → 8.818	24.494 ← 54 → 119.049	54.431 ← 120 → 264.554
2.268 ← 5 → 11.023	24.947 ← 55 → 121.254	56.699 ← 125 → 275.578
2.722 ← 6 → 13.228	25.401 ← 56 → 123.459	58.967 ← 130 → 286.601
3.175 ← 7 → 15.432	25.855 ← 57 → 125.663	61.235 ← 135 → 297.624
3.629 ← 8 → 17.637	26.308 ← 58 → 127.868	63.503 ← 140 → 308.647
4.082 ← 9 → 19.842	26.762 ← 59 → 130.073	65.771 ← 145 → 319.670
4.536 ← 10 → 22.046	27.215 ← 60 → 132.277	68.039 ← 150 → 330.693
4.990 ← 11 → 24.251	27.699 ← 61 → 134.482	70.306 ← 155 → 341.716
5.443 ← 12 → 26.455	28.123 ← 62 → 136.686	72.574 ← 160 → 352.739
5.897 ← 13 → 28.660	28.576 ← 63 → 138.891	74.842 ← 165 → 363.762
6.350 ← 14 → 30.865	29.030 ← 64 → 141.096	77.110 ← 170 → 374.785
6.804 ← 15 → 33.069	29.483 ← 65 → 143.300	79.378 ← 175 → 385.809
7.257 ← 16 → 35.274	29.937 ← 66 → 145.505	81.646 ← 180 → 396.832
7.711 ← 17 → 37.479	30.391 ← 67 → 147.710	83.914 ← 185 → 407.855
8.165 ← 18 → 39.683	30.844 ← 68 → 149.914	86.182 ← 190 → 418.878
8.618 ← 19 → 41.888	31.298 ← 69 → 152.119	88.450 ← 195 → 429.901
9.072 ← 20 → 44.092	31.751 ← 70 → 154.323	90.718 ← 200 → 440.924
9.525 ← 21 → 46.297	32.205 ← 71 → 156.528	102.058 ← 225 → 496.040
9.979 ← 22 → 48.502	32.658 ← 72 → 158.733	113.398 ← 250 → 551.155
10.433 ← 23 → 50.706	33.112 ← 73 → 160.937	124.737 ← 275 → 606.271
10.886 ← 24 → 52.991	33.566 ← 74 → 163.142	136.077 ← 300 → 661.386
11.340 ← 25 → 55.116	34.019 ← 75 → 165.347	147.417 ← 325 → 716.502
11.793 ← 26 → 57.320	34.472 ← 76 → 167.551	158.757 ← 350 → 771.617
12.247 ← 27 → 59.525	34.926 ← 77 → 169.756	170.096 ← 375 → 826.733
12.701 ← 28 → 61.729	35.380 ← 78 → 171.960	181.436 ← 400 → 881.848
13.154 ← 29 → 63.934	35.834 ← 79 → 174.165	192.776 ← 425 → 936.964
13.608 ← 30 → 66.139	36.287 ← 80 → 176.370	204.116 ← 450 → 992.079
14.061 ← 31 → 68.343	36.741 ← 81 → 178.574	215.455 ← 475 → 1047.195
14.515 ← 32 → 70.548	37.194 ← 82 → 180.779	226.795 ← 500 → 1102.310
14.968 ← 33 → 72.752	37.648 ← 83 → 182.983	238.135 ← 525 → 1157.426
15.422 ← 34 → 74.957	38.102 ← 84 → 185.188	249.475 ← 550 → 1212.541
15.876 ← 35 → 77.162	38.555 ← 85 → 187.393	260.814 ← 575 → 1267.657
16.329 ← 36 → 79.366	39.009 ← 86 → 189.597	272.154 ← 600 → 1322.772
16.783 ← 37 → 81.571	39.462 ← 87 → 191.802	283.494 ← 625 → 1377.888
17.236 ← 38 → 83.776	39.916 ← 88 → 194.007	294.834 ← 650 → 1433.003
17.690 ← 39 → 85.980	40.370 ← 89 → 196.211	306.173 ← 675 → 1488.119
18.144 ← 40 → 88.185	40.823 ← 90 → 198.416	317.513 ← 700 → 1543.234
18.597 ← 41 → 90.389	41.277 ← 91 → 200.620	328.853 ← 725 → 1598.350
19.051 ← 42 → 92.594	41.730 ← 92 → 202.825	340.193 ← 750 → 1653.465
19.504 ← 43 → 94.799	42.184 ← 93 → 205.030	351.531 ← 775 → 1708.581
19.958 ← 44 → 97.003	42.637 ← 94 → 207.234	362.872 ← 800 → 1763.696
20.412 ← 45 → 99.208	43.091 ← 95 → 209.439	374.212 ← 825 → 1818.812
20.865 ← 46 → 101.413	43.545 ← 96 → 211.644	385.552 ← 850 → 1873.927
21.319 ← 47 → 103.617	43.998 ← 97 → 213.848	396.891 ← 875 → 1929.043
21.772 ← 48 → 105.822	44.452 ← 98 → 216.053	408.231 ← 900 → 1984.158
22.226 ← 49 → 108.026	44.905 ← 99 → 218.257	430.911 ← 950 → 2094.389
22.680 ← 50 → 110.231	45.359 ← 100 → 220.462	453.590 ← 1000 → 2204.620

Table 11-3. Weight Conversions.

DAILY DISPATCH SCHEDULE

 Dispatching Activity

Date Prepared

Effective Dates

A. SYMBOLS

Symbols used in this schedule are as follows:

1. \$ - Alternate Service	6. S - SAM Only
2. L - Letters	7. NS - No (SAM)
3. P - Priority	8. R - Registered Mail
4. & No (MOM)	9. NR - No Registered Mail
5. ND - Next Day	10. NOR - No Official Reg. Mail

B. FLIGHT SCHEDULE

<u>DEPART</u>	<u>FLT</u>	<u>ROUTING</u>	<u>DESIGNATION</u>	<u>ARRIVALS</u>	<u>REMARKS</u>
1220	NWA 10	TTO/NWA	JFK	1820 ND	NOR
1520	MAC	DIRECT	TYC	1425	NOR
1640	TWA 840	DIRECT	JFK	1845 ND	NOR
1750	\$JAL	DIRECT	SFO	0225 ND	NOR

Figure 11-1 Example Format of a Daily Dispatch Schedule.

C. INSTRUCTIONS

1. Each Military postal activity that enders mail to commercial air carriers (U.S. or foreign flag) or to MAC shall prepare and maintain current air dispatch schedules. This requirement is not applicable to mobile forces.

2. These schedules shall list the flights to be used (including alternates) in the order of departure beginning at 0001 on Sunday and continuing for each day of the week. Use local times for the departure column.

3. The routing column shall reflect ramp transfer point for mail through manifested from point of origin to final destination. For example, TYP/FLT 72 indicates mail will be transferred to TYO to FLT 72 for onward movement to final destination.

4. The arrival column shall reflect the scheduled, local arrival time of flight at destination shown. If arrival is the day following departure, enter ND after arrival hour; if arrival is the second day after departure, enter 2d.

5. Use the appropriate symbols in the remarks columns to indicate what class of mail or transportation category is moved on the specific flight when flights are used. If all classes of mail are tendered to a flight, leave the remarks column blank. If all classes of mail, except official registers, are tendered to a flight, indicate NOR in the remarks column. Otherwise, show the mail scheduled for dispatch on a flight by the appropriate symbol.

Figure 11-1

(G) PRENUMBERED

U.S. POSTAL SERVICE U.S. MILITARY MAIL BY U.S. COMMERCIAL AIR CARRIERS DISPATCH RECORD													
INCLUSIVE DATES		MILITARY GROUP (When in) (and only) ☐ APO ☐ B ☐ FPO	ORIGIN AIRPORT	CARRIER CODE	FLIGHT NO	DEPARTURE TIME	SERIAL NO						
(A)		(C)		(D)	(E)	(F)	(G)						
MARK (I) ONE CATEGORY FOR EACH DESTINATION								SIGNATURES POSTAL REPRESENTATIVE AIR CARRIER REPRESENTATIVE					
(H) ☐ J ☐ K ☐ L ☐ M ☐ N ☐ O ☐ P ☐ Q ☐ R ☐ S ☐ T		(J) ☐ K ☐ L ☐ M ☐ N ☐ O ☐ P ☐ Q ☐ R ☐ S ☐ T		(K) ☐ L ☐ M ☐ N ☐ O ☐ P ☐ Q ☐ R ☐ S ☐ T		(L) ☐ M ☐ N ☐ O ☐ P ☐ Q ☐ R ☐ S ☐ T							
(I)		(J)		(K)		(L)		TOTAL WEIGHT (Pounds) (M)					
(J)		(K)		(L)		(M)							
(K)		(L)		(M)		(N)		(O)					
(L)		(M)		(N)		(O)							
(M)		(N)		(O)		(P)		(Q)					
(N)		(O)		(P)		(Q)							
(O)		(P)		(Q)		(R)		(S)					
(P)		(Q)		(R)		(S)							
(Q)		(R)		(S)		(T)		(U)					
(R)		(S)		(T)		(U)							
(S)		(T)		(U)		(V)		(W)					
(T)		(U)		(V)		(W)							
(U)		(V)		(W)		(X)		(Y)					
(V)		(W)		(X)		(Y)							
(W)		(X)		(Y)		(Z)		(AA)					
(X)		(Y)		(Z)		(AA)							
(Y)		(Z)		(AA)		(AB)		(AC)					
(Z)		(AA)		(AB)		(AC)							
(AB)		(AC)		(AD)		(AE)		(AF)					
(AC)		(AD)		(AE)		(AF)							
(AD)		(AE)		(AF)		(AG)		(AH)					
(AE)		(AF)		(AG)		(AH)							
(AF)		(AG)		(AH)		(AI)		(AJ)					
(AG)		(AH)		(AI)		(AJ)							
(AH)		(AI)		(AJ)		(AK)		(AL)					
(AI)		(AJ)		(AK)		(AL)							
(AJ)		(AK)		(AL)		(AM)		(AN)					
(AK)		(AL)		(AM)		(AN)							
(AL)		(AM)		(AN)		(AO)		(AP)					
(AM)		(AN)		(AO)		(AP)							
(AO)		(AP)		(AQ)		(AR)		(AS)					
(AP)		(AQ)		(AR)		(AS)							
(AR)		(AS)		(AT)		(AU)		(AV)					
(AS)		(AT)		(AU)		(AV)							
(AT)		(AU)		(AV)		(AW)		(AX)					
(AU)		(AV)		(AW)		(AX)							
(AV)		(AW)		(AX)		(AY)		(AZ)					
(AW)		(AX)		(AY)		(AZ)							
(AX)		(AY)		(AZ)		(BA)		(BB)					
(AY)		(AZ)		(BA)		(BB)							
(AZ)		(BA)		(BB)		(BC)		(BD)					
(BA)		(BB)		(BC)		(BD)							
(BB)		(BC)		(BD)		(BE)		(BF)					
(BC)		(BD)		(BE)		(BF)							
(BD)		(BE)		(BF)		(BG)		(BH)					
(BE)		(BF)		(BG)		(BH)							
(BF)		(BG)		(BH)		(BI)		(BJ)					
(BG)		(BH)		(BI)		(BJ)							
(BI)		(BJ)		(BK)		(BL)		(BM)					
(BJ)		(BK)		(BL)		(BM)							
(BK)		(BL)		(BM)		(BN)		(BO)					
(BL)		(BM)		(BN)		(BO)							
(BN)		(BO)		(BP)		(BQ)		(BR)					
(BO)		(BP)		(BQ)		(BR)							
(BP)		(BQ)		(BR)		(BS)		(BT)					
(BQ)		(BR)		(BS)		(BT)							
(BR)		(BS)		(BT)		(BU)		(BV)					
(BS)		(BT)		(BU)		(BV)							
(BU)		(BV)		(BW)		(BX)		(BY)					
(BV)		(BW)		(BX)		(BY)							
(BW)		(BX)		(BY)		(BZ)		(CA)					
(BX)		(BY)		(BZ)		(CA)							
(BY)		(BZ)		(CB)		(CC)		(CD)					
(BZ)		(CB)		(CC)		(CD)							
(CB)		(CC)		(CD)		(CE)		(CF)					
(CC)		(CD)		(CE)		(CF)							
(CD)		(CE)		(CF)		(CG)		(CH)					
(CE)		(CF)		(CG)		(CH)							
(CE)		(CF)		(CG)		(CH)		(CI)					
(CF)		(CG)		(CH)		(CI)							
(CH)		(CI)		(CJ)		(CK)		(CL)					
(CI)		(CJ)		(CK)		(CL)							
(CK)		(CL)		(CM)		(CN)		(CO)					
(CL)		(CM)		(CN)		(CO)							
(CM)		(CN)		(CO)		(CP)		(CQ)					
(CN)		(CO)		(CP)		(CQ)							
(CO)		(CP)		(CQ)		(CR)		(CS)					
(CP)		(CQ)		(CR)		(CS)							
(CR)		(CS)		(CT)		(CU)		(CV)					
(CS)		(CT)		(CU)		(CV)							
(CT)		(CU)		(CV)		(CW)		(CX)					
(CU)		(CV)		(CW)		(CX)							
(CV)		(CW)		(CX)		(CY)		(CZ)					
(CW)		(CX)		(CY)		(CZ)							
(CX)		(CY)		(CZ)		(DA)		(DB)					
(CY)		(CZ)		(DA)		(DB)							
(CZ)		(DA)		(DB)		(DC)		(DD)					
(DA)		(DB)		(DC)		(DD)							
(DB)		(DC)		(DD)		(DE)		(DF)					
(DC)		(DD)		(DE)		(DF)							
(DE)		(DF)		(DG)		(DH)		(DI)					
(DF)		(DG)		(DH)		(DI)							
(DG)		(DH)		(DI)		(DJ)		(DK)					
(DH)		(DI)		(DJ)		(DK)							
(DI)		(DJ)		(DK)		(DL)		(DM)					
(DJ)		(DK)		(DL)		(DM)							
(DK)		(DL)		(DM)		(DN)		(DO)					
(DL)		(DM)		(DN)		(DO)							
(DM)		(DN)		(DO)		(DP)		(DQ)					
(DN)		(DO)		(DP)		(DQ)							
(DO)		(DP)		(DQ)		(DR)		(DS)					
(DP)		(DQ)		(DR)		(DS)							
(DR)		(DS)		(DT)		(DU)		(DV)					
(DS)		(DT)		(DU)		(DV)							
(DT)		(DU)		(DV)		(DW)		(DX)					
(DU)		(DV)		(DW)		(DX)							
(DV)		(DW)		(DX)		(DY)		(DZ)					
(DW)		(DX)		(DY)		(DZ)							
(DX)		(DY)		(DZ)		(EA)		(EB)					
(DY)		(DZ)		(EA)		(EB)							
(DZ)		(EA)		(EB)		(EC)		(ED)					
(EA)		(EB)		(EC)		(ED)							
(EB)		(EC)		(ED)		(EE)		(EF)					
(EC)		(ED)		(EE)		(EF)							
(ED)		(EE)		(EF)		(EG)		(EH)					
(EE)		(EF)		(EG)		(EH)							
(EF)		(EG)		(EH)		(EI)		(EJ)					
(EG)		(EH)		(EI)		(EJ)							
(EH)		(EI)		(EJ)		(EK)		(EL)					
(EI)		(EJ)		(EK)		(EL)							
(EJ)		(EK)		(EL)		(EM)		(EN)					
(EK)		(EL)		(EM)		(EN)							
(EL)		(EM)		(EN)		(EO)		(EP)					
(EM)		(EN)		(EO)		(EP)							
(EO)		(EP)		(EQ)		(ER)		(ES)					
(EP)		(EQ)		(ER)		(ES)							
(ER)		(ES)		(ET)		(EU)		(EV)					
(ES)		(ET)		(EU)		(EV)							
(ET)		(EU)		(EV)		(EW)		(EX)					
(EU)		(EV)		(EW)		(EX)							
(EV)		(EW)		(EX)		(EY)		(EZ)					
(EW)		(EX)		(EY)		(EZ)							
(EX)		(EY)		(EZ)		(FA)		(FB)					
(EY)		(EZ)		(FA)		(FB)							
(EZ)		(FA)		(FB)		(FC)		(FD)					
(FA)		(FB)		(FC)		(FD)							
(FB)		(FC)		(FD)		(FE)		(FF)					
(FC)		(FD)		(FE)		(FF)							
(FD)		(FE)		(FF)		(FG)		(FH)					
(FE)		(FF)		(FG)		(FH)							
(FE)		(FF)		(FG)		(FH)		(FI)					
(FF)		(FG)		(FH)		(FI)							
(FG)		(FH)		(FI)		(FJ)		(FK)					
(FH)		(FI)		(FJ)		(FK)							
(FI)		(FJ)		(FK)		(FL)		(FM)					
(FJ)		(FK)		(FL)		(FM)							
(FJ)		(FK)		(FL)		(FM)		(FN)					
(FK)		(FL)		(FM)		(FN)							
(FM)		(FN)		(FO)		(FP)		(FQ)					
(FN)		(FO)		(FP)		(FQ)							
(FO)		(FP)		(FQ)		(FR)		(FS)					
(FP)		(FQ)		(FR)		(FS)							
(FR)		(FS)		(FT)		(FU)		(FV)					
(FS)		(FT)		(FU)		(FV)							
(FT)		(FU)		(FV)		(FW)		(FX)					
(FU)		(FV)		(FW)		(FX)							
(FV)		(FW)		(FX)		(FY)		(FZ)					
(FW)		(FX)		(FY)		(FZ)							
(FX)		(FY)		(FZ)		(GA)		(GB)					
(FY)		(FZ)		(GA)		(GB)							
(FY)		(FZ)		(GA)		(GB)		(GC)					
(FZ)		(GA)		(GB)		(GC)							
(GA)		(GB)		(GC)		(GD)		(GE)					
(GB)		(GC)		(GD)		(GE)							
(GB)		(GC)		(GD)		(GE)		(GF)					
(GC)		(GD)		(GE)		(GF)							
(GD)		(GE)		(GF)		(GG)		(GH)					
(GE)		(GF)		(GG)		(GH)							
(GE)		(GF)		(GG)		(GH)		(GI)					
(GF)		(GG)		(GH)		(GI)							
(GH)		(GI)		(GJ)		(GK)		(GL)					
(GI)		(GJ)		(GK)		(GL)							
(GI)		(GJ)		(GK)		(GL)		(GM)					
(GJ)		(GK)		(GL)		(GM)							
(GJ)		(GK)		(GL)		(GM)		(GN)					
(GK)		(GL)		(GM)		(GN)							
(GM)		(GN)		(GO)		(GP)		(GQ)					
(GN)		(GO)		(GP)		(GQ)							
(GO)		(GP)		(GQ)		(GR)		(GS)					
(GP)		(GQ)		(GR)		(GS)							
(GR)		(GS)		(GT)		(GU)		(GV)					
(GS)		(GT)		(GU)		(GV)							
(GT)		(GU)		(GV)		(GW)		(GX)					
(GU)		(GV)		(GW)		(GX)							
(GV)		(GW)		(GX)		(GY)		(GZ)					
(GW)		(GX)		(GY)		(GZ)							
(GX)		(GY)		(GZ)		(HA)		(HB)					
(GY)		(GZ)		(HA)		(HB)							
(GY)		(GZ)		(HA)		(HB)		(HC)					
(GZ)		(HA)		(HB)		(HC)							
(HA)		(HB)		(HC)		(HD)		(HE)					
(HB)		(HC)		(HD)		(HE)							
(HB)		(HC)		(HD)		(HE)		(HF)					
(HC)		(HD)		(HE)		(HF)							
(HD)		(HE)		(HF)		(HG)		(HH)					
(HE)		(HF)		(HG)		(HH)							
(HE)		(HF)		(HG)		(HH)		(HI)					
(HF)		(HG)		(HH)		(HI)							
(HG)		(HH)		(HI)		(HJ)		(HK)					
(HH)		(HI)		(HJ)		(HK)							
(HI)		(HJ)		(HK)		(HL)		(HM)					
(HJ)		(HK)		(HL)		(HM)							
(HJ)		(HK)		(HL)		(HM)		(HN)					
(HK)		(HL)		(HM)		(HN)							
(HM)		(HN)		(HO)		(HP)		(HQ)					
(HN)		(HO)		(HP)		(HQ)							
(HO)		(HP)		(HQ)		(HR)		(HS)					
(HP)		(HQ)		(HR)		(HS)							
(HR)		(HS)		(HT)		(HU)		(HV)					
(HS)		(HT)		(HU)		(HV)							
(HT)		(HU)		(HV)		(HW)							

BLOCK A - INCLUSIVE DATES

Enter dates, month, and year for the week. PS Form 2900 shall be initiated with the first dispatch each Saturday and shall be closed out after the last dispatch each Friday. A new form shall be initiated the first day of each month (Figure 11-4).

BLOCK B - MILITARY GROUP

Mark appropriate block to identify the military group. If mail is originated by the Army or Air Force, place an "X" in the APO box, by Navy or Marines, place an "X" in the FPO box.

BLOCK C - ORIGIN AIRPORT

Complete this block by using the three-letter alpha code of the Airport from which the mail shall be dispatched. Use the designated airport codes as shown in the T-7 Handbook, Appendix C (Reference (1)).

BLOCK D - CARRIER CODE

Complete this block by using the three-letter code of the airline to which mail shall be tendered. Use the designated air carrier codes as shown in the T-7 Handbook, Appendix C (reference (i)). When a ramp transfer from one flight to another flight with the same air carrier is required, show the three-letter code of the air carrier involved only once. If a transfer between two U.S. air carriers shall be used, the three-letter code for both air carriers involved shall be shown in this block (figure 12-5). If transfer between two U.S. air carriers is required, those categories of mail involved in the transfer shall be accounted for on a separate PS Form 2900.

Figure 11-3. Completion Instructions for PS Form 2900 to be used in conjunction with Figure 11-2.

BLOCK E - FLIGHT NUMBER

Complete this block by entering the original flight number to which mail is to be tendered. When mail remains in the custody of the same air carrier over the entire route, subsequent flight numbers shall be shown in this block. (NOTE: Flight numbers may not be entered when SAM and empty equipment is tendered to the air carriers. See block D for ramp transfers involving two U.S. commercial air carriers (figure 11-4).

BLOCK F - DEPARTURE TIME

This block is provided to show the scheduled departure time of the flight for which mail is manifested. When the same flight number has different departure times on different days of the week, use a timespan in the "Departure Time" block. (EXAMPLE: Flight departure of the same flight number on Saturday, Sunday and Monday is 1300; on Tuesday and Wednesday - 1530; on Thursday and Friday - 1615. In this case, 1300 -1615 is placed in the "Departure Time" block). Do not enter departure time for SAM or empty equipment dispatches.

BLOCK G - SERIAL NUMBER

Serial numbers are assigned in the same manner as AV-7s. PS Forms 2900 shall be initiated with the first dispatch each Saturday and shall be closed out after the last dispatch each Friday. Begin serial numbering with the number 1 on the first day of each month. Number PS Forms 2900 consecutively,

Figure 11-3. Completion Instructions for PS Form 2900 to be used in Conjunction with Figure 11-2.

regardless of carrier, destination, or mail category. The final PS Form 2900 issued each month shall be identified by the letter "X" after the number. Send completed PS Forms 2900 via Certified Mail to: Foreman, IAMRU, Airport Mail Facility, Dulles International Airport, Washington, D.C. 20041.

BLOCK H - CATEGORY FOR EACH DESTINATION

This block shall be marked to identify the category of mail. Mark an "X" in the appropriate box to indicate the type of mail to be manifested in each column. List each category separately in the applicable destination columns (figure 11-3).

BLOCK I - DAY

The preprinted Saturday through Friday lines shall be completed as explained throughout these instructions.

BLOCK J - DESTINATION

(1) Complete this block by entering the three-letter code of the airport at which the mail will be offloaded by the carrier for delivery to the receiving postal activity. When mail is manifested to a destination on a flight with more than four offload points of origin, use a second PS Form 2900. Mark Page numbers above the preprinted serial number. EXAMPLE: If there are 2 pages, mark "page 1 of 2" on the first form, and "page 2 of 2" on the second page. Each form shall be totaled separately.

(2) When an approved interline transfer between two U.S. air carriers is used, show the transfer airport and destination airport in the "Destination" block (figure 11-4). NOTE: Interline transfers, when authorized, may never involve more than two U.S. air carriers.

BLOCK K - PIECES (PCS)

Indicate total number of pieces, including sacks, OSMs, and containers tendered to the carrier for the day, by destination. Do not indicate a piece count for SAM or empty equipment dispatches (enter bulk weight only in block L) (figure 11-3).

BLOCK L - KILOGRAMS

Enter all weights on this form in kilograms and tenths of kilograms only.

NOTE: The broken line in the weight column will separate kilograms and tenths of kilograms. Use the space to the left of the broken line to enter kilograms. To the right, round off to the nearest tenth of a kilogram (see weight conversions in table 11-3). If a flight does not operate, write "Flight Did Not Operate" or "DNO" in this column. If a regular stop on a flight is canceled or is not scheduled on any given day, write "No Stop" or "NS" in the appropriate column. If a flight is canceled, write "Canceled" or "CXD" in the appropriate column. Other unused blocks in any "Destination" column shall be lined through diagonally. When a weight entry must be changed, draw a single line through the incorrect entry and insert the correct weight on the same line above the incorrect entry. The postal representative who made the change shall initial the correction. If a correction must be made, ensure corrections are made on all copies of the PS Form 2900 (figure 11-3).

BLOCK M - TOTAL WEIGHT (KILOGRAMS)

Add weight for each destination for each day and show the total in kilograms. Round off to the nearest tenth of a kilogram.

Figure 11-3. (continued)

BLOCK N - POSTAL REPRESENTATIVE

The dispatching clerk shall sign this block each day, even when mail is not tendered to on air carrier.

BLOCK O - AIR CARRIER REPRESENTATIVE

The air carrier representative shall sign this block verifying the total weight of mail tendered for each day. NOTE: Signature is not required on days that no mail is tendered.

BLOCK P - TOTAL

This is the total of all mail for the "Destination" columns for the week entered in kilograms, rounded off to the nearest tenth of a kilogram (see example in figure 11-3).

BLOCK Q - TOTAL (FOR THE WEEK)

This is the total of each line entry described in block M, added down. A cross balance for verifications is obtained by addition of totals from block P, added across. (These totals shall agree with each other).

BLOCK R - REMARKS

Enter any pertinent information necessary to clarify special or unusual entries. An example would be the number of pouches for a JUMPS mailing. Also, restricted article notations shall be included in the remarks section on applicable days and destinations, with an asterisk to indicate that the weight of the restricted article is included in the bulk weight. Some of the carriers require a copy of the manifest several hours before the closeout time. In these cases, prepare a separate PS Form 2900 for the restricted articles only. The remarks section is also used when dispatching empty equipment. Write in the remarks section (NO ACCOUNTING SACS VIDES) (figure 11-5).

BLOCK S - CERTIFICATION

The postal officer, MPO supervisor, or a designated representative shall sign this block certifying that all the information on the form is complete and accurate.

BLOCK T - DISTRIBUTION OF COPIES

Distribute as indicated on the lower right corner of each copy on the appropriate day of the week. On days when no mail is tendered to the air carrier, or when a flight does not operate, note "NO Mail" or "Flight Did Not Operate" or "DNO" on the carrier copy for that day and give it to the air carrier.

Figure 11-3. (continued)

U.S. POSTAL SERVICE U.S. MILITARY MAIL BY U.S. COMMERCIAL AIR CARRIERS DISPATCH RECORD																
INCLUSIVE DATES		MILITARY GROUP (check (a) and (b))		ORIGIN AIRPORT		CARRIER CODE		FLIGHT NO.		DEPARTURE TIME		SERIAL NO.				
1-4 Nov 19XX		☐ (a) ☒ (b)		OKA		NWA		16		1535		67747				
DAY	MARK (a) ONE CATEGORY FOR EACH DESTINATION				HNL				HNL				TOTAL WEIGHT (kilograms)	SIGNATURES		
	LAX	LAX	LAX	LAX	PCB	KILOGRAMS*	PCB	KILOGRAMS*	PCB	KILOGRAMS*	PCB	KILOGRAMS*		POSTAL REPRESENTATIVE	AIR CARRIER REPRESENTATIVE	
SAT.																
SUN.																
MON.																
TUE.	22	210	7	1	28	1	214	1	No Mail				2379	9	Sam Parks	Pete Day
WED.															Sam Parks	Pete Day
THU.	59	487	6	5	104	3	2973	2	22	6	1	5	8	1	Sam Parks	Pete Day
FRI.	46	408	2	15	215	0	1739	0	45	4	1	9	1	2	Sam Parks	Pete Day
SAT.																
TOTAL		1106	5		347	4	6853	3	68	0		14	9	2		

I certify that the mail listed herein has been tendered to the above carrier for air transportation.

Robert Brown

POSTAL REPRESENTATIVE SIGNATURE

PT. 9 - TO CARRIER ON SATURDAY.

Figure 11-4. Sample of Completed PS Form 2900 Showing New Month Beginning Midweek and Mail Tendered to Single Service U.S. Commercial Air Carrier.

U.S. POSTAL SERVICE														
U.S. MILITARY MAIL BY U.S. COMMERCIAL AIR CARRIERS DISPATCH RECORD														
INCLUSIVE DATES		MILITARY GROUP		ORIGIN AIRPORT		CARRIER CODE		FLIGHT NO.		DEPARTURE TIME		SERIAL NO.		
4-10 Oct 19XX		☒ APO ☐ FPO		FRA		PAA/TWA		PAA1/TWA703		1055		67745		
DAY	MARK (a) ONE CATEGORY FOR EACH DESTINATION						TOTAL WEIGHT (pounds)	SIGNATURES						
	LON/JFK		LON/JFK		LON/JFK			POSTAL REPRESENTATIVE	AIR CARRIER REPRESENTATIVE					
	PCB	KILOGRAMS*	PCB	KILOGRAMS*	PCB	KILOGRAMS*								
SAT.									Carl Bunch					
SUN.									Carl Bunch					
MON.	2	23 1 3	42 5				65 6		Carl Bunch					
TUE.	4	54 5 8	90 7				145 2		Carl Bunch					
WED.	3	45 4 5	136 1				181 5		Carl Bunch					
THU.	2	31 8 3	44 6				76 4		Carl Bunch					
FRI.	7	94 8 4	50 6				145 4		Carl Bunch					
SAT.							614 1		Carl Bunch					
REMARKS							I certify that the mail listed herein has been tendered to the above carrier for air transportation. POSTAL REPRESENTATIVE SIGNATURE <i>Harold Mins</i>							

Figure 11-5. Sample of Completed PS Form 2900 for Airmail and MOM Requiring a Transfer Between Two U.S. Commercial Air Carriers. Also Shows Example of Entries When Flight Did Not Operate and When No Mail was Available.

U.S. POSTAL SERVICE											
U.S. MILITARY MAIL BY U.S. COMMERCIAL AIR CARRIERS DISPATCH RECORD											
INCLUSIVE DATES		MILITARY GROUP (Mark (1) one only)	ORIGIN AIRPORT	CARRIER CODE	FLIGHT NO.	DEPARTURE TIME	SERIAL NO.	SIGNATURES			
1-3 Oct 19XX		☒ APO ☐ FPO ☐ HAM		PAA			95996	POSTAL REPRESENTATIVE		AIR CARRIER REPRESENTATIVE	
MARK (1) ONE CATEGORY FOR EACH DESTINATION											
JFK		☐ A.M. ☐ MOM ☐ SAM	☐ A.M. ☐ MOM ☐ SAM	☐ A.M. ☐ MOM ☐ SAM	☐ A.M. ☐ MOM ☐ SAM	☐ A.M. ☐ MOM ☐ SAM		TOTAL WEIGHT (Kilograms)			
DAY	PCS	KILOGRAMS*	PCS	KILOGRAMS*	PCS	KILOGRAMS*	PCS	KILOGRAMS*	PCS	KILOGRAMS*	
SAT.											
SUN.											
MON.											
TUE.											
WED.		1945 6							1945 6		
THU.		~~1945 6~~							~~1945 6~~		
FRI.											
SAT.											
REMARKS											
NO ACCOUNTING SAC VIDES											
I certify that the mail listed herein has been tendered to the above carrier for air transpor- tation. <i>Alvin Morris</i> POSTAL REPRESENTATIVE SIGNATURE											

PT. 9 - TO CARRIER ON SATURDAY

*Weights must be entered in kilos and grams - rounded off to nearest 100 grams.
PS Form 2900
Apr 1977

Figure 11-6. Sample of Completed PS Form 2900 for Shipment of Empty Equipment. Also Shows How to Correct Erroneous Entries.

AV-7 BLOCK NUMBERS

- 01 - AV-7 CONTROL NUMBER
- 02 - DISPATCHING OFFICE
- 03 - DATE OF DEPARTURE
- 04 - APO/FPO MAIL
- 05 - FOR AIRPORT OF
- 06 - CARRIER/FLIGHT/ROUTING
- 07 - RECEIVING OFFICE
- 08 - OFFICE OF ORIGIN/DEST
- 09 - NUMBER OF LC POUCHES/PRI
- 10 - NUMBER OF PP SACKS/PRI
- 11 - WEIGHT OF LC SACKS/PRI
- 12 - WEIGHT OF PP SACKS/PRI
- 13 - OFFICE OF ORIGIN/DEST MOM
- 14 - NUMBER OF PP SACKS/MOM
- 15 - WEIGHT OF PP SACKS/MOM
- 16 - OFFICE OF ORIGIN/DEST/SAM
- 17 - NUMBER OF SAM SACKS
- 18 - WEIGHT OF SAM SACKS
- 19 - TOTAL SACKS/POUCHES
- 20 - WEIGHT BY CLASS
- 21 - WEIGHT BY CLASS
- 22 - SIGNATURE OF AIR CARRIER REP
- 23 - LEAVE BLANK FOR RECEIVING ACTY

Final AV-7 for each month is identified by the letter "X" after the serial number.

Flight numbers for both U.S. and foreign commercial air carriers must be shown.

APC OF NAVY

(1) Submitting Office (2) Submitting Office (3) Date of Departure		(4) U.S. and Foreign Service (5) AV-7 DELIVERY LIST (6) Carrier Flight and Routing		(7) Receiving Office (8) Receiving Office	

Class of Mail	Office of Origin/Dispatch	Class		Weight of the Mail		Remarks
		LC Letters/Cards	PP Parcel Post	LC Letters/Cards	PP Parcel Post	
(9)		(10)	(11)	(12)		
(13)		(14)	(15)	(16)		
(17)		(18)	(19)	(20)		
TOTAL SACKS		TOTAL WEIGHT BY CLASSES		(21)		
(22)		(23)				

Total sacks are the totals of both LC (Letters/Cards) and CP (Parcel Post) columns.

Weight on all AV-7 delivery lists shall be strictly in kilograms to the nearest tenth.

Figure 11-7

BLOCK 1 - AV-7 CONTROL NUMBER

SERIAL NUMBERING: Begin with number 1 on the first day of the year. Number AV-7s consecutively, regardless of carrier, destination or mail category. The final AV-7 issued at the end of the year shall be identified by the letter "X" after the number (figure 11-7). When more than one page is used, the same control number shall be used on all pages. Number pages: "Page 1 of 3, Page 2 of 3, and Page 3 of 3" and put totals on the last page only. If carrier accepts mail and later returns it to the dispatching activity after record copy has been sent to the IAMRU, or the next number has been issued, void the AV-7. do not reuse the serial number. Send AV-7s to: Foreman, IAMRU, Airport Mail Facility, Dulles International Airport, Washington, D.C. 20041.

BLOCK 2 - DISPATCHING OFFICE

Enter the postal designation and geographic location of the dispatching activity and the date of completion of the form. Do not use your military postal activity designation.

BLOCK 3 - DATE OF DEPARTURE

Enter actual date that AV-7 is prepared to tender mail to the air carrier.

BLOCK 4 - APO or FPO

Separate forms are prepared for APO or FPO mail. Check the appropriate APO or FPO block.

Figure 11-8. Completion Instruction for AV-7 to be used in Conjunction with Figure 11-7.

BLOCK 5 - FOR AIRPORT OF

Enter the three-letter airport code followed by name of the city and state, or the city and country where the dispatch will be offloaded.

BLOCK 6 - CARRIER FLIGHT AND ROUTING

Enter the three-letter air terminal identifier code of the dispatching activity, the three-letter air terminal identifier code of the receiving activity, and the flight number. **EXAMPLE:**

A. For single plan through service:	PSA to ROM/AZI 317
B. For transfer from a U.S. carrier to a foreign carrier at an enroute flight.	FRA to BEY/PAA 2 BEY to DHA/MEA 444
C. For transfer from a foreign air carrier to another foreign air carrier at an enroute point:	PSA to ROM/AZI 317 ROM to PAR/AFL 635

BLOCK 7 - RECEIVING OFFICE

Leave blank. To be completed by the receiving postal activity.

BLOCK 8 - OFFICE OF ORIGIN OR DESTINATION

An entry must be placed in each column to identify the origin or destination of the mail. This section to be used for Priority Mail.

BLOCK 9 - LC, LETTERS, CARDS

Enter number of letter mail pouches in this column when dispatched on or for transfer to a scheduled foreign commercial air carrier.

Figure 11-8

BLOCK 10 - CP, PARCEL POST

Enter number of pieces of parcel mail as CP when dispatched on or for transfer to a scheduled foreign commercial air carrier.

BLOCK 11 - LETTER CLASS

Enter weight of letter mail (LC, Letter, Cards) in kilograms to the nearest tenth when dispatched on or for transfer to a scheduled foreign commercial air carrier.

BLOCK 12 - PARCEL POST

Enter weight of parcel mail (CP, Parcel Post) in kilograms to the nearest tenth when dispatched on or for transfer to a scheduled foreign commercial air carrier.

BLOCK 13 - OFFICE OF ORIGIN OR DESTINATION

An entry must be placed in each column to identify the origin or destination of the mail. This section to be used for "MOM" mail.

BLOCK 15 - CP, PARCEL POST MOM

Enter number of pieces of parcel mail as CP when dispatched on or for transfer to a scheduled foreign commercial air carrier.

BLOCK 15 - PARCEL POST MOM

Enter weight of parcel mail (CP, Parcel Post) in kilograms to the nearest tenth when dispatched on or for transfer to a scheduled foreign commercial air carrier.

BLOCK 16 - OFFICE OR ORIGIN OR DESTINATION SAM

An entry must be placed in each column to identify the origin or destination of the mail.

BLOCK 17 - CP, PARCEL POST

Enter number of pieces of parcel mail as CP when dispatched on or for transfer to a scheduled foreign commercial air carrier.

BLOCK 18 - PARCEL POST

Enter weight of parcel mail (CP, Parcel Post) in kilograms to the nearest tenth when dispatched on or for transfer to a scheduled foreign commercial air carrier.

BLOCK 19 - TOTAL SACKS

Enter total number of pouches, sacks, and OSPs (LC and CP) manifested, regardless of type.

BLOCKS 20 AND 21 - TOTAL WEIGHT BY CLASSES

Enter total weight in kilograms to the nearest tenth under the LC and CP columns, as appropriate, when dispatched on or for transfer to a scheduled foreign commercial air carrier.

BLOCK 22 - SIGNATURE OF AIR CARRIER REPRESENTATIVE

To be completed by air carrier representative upon receipt of the mail from the postal activity.

Figure 11-8. (continued)

BLOCK 23 - SIGNATURE OF POST OFFICE OFFICIAL

Leave blank. To be completed by the receiving activity.

Figure 11-8. (continued)

<u>BLOCK</u>	<u>DESCRIPTION</u>	<u>MAC PROCEDURE</u>	<u>MSC PROCEDURE</u>
1	Document Identification	Always enter TG-1 (Identifies prime document for mail).	Always enter TG-4 (Identifies prime documents for shipments in containers SEA-VAN)
2	Container Number	Leave blank.	Enter last five digits of container. If the container has less than five numbers, the container number shall be preceded by zeros to complete a five digit number.
3	Consignor	Enter the APO or FPO number preceded by a "O" (figure 11-10), or the abbreviation of the postal activity making the shipment. Abbreviations shall consist of six letters (figure 11-13).	Same.
4	Commodity-Special	Enter "Mail".	Enter "61225" which indicates parcel post sacked, no special handling required, and protected.
5	Air Dimension	Leave blank.	Leave blank.
6	Port of Embarkation (POE)	Enter three-letter air terminal identifier.	Enter three-digit port designator.

BLOCKDESCRIPTIONMAC PROCEDUREMSC PROCEDURE

7	Port of Debarkation (POD) code.	Enter three-letter terminal code.	Enter three-digit port designator.
8	Mode of Shipment	Enter "F".	Enter "V".
9	Type Pack	Enter "PC".	Enter "ZC".
10	Transportation Control	TCNs consist of 17 digit sequence in the following positions:	Same.

POSITION DESCRIPTION

1 - 6	Same as block 3
7	Last digit of calendar year
8-10	Day of year shipped
11	X
12-14	Serial No: Use 001-999 in sequence beginning with 001 for the first dispatch of each day
15-17	XXX
(See example in figure 11-10)	
Multiple shipment leave blank.	
For multiple shipments, a sepa- rate TCN shall be assigned for each class of mail in block 40.	

11	Consignee	Enter six-digit code of receiving APO or FPO number preceded by an "O" or a six-letter abbreviation of the receiving activity (figure 11-10). Leave blank if there is more than one receiving activity.	Same.

<u>BLOCK</u>	<u>DESCRIPTION</u>	<u>MAC PROCEDURE</u>	<u>MSC PROCEDURE</u>
12	Priority	Enter "1" for First Class mail, priority parcels, DPs, WSP, and CASREP pouches. Enter "1" for registered with "999" in RDD block. Enter "2" for MOM, SAM, and PAL. Leave blank for multiple shipment.	Enter "3" for intertheater surface mail, for retrograde surface mail, and empty mail bags.
13	Required Delivery Date (RDD)	Date shipped (YYMDD) plus 2. All registered mail, First Class mail, DPs, WSP, and CASREP pouches, enter "999". Leave blank for multiple shipment.	Leave blank.
14	Project	Leave blank.	Leave blank.
15	Date Shipped	Enter the date (YYMDD) of patch from the postal activity.	Enter the (YYMDD) date container is dispatched to carrier.
16	Estimated Time of Arrival (ETA)	Enter transit time from dispatching activity to POE.	Same.
17	Transportation Account Code (TAC)	Enter "0001" for APO mail. Enter "002" for FPO mail. "007" for USPS (civil) mail.	Enter "A208" for APO mail and "N658" for FPO mail.
18	Carrier	Enter "MAC".	Leave blank.
19-20		Leave blank.	Leave blank.
21	Remarks	Enter total pieces of registered mail and the words "Registered Mail". Describe the shipment, ie., "1 pouch of 2 OSPs".	Name of vessel, if known.

<u>BLOCK</u>	<u>DESCRIPTION</u>	<u>MAC PROCEDURE</u>	<u>MSC PROCEDURE</u>
22	Pieces	Complete only for single shipment, the enter total pieces.	Enter the total of pieces in the container.
23	Weight	Complete only for single shipment.	Enter gross weight of the shipment using the average weight factor.
24	Cube	Leave blank.	Enter cube of SEA-VAN (obtained from information printed on the side of the van).
25-30		Leave blank.	Leave blank.
31	Remarks	Leave blank.	The date and time container is picked up and signature of driver.
(COMPLETE BLOCKS 32 THROUGH 44 ONLY FOR MULTIPLE SHIPMENTS)			
32	Document Identifier	Enter "TG1".	Enter "TG4".
33-34	Container Number	Leave blank.	Enter SEA-VAN number. Numbers with less than five digits shall be preceded by enough zeros to make a five digit number.
35	Commodity-Special	Enter "U1" for First Class, priority. Enter "U3" for SAM and PAL. Enter "U7" for empty mail bags. For registered mail, enter "Registered Mail".	Enter "613ZA" when majority of mail is sacked parcel post. Enter "614ZZ" when majority of mail is unsacked parcel post.
			Enter "612Z9" for empty equipment.

<u>BLOCK</u>	<u>DESCRIPTION</u>	<u>MAC PROCEDURE</u>	<u>MSC PROCEDURE</u>
36a, 36b	POE	Same as Block Number 6.	Same as Block Number 6.
37	POD	Same as Block Number 7.	Same as Block Number 7.
38	Mode	Same as Block Number 8.	Same as Block Number 8.
39	Type Pack	Same as Block Number 9.	Same as Block Number 9.
40	TCN	A separate TCN shall be assigned each class of mail except registered, then this block shall be filled out as outlined in Block Number 10 (figures 11-11 and 11-12. For registered mail, leave blank.	Same as Block Number 10.
41	Consignee	Leave blank.	Same as Block Number 11.
42	PRIORITY	Same as Block Number 12.	Same as Block Number 12.
43	Remarks	Enter "Reg Mail" and describe the shipment. Itemize pieces by Registered Number. All First Class mail; -DPs, WSPs and CASREP pouches enter "999".	Enter serial number of tin-bank seal (see subsection 0.3.).
44a	Pieces	Enter total piece count.	Leave blank.
44b	Weight	Enter weight of mail.	Leave blank.

[illegible]

DO Form 1344-2, 1 Apr 66

[illegible]

FD Form 1384-2, 1 Apr 66

REPLACES EDITION OF 1 APR 63. WHICH MAY BE USED

11-53

Enter name of activity and geographical address.
EXAMPLES:
 Tokyo AMT, Japan
 Frankfurt AMT, Germany
 APO 96348, Bangkok, Thailand

Enter the air terminal identification code if dispatched by air.

Self-explanatory

Enter aircraft, train, vehicle registration, or trip number as appropriate.

Enter number of seal used to secure vehicle, trailer, container, or boxcar doors.

Vehicle operator or individual accompanying the mail shipment will sign this block.

If no delays or incidents occur, "X" the appropriate block. If delays or incidents occur, "X" the delayed block, enter number of hours delayed and record complete circumstances in the remarks section.

Receiving clerk will enter date and hour in the following sequence: 17 1445.

Enter pieces and weight of registered mail. NOTE: This form is not to be used to transfer accountability of registered mail.

Enter pieces and weight of the categories of mail in appropriate blocks.

Special entries may be made in this line, e.g., compressed pouches, non-registered diplomatic pouches, weapon system pouches, etc.

Enter each bale or pack of LWE or EE as one piece. Enter total weight of packs in the weight column.

Enter total number of pieces and weight.

Receiving clerk signs here after verifying that mail listed on the manifest is properly accounted for.

MAIL MANIFEST	1. TO: Tokyo AMT	2. CODE: TPO	3. TO: Yokota AMT Japan	4. CODE: ORO	5. DATE: 15 Jan 76
1. REGISTERED MAIL (Do not use for transfer of accountability)	PIECES	WEIGHT	10. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	11. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	12. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)
2. REGISTERED MAIL (Do not use for transfer of accountability)	1	20	13. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	14. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	15. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)
3. REGISTERED MAIL (Do not use for transfer of accountability)	5	125	16. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	17. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	18. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)
4. REGISTERED MAIL (Do not use for transfer of accountability)	4	160	19. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	20. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	21. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)
5. REGISTERED MAIL (Do not use for transfer of accountability)	15	300	22. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	23. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	24. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)
6. REGISTERED MAIL (Do not use for transfer of accountability)	12	540	25. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	26. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	27. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)
7. REGISTERED MAIL (Do not use for transfer of accountability)	3	50	28. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	29. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	30. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)
8. REGISTERED MAIL (Do not use for transfer of accountability)	39	1195	31. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	32. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	33. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)
9. REGISTERED MAIL (Do not use for transfer of accountability)	16 Jun 76	0100	34. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	35. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	36. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)
10. REGISTERED MAIL (Do not use for transfer of accountability)	17 1445		37. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	38. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)	39. AIRCRAFT, TRAIN, VEHICLE REGISTRATION, OR TRIP NUMBER (Self-explanatory)

Figure 11-13. Sample of Completed DD Form 1372, Mail Manifest

TRANSPORTATION MANAGEMENT SERVICE CENTERS (TMSCS)
INTERNATIONAL/CIVIL AND MILITARY MAIL COORDINATORS

HEADQUARTERS, HEADQUARTERS UNITED STATES POSTAL SERVICE

ROBERT EARLEWINE, JR.

International Civil and Military Mail Coordinator

International Operations Division

USPS Headquarters, Room 7748

475 L'Enfant Plaza S.W.

Washington, D.C. 20260-7131

TELEPHONE: Commercial (202) 268-4337

MESSAGE ADDRESS: US POSTAL SVC WASH DC//TELEX 248317 ATTN MR EARLEWINE
RM 7748

NORTHEAST REGION:

ED SYNOWIEC

International Civil and Military Mail Coordinator

New York Transportation Management Service Center

James A. Farley Building, Room 469

New York, NY 10199-9998

TELEPHONE: Commercial (212) 330-2299

MESSAGE ADDRESS: TMSC NEW YORK NY JAMES A FARLEY BLDG ROOM 459 NY NY
10199-9792//710-581-3654/ATTN MR SYNOWIEC

EASTERN REGION:

DENNIS HAUCK

International Civil and Military Mail Coordinator

Washington Transportation Management Service Center

1801 McCormick Drive, Suite 100

Landover, MD 20785-5326

TELEPHONE: Commercial (301) 436-41540 (PEN 530-4140)

MESSAGE ADDRESS: TMSC LANDOVER MD//USPS 710-827-0498/ATTN MR HAUCK//

SOUTHERN REGION:

JIM HERSHBERGER

International Civil and Military Mail Coordinator

Jacksonville Transportation Management Service Center

P.O. Box 41269

Jacksonville, FL 32230-1269

TELEPHONE: Commercial (904) 783-7164 (PEN 948-7164)

MESSAGE ADDRESS: TMSC JACKSONVILLE FL//USPS 810-827-0577//ATTN
MR HERSHBERGER//

CENTRAL REGION:

International Civil and Military Mail Coordinator

Chicago Transportation Management Service Center

600 Enterprise Drive

Oakbrook, IL 60521-1966

TELEPHONE: Commercial (312) 573-2149 (PEN 353-2149)

MESSAGE ADDRESS: TMSC CHICAGO IL//USPS 910-651-5967//ATTN GARY JONES//

Figure 11-14. List of TMSCs.

TRANSPORTATION MANAGEMENT SERVICE CENTERS (TMSCS)
INTERNATIONAL/CIVIL AND MILITARY MAIL COORDINATORS

WESTERN REGION:

FRANK OPELSKI

International Civil and Military Mail Coordinator
San Francisco Transportation Management Service Center

P.O. Box 4851

Richmond, CA 94804-0851

TELEPHONE: Commercial (415) 528-9662 (PEN 468-9662)

MESSAGE ADDRESS: TMSC SAN FRANCISCO CA//USPS 910-372-1012/ATTN MR OPELSKI//

Figure 11-14. (continued)

JOINT MESSAGEFORM						UNCLASSIFIED				
PAGE	DTG RELEASE TIME			PRECEDENCE		CLASS	SPECAT	LM	CIC	ORIG MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
01 of 01						UUUU				
BOOK	MESSAGE HANDLING INSTRUCTIONS									
FROM: DET 9 7025 AIRPS FRANKFURT INTL APRT GE//DO// TO: 228 AG CO OFFENBACH GE INFO CDR 4TH TRANSCOM OBERUSEL GE UNCLAS SUBJECT: REQUIREMENT FOR ADDITIONAL TRUCK--GROUND SUPPORT 1. DUE TO THE UNUSUAL HEAVY VOLUME OF MAIL TO ARMY PERSONNEL SERVED BY YOUR FACILITY REQUEST TWO ADDITIONAL FORTY-FOOT TRAILERS BE SCHEDULED TO ARRIVE FRAT NLT 0900 13 MAR 90. 2. PLZ ADVIZE.										
DISTR										
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS				
RELEASED	TYPED NAME TITLE OFFICE SYMBOL AND PHONE					EQUIPMENT CLASSIFICATION				
	SIGNATURE					UNCLASSIFIED				

DD FORM 173/2 (OCR)

PREVIOUS EDITIONS OBSOLETE

Figure 11-15. Local PNA

JOINT MESSAGEFORM						UNCLASSIFIED				
PAGE	DTG RELEASE TIME			PRECEDENCE		CLASS	SPECAT	LMI	SIC	ORIG. MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
01 of 01	Z					UUUU				
BOOK	MESSAGE HANDLING INSTRUCTIONS									
FROM: DET 2 6005 AIRPS YOKOTO AB JA//DO/AMT/APO// TO: CDR JT MIL PSTL ACTY PAC SFRAN//MPSA-SF// INFO: CDR 6005 AIRPS HICKAM AFB HI//TR// COMNAVLOGPAC PEARL HARBOR HI CGFMPAC CAMP HM SMITH HI EXEC DIR MIL PSTL AGCY ALEX VA//MPSA-TR// UNCLAS SUBJECT: CARRIER BACKLOG 1. THERE ARE APPROXIMATELY 200,000 KILOS OF SAM MAIL AT TOKYO DUE TO NO SPACE ON COMMERCIAL CARRIERS. DIVERT ALL SAM AT YOUR LOCATION TO MAC. 2. THESE BACKLOGS AFFECT MOVEMENT OF ALL U.S. FLAG AND FOREIGN COMMERCIAL CARRIERS.										
6 5 4 3 2 1 0										
DISTR.										
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS				
RELEASED	TYPED NAME TITLE OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION				
SIGNATURE						DATE TIME GROUP				
						UNCLASSIFIED				

DD FORM 173/2 (OCS)

PREVIOUS EDITIONS OBSOLETE

Figure 11-16. Backlog and MAC Divert PNA.

JOINT MESSAGEFORM							SECURITY CLASSIFICATION UNCLASSIFIED			
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG MSG IDENT
DATE-TIME	MONTH	YR	ACT	INFO						
01 of 01	Z									
BOOK	MESSAGE HANDLING INSTRUCTIONS									
FROM: CDR JT MIL PSTL ACTY PAC SFRAN CA//MPSA-SF// TO: DET 4 6005 AIRPS AMCONSUL SYDNEY AS//CC/AMT// DET 2 6005 AIRPS YOKOTA AB JA//DO/AMT/APO// NAVCONTDEF HONG KONG BC INFO CDR 6005 AIRPS HICKAM AFB HI//TR// EXEC DIR MIL PSTL SVC AGCY ALEX VA//MPSA-TR// UNCLAS SUBJECT: UNUSUAL TRANSFERS 1. MAIL DESTINED TO AUSTRALIA IS NORMALLY TRANSPORTED SFO-SYD VIA CONTINENTAL AND UNITED. 2. EFFECTIVE 11-12-13 MAY (ONLY) MAIL FOR AUSTRALIA WILL BE ROUTED SFO TO MNL NW 27 - MNL/HKG CX 900 - CX 171 HKG TO PER. 3. HONG KONG AND MHL, PLEASE MONITOR THIS TRANSFER AT YOUR LOCATIONS FOR THE THREE-DAY PERIOD.										
DISTR:										
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE						SPECIAL INSTRUCTIONS				
RELEASER	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION UNCLASSIFIED				
	SIGNATURE									

DD FORM 1 MAR 79 173/1

PREVIOUS EDITION IS OBSOLETE

U.S. G.P.O. 1980-320-000/5434

Figure 11-17. Unusual Transfer PNA.

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
01 of 01	Z					UUUU				
BOOK		MESSAGE HANDLING INSTRUCTIONS								
FROM: DET 7025 AIRPS HIGH WYCOMBE AS UK TO: FMC DET ROLL IT INFO: 7025 AIRPS KAPAUN AS GE//LGT// UNCLAS SUBJECT: NAVY MAIL EFFECTIVE 10 MAR 89, ALL USN AND USMC MAIL FOR CINCLANTFLT TASK FORCE BRAVO WILL BE CAPTURED THIS LOCATION AND DISPATCHED TO ROME TO MATCH TASK FORCE ARRIVAL AT NAPLES.										
DISTR:										
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE						SPECIAL INSTRUCTIONS				
RELEASER	TYPED NAME TITLE OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION UNCLASSIFIED				
	SIGNATURE									

DD FORM 1 MAR 79 173/1

PREVIOUS EDITION IS OBSOLETE

U.S. G.P.O. 1980-320-000/5434

Figure 11-18. Intercept Mail/Redispatching Mail

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
01 of 01	Z					UUUU				
BOOK	MESSAGE HANDLING INSTRUCTIONS									
FROM: 7025 AIRPS KAPAUN AS GE//LGT// TO: CDR JT MIL PSTL ACTY ATL NEW YORK NY//MPSA-NY// EXEC DIR MIL PSTL SVC AGCY ALEX VA//MPSA-TR// INFO TMSC NEW YORK NY JAMES A FARLEY BLDG ROOM 459 NY NY 10199-9792//710-581-3654/ATTN MR SYNOWEIC// CINCUSNAVEUR LONDON UK CDRUSAPGE SCHWETZINGEN GE//AEUPE-PGE// UNCLAS SUBJECT: AIRPORT CLOSURE AND STRIKE 1. LONDON HEATHROW WILL BE CLOSED TO ALL COMMERCIAL TRAFFIC FROM 10-13 APR 89 FOR RUNWAY REPAIR. MAIL WILL NOT BE ABLE TO TRANSIT OR BE RECEIVED AT THIS LOCATION. GATWICK AIRPORT WILL HAVE A MCA OPERATION DURING THIS TIME. 2. WE HAVE BEEN ADVISED THERE WILL BE A STRIKE AT ATHENS BY AIR TRAFFIC CONTROLLERS EFFECTIVE 11 MAR 89. 3. DIVERT ALL GREECE MAIL TO MAC UNTIL FURTHER NOTICE.										
DISTR:										
DRAFTER TYPED NAME TITLE, OFFICE SYMBOL, PHONE						SPECIAL INSTRUCTIONS				
RELEASER	TYPED NAME TITLE, OFFICE SYMBOL AND PHONE									
	SIGNATURE									
						SECURITY CLASSIFICATION UNCLASSIFIED		DATE TIME GROUP		

DD FORM 1 MAR 79 173/1

PREVIOUS EDITION IS OBSOLETE

U.S. G.P.O. 1980-320-000/5434

Figure 11-19. Airport Closure PNA.

HOLVOL STATISTICS

1988

ORIGIN - (1)

TYPE MAIL - (2)

(3)	(4)	(5)	(6)	(7)								
ORIGIN	TRANSIT	DEST	CARRIER	NOV 05	NOV 12	NOV 19	NOV 26	DEC 03	DEC 10	DEC 17	DEC 24	DEC 31
FRA		ORD	AAL	(8)	8,242	28,702	26,332	42,538	26,678	12,818	8,328	11,718
FRA		JFK	AAL	4,278	2,978	4,548	9,804	9,788	5,078	3,918	3,182	2,128
FRA	JFK	BOS	AAL	2,420	2,592	3,430	5,258	8,742	4,678	3,000	1,170	2,302
FRA		SFO	AAL	1,720	2,602	2,982	4,248	7,528	2,730	2,538	198	342
FRA		DFW	AAL	2,870	3,172	3,190	10,260	16,642	16,642	7,528	2,418	3,550
FRA		ATL	LHD	5,282	8,510	11,438	23,762	32,078	10,152	6,995	4,238	7,420
FRA		DFW	DAL	2,420	2,592	3,420	5,258	8,742	4,678	3,022	1,170	2,300
FRA		JFK	FTL	6,848	4,532	6,073	8,445	3,983	8,820	2,720	2,028	3,062
FRA	JFK	BOS	FTL	1,720	2,688	2,963	4,240	7,562	2,738	2,530	198	342
FRA	JFK	ORD	FTL	2,677	3,178	3,198	13,260	16,564	7,520	2,418	2,150	3,552
FRA	JFK	DFW	FTL	5,280	8,518	11,430	23,762	32,078	10,150	6,995	4,238	7,420
FRA	JFK	SFO	FTL	2,420	2,592	3,420	5,252	8,748	4,678	3,022	1,178	2,300
FRA		ATL	LHD	4,278	2,972	4,540	9,852	9,720	5,072	3,918	3,182	2,128
FRA		BOS	LHD	2,420	2,592	3,420	5,252	8,742	4,678	3,022	1,170	2,300
FRA		ORD	LHD	2,740	2,550	0	14,364	2,822	567	898	980	345
FRA		JFK	LHD	526	885	650	762	742	2,698	4,380	640	652
FRA		DOV	MAC	2,420	2,598	3,420	5,250	6,743	4,678	3,000	1,170	2,388
FRA		BOS	NWE	4,278	2,970	4,548	9,852	9,788	5,078	3,910	3,102	2,120
FRA		ORD	NWE	2,428	2,598	3,420	5,254	8,742	4,678	3,000	1,172	2,300
FRA		JFK	PAA	3,925	7,588	6,290	12,310	26,996	16,632	6,110	3,961	6,968
FRA	JFK	ORD	PAA	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145
FRA	JFK	BOS	PAA	210	150	758	720	1,280	2,360	180	5,678	198
FRA		IAD	PAA	7,205	0	11,680	2,560	4,282	4,202	288	5,376	8,042
FRA		SFO	PAA	4,085	7,842	10,075	27,380	38,304	15,584	5,878	4,442	6,500
FRA	MIA/JFK	DFW	PAA	0	0	0	0	0	789	987	345	657
FRA	JFK	BOS	TWA	428	368	980	938	1,158	710	298	320	558
FRA		IAD	TWA	0	9,982	0	20,838	458	16,968	678	930	567
FRA		JFK	TWA	4,880	6,438	8,140	12,192	16,068	12,668	7,773	5,325	5,781
FRA	JFK	ORD	TWA	0	0	0	2,710	4,868	234	567	765	432
FRA	JFK	SFO	TWA	1,778	2,442	5,418	6,188	5,980	4,268	2,430	1,888	2,538
FRA	JFK	DFW	TWA	3,925	7,588	6,298	12,318	26,996	16,632	6,118	3,981	6,968
TOTALS				NOV 05	NOV 12	NOV 19	NOV 26	DEC 03	DEC 10	DEC 17	DEC 24	DEC 31
				87,889	108,382	142,986	294,614	345,218	196,858	189,772	72,599	93,844

Notes:

- (1) Name of unit reporting.
- (2) Type of mail report. 'PRI/MOM', 'SAM' or 'UPSAM'.
- (3) Three letter code for commercial or MAC airport of origin.
- (4) Three letter code for planned airport/airports of transit.
- (5) Three letter code for destination shown on USPS AV 7 or USPS 2982.
- (6) Three letter code for carrier/carriers.
- (7) Correct weeks of report for HOLVOL 1988.
- (8) Amounts must be in even kilos, nil amounts must be shown as '0'.

Figure 11-20. Sample of a HOLVOL Report.

JOINT MESSAGEFORM							SECURITY CLASSIFICATION																			
							UNCLASSIFIED																			
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT																
	DATE TIME	MONTH	YR	ACT	INFO																					
01 of 01						UUUU																				
MESSAGE HANDLING INSTRUCTIONS																										
FROM: CDR JT MIL PSTL ACTY ATL NEW YORK TO: EXEC DIR MIL PSTL SVC AGCY ALEX VA//MPSA-TR// UNCLAS SUBJECT: HOLVOL 89 WEEKLY SURFACE MAIL REPORT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">WEEK</th> <th style="text-align: left;">SEGMENT</th> <th style="text-align: left;">CARRIER</th> <th style="text-align: left;">VOLUME (POUNDS)</th> </tr> </thead> <tbody> <tr> <td>1-7 OCT 89</td> <td>SFO-OKA</td> <td>SS INDEPENDENCE</td> <td>13,609</td> </tr> <tr> <td></td> <td>SFO-MNL</td> <td>SS PRES MONROE</td> <td>26,982</td> </tr> <tr> <td></td> <td>SFO-TYO</td> <td>SS PRES BUCHANAN</td> <td>22,146</td> </tr> </tbody> </table>											WEEK	SEGMENT	CARRIER	VOLUME (POUNDS)	1-7 OCT 89	SFO-OKA	SS INDEPENDENCE	13,609		SFO-MNL	SS PRES MONROE	26,982		SFO-TYO	SS PRES BUCHANAN	22,146
WEEK	SEGMENT	CARRIER	VOLUME (POUNDS)																							
1-7 OCT 89	SFO-OKA	SS INDEPENDENCE	13,609																							
	SFO-MNL	SS PRES MONROE	26,982																							
	SFO-TYO	SS PRES BUCHANAN	22,146																							
DISTR:																										
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE						SPECIAL INSTRUCTIONS																				
RELEASER	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION DATE TIME GROUP UNCLASSIFIED																				
	SIGNATURE																									

DD FORM 173/1

PREVIOUS EDITION IS OBSOLETE

U.S. G.P.O. 1980-320-000/5434

Figure 11-21. HOLVOL Surface Transportation Example (JMPAs Only)

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
	DATE-TIME	MONTH	YR	ACT	INFO					
01 of 03						UUUU				
BOOK	MESSAGE HANDLING INSTRUCTIONS									
FROM: DET 6 7025 AIRPS BRUSSELS BE TO: FMC NAPLES IT CDR JT MIL PSTL ACTY ATL NEW YORK NY//MPSA-NY// ADMINSUPU BAHRAIN LIBMISH MONROVIA LI FMC DET ROME IT MCA AMSTERDAM INFO EXEC DIR MIL PSTL SVC AGCY ALEX VA//MPSA-TR// 7025 AIRPS KAPAUN AS GE//CC// CINCUSNAVEUR LONDON UK CDRUSAPGEUR SCHWETZINGEN GE//AEUPE-PGE// MEDMAILCOORD NAPLES IT UNCLAS SUBJECT: DAYSTAT FROM BRUSSELS AMT, APO 09153, 17 DEC 89 1. MOVEMENT STATUS/IRREGULAR OPERATIONS: A. RECEIVED 50 PIECES OF CONUS ORIGIN PRIORITY MAIL FROM NAPLES ERRONEOUSLY ROUTED TO BRUSSELS. THIS MAIL SHOULD HAVE BEEN OFF-LOADED BY TW IN ROM. WROTE 2759. REMANIFESTED ON SAB TO ROM. ROME MCA WATCH FOR IT. JMPA PLEASE CHECK TW SEPARATIONS/LOADING. B. REMOVED 1000 KG INTRANSIT MONROVIA PRIORITY MAIL FROM SAB FOR DISTR: DAYSTAT REPORT EXAMPLE (ATL)										
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE						SPECIAL INSTRUCTIONS				
RELEASER	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION UNCLASSIFIED DATE TIME GROUP				
	SIGNATURE									

DD FORM 1 MAR 79 173/1

PREVIOUS EDITION IS OBSOLETE

U.S. G.P.O. 1980-320-000/5434

Figure 11-22. DAYSTAT Report Example (ATL).

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
02 of 03						UUUU				
BOOK		MESSAGE HANDLING INSTRUCTIONS								
FAILURE TO TRANSFER AND REMANIFESTED TO KLM VIA AMSTERDAM. MCA AMS PLEASE MONITOR TRANSFER (RARELY USED); APO MONROVIA CHECK KLM. C. RECEIVED 500 KILOS MISROUTED MAIL FOR BAH FROM PA. WROTE 2759. REMANIFESTED TO SG 33 (SINGAPORE AIRLINES). BRU ALMOST NEVER DISPATCHES TO BAH (AND NEVER ON SG) SO BAH NEEDS TO CHECK. D. RECEIVED 25 PRIORITY BAGS OF JFK ORIGIN MAIL FROM USS KENNEDY AT ROME WHICH HAD BRU FLY-TAGS. REMANIFESTED ON SAB INTO ROM. JMPA-A PLEASE CHECK AMF JFK FOR THE ERROR. MCA ROME WATCH FOR IT. E. CONTINUE TO RECEIVE PRIORITY MAIL FOR MONROVIA, WHEN WE SAID (TWICE) BRU-ROB SATURATED ON SAB. REMANIFESTED TO KLM. ROB VIA BRU ON SAB IS NOT A DEPENDABLE SEGMENT AT THIS TIME. RECOMMEND NY USE BR VIA UK OR KLM VIA AMS ONLY UNTIL WE NOTIFY THAT SAB CLEAR. JMPA PLEASE CHECK USPS ON STOPPING SAB DISPATCHES TO ROB. F. 5000 KILOS OF RETROGRADE PRIORITY MAIL TO JFK OFF-LOADED BY PAA TO TAKE ON CARGO. MAIL IS BACKLOGGED, ALL CARRIERS SATURATED. TRYING TO BFT BR CONFIRMATION VIA UK, WILL NOTIFY TOMORROW. 2. LOCAL CONDITIONS: A. BRU AIR CONTROLLERS WILL STILL STRIKE ON 23 DEC. NO FLIGHTS TO ARRIVE OR DEPART 0600 - 1800, 23 DEC 89. B. THREE DAYS OF HEAVY FOG HAS SLOWED BOTH AIR TRAFFIC AND GROUND										
OISTR:										
DAYSTAT REPORT EXAMPLE (ATL)										
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS				
TYPED NAME TITLE OFFICE SYMBOL AND PHONE										
SIGNATURE										
SECURITY CLASSIFICATION UNCLASSIFIED						DATE TIME GROUP				

DD FORM 1 MAR 79 173/1

PREVIOUS EDITION IS OBSOLETE

U.S. G.P.O. 1980-320-000/5434

Figure 11-22. (Continued)

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED																												
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT																								
	DATE-TIME	MONTH	YR	ACT	INFO																													
03 of 03						UUUU																												
BOOK	MESSAGE HANDLING INSTRUCTIONS																																	
TRANSPORTATION. C. CONTINUED LATE ARRIVALS: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">DATE</th> <th style="width: 25%;">AIRLINE</th> <th style="width: 45%;">MINUTES LATE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">(1)</td> <td>12 DEC</td> <td>TWA 718</td> <td>4 HOURS 15 MIN</td> </tr> <tr> <td style="text-align: center;">(2)</td> <td>13 DEC</td> <td>TWA 718</td> <td>12 HOURS</td> </tr> <tr> <td style="text-align: center;">(3)</td> <td>14 DEC</td> <td>TWA 718</td> <td>6 HOURS</td> </tr> <tr> <td style="text-align: center;">(4)</td> <td>15 DEC</td> <td>TWA 718</td> <td>4 HOURS</td> </tr> <tr> <td style="text-align: center;">(5)</td> <td>16 DEC</td> <td>TWA 718</td> <td>3 HOURS</td> </tr> </tbody> </table> 3. GENERAL ASSESSMENTS: BAD WEATHER HAS SLOWED BRU OPERATIONS FOR ONE WEEK. GOOD FORECAST, SO RESUMING NORMAL OPERATIONS.												DATE	AIRLINE	MINUTES LATE	(1)	12 DEC	TWA 718	4 HOURS 15 MIN	(2)	13 DEC	TWA 718	12 HOURS	(3)	14 DEC	TWA 718	6 HOURS	(4)	15 DEC	TWA 718	4 HOURS	(5)	16 DEC	TWA 718	3 HOURS
	DATE	AIRLINE	MINUTES LATE																															
(1)	12 DEC	TWA 718	4 HOURS 15 MIN																															
(2)	13 DEC	TWA 718	12 HOURS																															
(3)	14 DEC	TWA 718	6 HOURS																															
(4)	15 DEC	TWA 718	4 HOURS																															
(5)	16 DEC	TWA 718	3 HOURS																															
DISTR: DAYSTAT REPORT EXAMPLE (ATL)																																		
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS																												
TYPED NAME TITLE OFFICE SYMBOL AND PHONE																																		
RELEASER	SIGNATURE					SECURITY CLASSIFICATION UNCLASSIFIED			DATE TIME GROUP																									

6
5
4
3
2
1
0

DD FORM 1 MAR 79 173/1

PREVIOUS EDITION IS OBSOLETE

U.S. G.P.O. '980-320-000/5434

Figure 11-22. (Continued).

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
01 of 03						UUUU				
BOOK	MESSAGE HANDLING INSTRUCTIONS									
FROM: DET 2 6005 AIRPS YOKOTA AB JA//AMT//MCA TO: OL C DET 2 6005 AIRPS KADENA AB JA//AMT//APO// DET 4 6005 AIRPS AMCONSUL SYDNEY AS//CC//AMT// NAVCONTDEP HONG KONG BC CDR JT MIL PSTL ACTY PAC SFRAN CA//MPSA-SF// OL D DET 1 6005 AIRPS SEOUL KOR//AMT// INFO 6005 AIRPS HICKAM AFB HI//CC//TR// EXEC DIR MIL PSTL SVC AGCY ALEX VA//MPSA-TR// CDRUSAPOSTGP SEOUL KOR//EAPC-PG// DET 1 6005 AIRPS YONGSAN AIN SEOUL KOR//DO// DET 3 6005 AIRPS CLARK AFB RP//DO//APO// OL B DET 3 6005 AIRPS MANILLA RP//AMT// FMC SUBIC BAY RP COMNAVLOGPAC PEARL HARBOR HI CG FMC PAC CAMP HM SMITH HI UNCLAS SUBJECT: DAYSTAT FROM NARITA MCA AMT, APO 96336, 19 DEC 89 A. DET 2, 6005 AIRPS DAYSTAT 161200Z DEC 89. 1. MOVEMENT STATUS/IRREGULAR MAXED OUT FOR UPSAM TO CONUS. A. FT. UA AND NW CONTINUE TO BE MAXED OUT FOR UPSAM TO CONUS.										
DISTR: DAYSTATE REPORT EXAMPLE (PAC)										
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE						SPECIAL INSTRUCTIONS				
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE										
SIGNATURE										
UNCLASSIFIED						DATE TIME GROUP				

DD FORM 1 MAR 79 173/1

PREVIOUS EDITION IS OBSOLETE

U.S. G.P.O. 1980-320-000/5434

Figure 11-23. DAYSTAT Report Example (PAC)

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
DATE TIME	MONTH	YR	ACT	INFO	CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT	
02 OF 03						UUUU				
BOOK	MESSAGE HANDLING INSTRUCTIONS									
ABLE TO ACCOMMODATE ALL PRI/MON/AND HALF OF BACKLOGGED UPSAM. AA WILL CLEAR 10,000 KG OF UPSAM ZIPS 5, 6, 7 AND 8 TO DFW 20 DEC. DL WILL CLEAR 3,000 KG UPSAM ZIP 9 TO PORTLAND 20 DEC. UPSAM ZIPS 0, 1, 2, 3, AND 4 WILL BE ON NIPPON TO SULLES 20 DEC (12,000 KG) PER YOUR PERMISSION TO CLEAR THEM THERE ON A ONE TIME BASIS. B. INTRATHEATER MOVEMENT IS PROCEEDING WELL WITH EXCEPTIONS NOTED BELOW: C. TYO STILL RECEIVING MAIL FOR AUSTRALIA FROM SFO (ERRONEOUSLY) OFF UA. ISSUED 2759S. ALL DIRECT FLIGHTS TO SYD (JL AND QF) MAXED OUT WITH PAX AND BAGGAGE FOR CHRISTMAS. HAVE AGREEMENT WITH NW TO MOVE 1,000 KG (2,000 KG TOTAL) OF BACKLOG TO HONG KONG ON NW FLT 17, 20 DEC. HAVE AGREEMENT FROM CX TO ACCEPT SAME DAY TRANSFER TO CX 101 IN HONG KONG DUE SYD 1250L 21 DEC. FOR HONG KONG FPO, PLEASE MONITOR UNUSUAL TRANSFER. FOR SYDNEY AMT, CHECK CX FOR MAIL SINCE WE'VE NEVER USED CX BEFORE. JL SAYS THEY CAN TAKE LAST 1,000 KG BACKLOG NONSTOP 22 DEC. SFO, PLEASE CHECK WHY UA DELIVERING SYD MAIL TO TYO. D. NW ERRONEOUSLY OFF-LOADED 1,000 KG PRI FOR SEL AND CANNOT ACCOMMODATE UNTIL 26 DEC. REMOVED AND TENDERED TO JAL 953 FOR MOVEMENT TONIGHT.										
DISTR										
DAYSTAT REPORT EXAMPLE (PAC)										
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS				
TYPED NAME TITLE OFFICE SYMBOL AND PHONE						SECURITY CLASSIFICATION UNCLASSIFIED				
SIGNATURE										
DATE TIME GROUP										

DD FORM 1 MAR 79 173/1

PREVIOUS EDITION IS OBSOLETE

G.P.O. 1980-320-000/5434

Figure 11-23. (Continued)

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
DATE-TIME	MONTH	YR	ACT	INFO	CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT	
03 OF 03					UUUU					
MESSAGE HANDLING INSTRUCTIONS										
E. FOR OKINAWA, MECHANICAL FAILURE NW 3 AND NO PROJECTIONS FROM OTHER CARRIERS HAS FRUSTRATED 2,000 KG PRI, 3,000 KG UPSAM. REMOVED AND SENT TO YOKOTA FOR GUARANTEED MAC LIFT ON AKA 761, DUE OKA 0900 23 DEC TO GUARANTEE ARRIVAL PRIOR TO CHRISTMAS. 2. LOCAL CONDITIONS. GOOD WEATHER. SNOW PREDICTED ON 21 DEC COULD CAUSE DELAYS. POTENTIAL GROUND HANDLER STRIKE DELAYED BECAUSE OF NEW LABOR NEGOTIATIONS. NO LONGER A FEAR OF CARGO/MAIL STOPPAGE. 3. GENERAL ASSESSMENTS. A. IF ARRANGEMENTS WORK OUT, WE WILL BE CLEAR OF ALL MAIL BY 23 DEC. B. VOLUMES REMAIN VERY HEAVY ON UPSAM, LATER THAN NORMAL.										
DISTR:										
DAYSTAT REPORT EXAMPLE (PAC)										
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE						SPECIAL INSTRUCTIONS				
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE										
SIGNATURE										
SECURITY CLASSIFICATION UNCLASSIFIED						DATE TIME GROUP				

DD FORM 1 MAR 79 173/1

PREVIOUS EDITION IS OBSOLETE

U.S. G.P.O. 1980-320-000/5434

Figure 11-23. (Continued)

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
DATE-TIME	MONTH	YR	ACT	INFO	CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT	
01 of 01						UUUU				
BOOK	MESSAGE HANDLING INSTRUCTIONS									
FROM: (LOCATION OF RECEIVING POSTAL ACTIVITY) TO: (APPROPRIATE JMPA) INFO (MAJOR COMMANDS) UNCLAS SUBJECT: CONTAINER RECEIPT REPORT 1. ON (DATE) MAIL WAS RECEIVED FROM THE (SHIP'S NAME). THE FOLLOWING IS A DISPATCH REPORT OF MAIL RECEIVED FOR (APO/FPO NUMBER): A. MAIL RECEIVED IN CONTAINER (CONTAINER NUMBER). B. SEAL NUMBER. C. DATE/TIME OF ARRIVAL. D. DATE/TIME UNLOADING COMPLETED. E. MISSENT MAIL: (2) NUMBER OF POUCHES/SACKS - APO/FPO END DESTINATION). (2) OSPS (APO/FPO END DESTINATION). F. CONDITION OF THE CONTAINER:										
DISTR:										
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE						SPECIAL INSTRUCTIONS				
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE						SIGNATURE				
SIGNATURE						SECURITY CLASSIFICATION UNCLASSIFIED			DATE TIME GROUP	

DD FORM 1 MAR 79 173/1

PREVIOUS EDITION IS OBSOLETE

U.S. G.P.O. 1980-320-000/5434

Figure 11-24. Sample of a Container Receipt Message Report.

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED																								
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT																				
	DATE-TIME	MONTH	YR	ACT	INFO																									
01 of 01						UUUU																								
BOOK	MESSAGE HANDLING INSTRUCTIONS																													
FROM: USS (AIRCRAFT CARRIER NAME) TO: (APPROPRIATE JMPA) COMNAVLOGPAC OR MEDMAILCOORD (WHEN REQUIRED) INFO (SHIPS LISTED IN PARA 5) UNCLAS SUBJ: MAIL ROUTING INSTRUCTIONS 1-89 A. USS AIRCRAFT CARRIER 072000Z FEB 89 (ORIGINATOR'S PREVIOUS MRI) 1. (U) CANCEL REF A. 2. (C) THE FOLLOWING IS PROVIDED FOR MAIL ROUTING PURPOSES ONLY. ALL TIMES ARE LOCAL. <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">PORT/OPERATIONS AREA</td> <td style="width: 30%;">ETA</td> <td style="width: 30%;">ETD</td> </tr> <tr> <td>NAPLES IT</td> <td>PRESENT</td> <td>0001; 12 FEB 89</td> </tr> <tr> <td>TYP OPS</td> <td>0002; 12 FEB 89</td> <td>0008; 03 MAR 89</td> </tr> <tr> <td>SOUDA BAY CRETE</td> <td>0801; 03 MAR 89</td> <td>1201; 03 MAR 89</td> </tr> </table> 3. (C) ORIGIN WILL BE AT TRAINING ANCHORAGE FOR FOUR MONTHS ONLY DURING SOUDA BAY STOP. LOGISTIC SUPPORT NOT INVISIONED. 4. (C) EMBARKED UNITS ARE AS FOLLOWS: <table style="width: 100%; border: none;"> <tr> <td>COMCARCRU TWO</td> <td>VA-44</td> <td>VF-83</td> <td>HS-11</td> </tr> <tr> <td>CVW-3</td> <td>VA-45</td> <td>VF-93</td> <td>VAW-114</td> </tr> </table> 5. (C) THE FOLLOWING SHIPS WILL BE IN COMPANY FOR PERIODS SPECIFIED: USS CRUISER (CG 22) 12 FEB-UFN AND USS FRIGATE (FF-1093) 12 FEB-UFN.											PORT/OPERATIONS AREA	ETA	ETD	NAPLES IT	PRESENT	0001; 12 FEB 89	TYP OPS	0002; 12 FEB 89	0008; 03 MAR 89	SOUDA BAY CRETE	0801; 03 MAR 89	1201; 03 MAR 89	COMCARCRU TWO	VA-44	VF-83	HS-11	CVW-3	VA-45	VF-93	VAW-114
PORT/OPERATIONS AREA	ETA	ETD																												
NAPLES IT	PRESENT	0001; 12 FEB 89																												
TYP OPS	0002; 12 FEB 89	0008; 03 MAR 89																												
SOUDA BAY CRETE	0801; 03 MAR 89	1201; 03 MAR 89																												
COMCARCRU TWO	VA-44	VF-83	HS-11																											
CVW-3	VA-45	VF-93	VAW-114																											
DISTR:																														
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE						SPECIAL INSTRUCTIONS																								
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE																														
RELEASER	SIGNATURE										SECURITY CLASSIFICATION UNCLASSIFIED		DATE TIME GROUP																	

DD FORM 173/1

PREVIOUS EDITION IS OBSOLETE

U.S. G.P.O. 1980-320-000/5434

Figure 11-25. Sample Aircraft Carrier Mail Routing Instruction.

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASIFIED																			
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT															
DATE-TIME	MONTH	YR	ACT	INFO	CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT																
01	01				UUUU																				
BOOK	MESSAGE HANDLING INSTRUCTIONS																								
FROM: USS (SHIP'S NAME) TO: (APPRPRIATE JMPA) COMNAVLOGPAC OR MEDMAILCOORD (WHEN REQUIRED) INFO (FMC CONCERNED) COMNAVLOGPAC OR MEDMAILCOORD (WHEN REQUIRED) (SHIPS LISTED IN PARA 2 AND 3) UNCLAS SUBJ: MAIL ROUTING INSTRUCTIONS A1-89 A. USS (SHIP'S NAME) 021627Z FEB 89 1. (U) CANCEL REF A. 2. (C) THE FOLLOWING IS PROVIDED FOR MAIL ROUTING PURPOSES ONLY. ALL TIMES ARE (LOCAL OR ZULU). <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PORT/LOCATION</th> <th style="text-align: left;">ETA</th> <th style="text-align: left;">ETD</th> </tr> </thead> <tbody> <tr> <td>GAETA IT</td> <td>PRESENT</td> <td>0900; 02 FEB 89</td> </tr> <tr> <td>USS (AIRCRAFT CARRIER)</td> <td>1300; 02 FEB 89</td> <td>1600; 12 FEB 89</td> </tr> <tr> <td>USS (AIRCRAFT CARRIER)</td> <td>0800; 19 FEB 89</td> <td>1400; 02 MAR 89</td> </tr> <tr> <td>PALMA SPAIN</td> <td>0800; 03 MAR 89</td> <td>0800; 03 MAR 89</td> </tr> </tbody> </table> 3. (C) RAS WITH USS (SHIP'S NAME) 11 FEB 89 AND USS (SHIP'S NAME) 1 MAR 89. 4. (C) EMBARKED UNITS: COMDESRON AND HSL DET ONE.											PORT/LOCATION	ETA	ETD	GAETA IT	PRESENT	0900; 02 FEB 89	USS (AIRCRAFT CARRIER)	1300; 02 FEB 89	1600; 12 FEB 89	USS (AIRCRAFT CARRIER)	0800; 19 FEB 89	1400; 02 MAR 89	PALMA SPAIN	0800; 03 MAR 89	0800; 03 MAR 89
PORT/LOCATION	ETA	ETD																							
GAETA IT	PRESENT	0900; 02 FEB 89																							
USS (AIRCRAFT CARRIER)	1300; 02 FEB 89	1600; 12 FEB 89																							
USS (AIRCRAFT CARRIER)	0800; 19 FEB 89	1400; 02 MAR 89																							
PALMA SPAIN	0800; 03 MAR 89	0800; 03 MAR 89																							
DISTR:																									
DRAFTER TYPED NAME, TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS																			
TYPED NAME, TITLE OFFICE SYMBOL AND PHONE																									
SIGNATURE																									
						SECURITY CLASSIFICATION UNCLASSIFIED		DATE TIME GROUP																	

DD FORM 1 MAR 79 173/1

PREVIOUS EDITION IS OBSOLETE

U.S. G.P.O. 1980-320-000/5434

Figure 11-26. Sample Ship's Mail Routing Instruction.

JOINT MESSAGEFORM						SECURITY CLASSIFICATION (CLASSIFICATION)																
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT												
	DATE-TIME	MONTH	YR	ACT	INFO																	
01 of 01						(???)																
BOOK	MESSAGE HANDLING INSTRUCTIONS																					
FROM: MOBILE COMMAND (EMBARKING UNITS OR SQUADRONS) TO: (APPROPRIATE JMPA) (MEDMAILCOORD OR COMNAVLOGPAC) INFO (FMC; OTHER SHIPS OR UNITS; MEDMAILCOORD; AND COMNAVLOGPAC AS REQUIRED) (CLASS)//NO5110// SUBJ: MAIL ROUTING INSTRUCTION 1-89 A. ORIGINATOR AND DATE TIME GROUP (PREVIOUS MRI) 1. (U) CANCEL REF A. 2. (C) THE FOLLOWING IS PROVIDED FOR MAIL ROUTING PURPOSES ONLY. ALL TIMES ARE LOCAL. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">LOCATION/PORT</th> <th style="width: 30%;">ETA</th> <th style="width: 30%;">ETD</th> </tr> </thead> <tbody> <tr> <td>NAVSTA (NAME)</td> <td>PRESENT</td> <td>0800; 17 FEB 89</td> </tr> <tr> <td>USS AIRCRAFT CARRIER</td> <td>0801; 17 FEB 89</td> <td>0800; 17 FEB 89</td> </tr> <tr> <td>NAVSTA (NAME)</td> <td>0801; 17 FEB 89</td> <td>UFN</td> </tr> </tbody> </table>											LOCATION/PORT	ETA	ETD	NAVSTA (NAME)	PRESENT	0800; 17 FEB 89	USS AIRCRAFT CARRIER	0801; 17 FEB 89	0800; 17 FEB 89	NAVSTA (NAME)	0801; 17 FEB 89	UFN
LOCATION/PORT	ETA	ETD																				
NAVSTA (NAME)	PRESENT	0800; 17 FEB 89																				
USS AIRCRAFT CARRIER	0801; 17 FEB 89	0800; 17 FEB 89																				
NAVSTA (NAME)	0801; 17 FEB 89	UFN																				
6 5 4 3 2 1 0																						
DISTR:																						
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS																
RELEASER	TYPED NAME TITLE OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION CLASSIFICATION DATE TIME GROUP																
	SIGNATURE																					

DD FORM 1 MAR 79 173/1

PREVIOUS EDITION IS OBSOLETE

☆ U.S. G.P.O. 1980-320-000/5434

Figure 11-27. Deployed Unit Routing.

VOLUME 1

CHAPTER 12

AUDITS AND INSPECTIONS

1200. PURPOSE This chapter establishes uniform procedures for audits of postal effects that are the responsibility of designated postal clerks, COPEs, and PFOs, and for the inspection of MPS activities for compliance with existing regulatory documents and agreements.

1201. GENERAL

1. Audits and inspections are management tools designed to ensure the administration of the MPS is in accordance with established policies and procedures. MPSA requirements outlined in this chapter are the minimum DoD standards. It is the responsibility of each command element to monitor and comply with audit and inspection requirements. Military Service components and responsible commanders may establish more frequent audits and inspections if deemed necessary.

2. MPSA shall coordinate postal inspection requirements with DoD components and USPS to take full advantage of available audit and security expertise. MPSA shall request this assistance at selected intervals, or as needed. In developing audit and inspection programs, responsible commanders shall request support from local military resources that can meet their needs most effectively (for example, military police for security recommendations and military investigative agencies for criminal detection techniques).

3. In geographical areas where one Military Service is the predominant element, that Military Service shall provide inspection and audit support for the other Military Service elements in the area, when requested by those elements. Responsible commanders at all levels shall review their activities and resources in this regard and coordinate requirements with the other Military Services. Cross-inspections and audit agreements shall be developed with the understanding that the overall responsibility for these functions remains with the Military Service element that has jurisdiction over the unit visited.

4. Each major command is responsible for examining its own overall inspection program, to avoid duplication of expenditures and effort.

1202. AUDITS

1. General. The USPS-DoD Postal Agreement (reference (e)) requires the Military Services to conduct periodic audits of postal accounts advanced by the USPS to DoD personnel and to ensure that these accounts are protected at all times.

2. Personnel Authorized to Conduct Audits. The following are authorized to conduct audits:

- a. PFOs.

- b. COPEs.
- c. MPO supervisors.
- d. Responsible commanders.
- e. Postal officers.
- f. USPS inspectors or other USPS representatives of the Postmaster General.
- g. Military Services or major command Inspector General (IG) teams.
- h. DoD and Military Services' Audit Agencies, including Monies Audit Board members.
- i. Persons whose duties are of an investigative nature, when authorized by responsible commanders or the USPS for a specific purpose.
- j. A disinterested officer or noncommissioned officer (NCO) appointed by the responsible commander.
- k. MPSA personnel.
- l. Postal assistance advisors.
- m. Audit and inspection personnel designated by major commands.

3. General Audit Rules.

- a. Conduct audits at unscheduled and unannounced times, when possible.
- b. The person audited shall be present during the audit, unless prevented by sickness, absent without leave (AWOL), or other approved absences. In case of absence, another person shall act as a witness in that person's behalf.
- c. Exchange of funds or stocks between accounts during the audit will not be allowed.
- d. When money order, postage stamp stock, and postage meter accounts are in the possession of one person, each account shall be audited and balanced separately. However, all the accounts shall be audited at the same time. Where commingling of MO, meter, and stamp funds has been authorized (see Chapter 7, paragraph 711), the accounts shall be audited in this same order. MO funds shall be accounted for first, meter second, and stamp stock third. All overages or shortages shall be accounted for in the stamp stock account.
- e. Cash may not be exchanged for checks until all funds have been verified.

f. During an audit, clerks may not use the account to transact business of any sort. If necessary, service windows shall be closed temporarily until the audit is complete.

g. Personnel conducting the audit shall not have had previous operating access to the account being audited.

4. Audit Instructions. Persons responsible for postal effects must show full accountability at the time of audit. For detailed step by step audit instructions, see tables 12-1, 12-2, and 12-3. For proper completion of DD Form 2259, "Report of Audit of Postal Accounts," see figure 12-1, 12-2, and 12-3. Figures 12-1 and 12-2 depict the completed front of DD Form 2259 for postal clerk and COPE audits, respectively.

5. Audit Schedules Under Normal Operating Conditions

a. Accounts used to conduct window sales shall be audited at least once monthly (See paragraph 1202.5.c., for exception). Normally, these audits shall be conducted by the COPE, custodian of a "filler stock" account, MPO supervisor, or Monies Audit Board members.

b. Accounts that are not used for window sales (that is, PFOs, COPEs, reserve custodians, and filler stocks) shall be audited at least once during each quarter. Normally, these audits shall be conducted by responsible commanders or their designated representatives, postal officers, MPO supervisors, or DoD and Military Services' audit agencies, including Monies Audit Board members.

c. COPEs and custodians of filler stock accounts who also have a window sales account shall be audited quarterly (instead of monthly) as outlined in paragraph 1202.5.b. However, at one person MPOs or units, the monthly audit of the window sales account is required (See paragraph 1202.5.d). Whenever an audit is conducted, both accounts shall be audited (See paragraph 1202.5.c).

d. At one person MPOs or units, all accounts in possession of the clerk shall be audited at least monthly. In these instances, the host activity or another MPO supervisor or postal officer, may be requested to perform the audit. Letters of request shall include necessary instructions and forms. Appointment of the auditor shall be by letter.

e. Major commanders or their designees shall conduct annual audits of COPEs and PFOs within their command as part of the inspection requirements outlined in paragraph 1203.3. Audits performed by Military Service and major command IGs, MPSA, USPS, and DoD and Military Service audit agencies satisfy this requirement.

f. Whenever an audit is conducted by a higher echelon of command or an agency identified in paragraph 1202.2, it shall satisfy the requirement for that time frame. For instance, if a major command audits a window sales account, that audit will satisfy the monthly requirement outlined in paragraph 1202.5.a.

6. Special Audits

a. When changing COPEs, the audit shall be made jointly by the incoming and outgoing COPEs and shall include the number and identity of USPS accountable items, money orders, stamp stock accounts, and postage meter accounts. If a reserve custodian maintains a portion of the stock, he or she shall participate in the audit. Incoming COPEs are not required to audit all credits extended to clerks nor reaccomplish PS Forms 3369 of existing fixed credits.

b. When the accountable person is AWOL, missing, deceased, hospitalized, confined by civilian or military authority, or reassigned, audit all accounts the person is responsible for.

c. Following combat or natural catastrophe situations, audit all accountable equipment and effects.

d. When duplicate key or combination envelopes are found unsealed, audit the account to which they pertain.

e. As part of investigations involving possible depredation of postal effects, audit when necessary.

7. Fixed Credit Tolerance Limits. Tolerance limits apply only to fixed credits of window clerks conducting financial transactions with customers. PFOs, COPEs, reserve custodians, and custodians of filler stocks are not allowed a tolerance, unless a fixed credit has been established for them to conduct window business. Then it only applies to the portion of the credit that is used to conduct window business. Fixed credit tolerances "+" or "-" are as follows:

- a. \$300 or less--\$2
- b. \$300.01 through \$1,000--\$10
- c. \$1,000.01 through \$5,000--\$20
- d. \$5,000.01 and above--\$40
- e. Fixed credits being withdrawn--0
- f. Stamp Vending Accounts--0

8. Recording Audits. A record of audits shall be maintained on PS Form 3368, "Stamped Credit Examination Record." (NOTE: Disregard references to lines and columns printed on the form.) Intransit requisitions shall be counted as cash and shown in the cash portion of PS Form 3368. Auditors shall monitor these records. Personnel who consistently show excessive overages or shortages should be relieved from duties that involve the handling of postal effects.

9. Audit Results. Overages and shortages within tolerance limits listed in paragraph 1202.7, shall be carried forward to the next audit. The disposition of overages and shortages in excess of tolerance limits shall be as follows:

a. The entire amount of the overage, to include the tolerance, shall be collected by the auditor and turned over to the COPE. The COPE prepares a PS Form 1096 in duplicate; the clerk receives the original and the other copy is retained in the MPO files. Overages shall be remitted by the COPE to the source of supply by check or cash, accompanied by a copy of the audit. A copy of the audit, annotated with the check number under which remitted, shall be filed with the duplicate copy of the PS Form 1096. Remissions of overages involving flexible credits shall be made when submitting the next PS Form 1412B, as outlined in Chapter 5, paragraph 503.14. If the PFOs or COPEs account is found to have an overage, the auditor shall ensure that the PFO or COPE forwards such overage to the source of supply, as outlined above. Remission records shall be examined during subsequent audits.

b. Shortages, to include the amount of the tolerance, shall be replaced by the accountable person at the time of the audit. Any overages in the person's account in the past year submitted to the source of supply as outlined in paragraph 1202.9, which bear a direct relationship to the current shortage, requires the COPE to submit a letter of explanation to the source of supply. The source of supply shall reimburse the amount of shortage up to the amount for which a relationship exists. If the person refuses to make voluntary restitution or if criminal intent is suspected, see Chapter 14, paragraph 1404.1.e., for procedures.

c. Whenever an audit reveals an overage or shortage beyond tolerance limits, the auditor shall determine if other accounts belonging to personnel assigned to that MPO, including the COPE, shall be audited. The clerk being audited also may request an audit of other accounts (excluding geographically separated units). If an overage or shortage is revealed in another account and the auditor, COPE, and MPO supervisor believe that a relationship between the differences exists, an overage in one clerk's credit can be offset against a shortage in another clerk's credit. The transfer of funds shall be documented using PS Form 1096, prepared and signed by the receiving clerk, and provided as a receipt to the clerk relinquishing funds.

d. If a shortage appears in the PFO's or COPE's stamp stock account during transfer of the account, the outgoing PFO or COPE shall take action to resolve the shortage before transferring the credit to the incoming PFO or COPE. When the credit of a PFO or COPE must be transferred while a shortage in the account exists, refer the matter to MPSA for resolution.

e. During audits, individual credit accounts do not require reaudit when a shortage or overage occurs that is within the tolerance levels. Carry these differences forward to the next audit; however, if the person being audited requests another audit, the auditor shall comply. If the reaudit agrees with the original audit, no further reaudits are required.

10. Disposition of Audit Results

a. A copy of the audit, DD Form 2259, shall be filed at the activity being audited. Audits conducted in conjunction with inspections prescribed in paragraph 1203.3, shall be filed with inspection reports as shown in paragraph 1203.4.

b. A copy of the quarterly audits of PFOs and COPEs with flexible accounts shall be forwarded to the accountable postmaster using the address element shown in table 5-2, rule 1. The audit report shall be accompanied by the following:

(1) A copy of the PS Form 1412-B used to establish the "Dollar Value of Account" shown on the PS Form 2259.

(2) A copy of the last PS Form 3602-PO submitted to the accountable postmaster for each post office meter in operation. (NOTE: This does not apply to meters operated at post offices with fixed credits extended by PFO.)

(3) A copy of the last PS Form 3603 submitted to the accountable postmaster for each customer of DoD contract meters in operation.

(4) A copy of the last PS Form 17 reflecting blank money orders received from the accountable paper depository.

c. Upon receipt of the audit form and accompanying documentation described in paragraph 1202.10.b., above, the accountable postmaster will verify the documentation based upon actual PS Forms 1412B, 3602-PO, and 3603 received from the PFO or COPE and records maintained by the accountable paper depository relative to stamp stock and blank MOs shipped to the PFO or COPE. The verified audit forms and accompanying documentation shall be returned to the auditing official.

1203. INSPECTIONS

1. Postal activities shall be inspected at periodic intervals to determine if they are performing their mission in an effective and efficient manner and in accordance with established laws, regulations, and USPS and DoD regulatory documents. Inspections shall also measure the activities' responsiveness to problem areas, and corrective action taken on previously noted irregularities and deficiencies. To assist MPS managers in developing a viable inspection program, Appendix C, "Inspection Checklist," is provided for commanders to use, as deemed appropriate.

2. Inspections shall focus equally on three primary functional areas: finance, operations, and service. The scope of the inspection shall cover all aspects of each functional area to include, but be limited to, an audit and examination of the following:

- a. Flexible and fixed credit accounts to include meter accounts.
- b. MO accounts.
- c. USPS accountable and expendable items.
- d. Physical and operational security to include procedural instructions.
- e. Mail-handling procedures.
- f. Maintenance of postal publications.

- g. Records of complaints, claims, and inquiries.
- h. Administrative procedures.
- i. Personnel and facilities.
- j. Receipt and dispatch procedures.
- k. Mail transportation.
- l. Directory service.
- m. Acceptance of mail.
- n. Training programs.
- o. Supervision.
- p. Postal Operating Plan.

3. Minimum inspection requirements for MPS activities are as follows:

a. Major commanders or their designated representatives shall inspect assigned postal activities (that is, MPOs, AMTs, FMCs, etc.) above the unit mailroom level at least annually. Unit mailroom inspection requirements are outlined in Volume II, Chapter 3, paragraph 307.

b. Whenever an inspection is conducted by a higher echelon of command or by one of the authorized agencies listed below, it will satisfy the annual inspection requirement, provided all areas listed in paragraph 1203.2; are inspected. Authorized agencies for this purpose are:

- (1) USPS
- (2) MPSA
- (3) Military Service or major command IGs.
- (4) DoD or Military Service audit agencies.
- (5) Postal Assistance Advisor

4. A copy of inspection reports shall be kept on file at the inspecting activity and at the facility being inspected. Requirements for additional copies, plus distributions, shall be issued by each major command or as required by the Military Services' inspection directives.

STEP	INSTRUCTIONS
1	Complete the heading of DD Form 2259, "Report of Audit of Postal Accounts." Determine the amount of fixed credit to the individual by checking the PS Form 3367 issued by the person advancing the fixed credit.
2	Using the reverse side of DD Form 32259, inventory stamps/paper stock, cash funds, and requisitions in transit. If appropriate, determine the value of discounts given in bulk sales of envelopes.
3	Show inventory results in recapitulation of stamp account section of DD Form 2259. NOTE: Auditors shall honor letters explaining shortages in receipt of stock from the source of supply. The amount of shortage shall be added to the actual stamp stock on hand with an explanatory note placed in the remarks section of the audit form.
4	If an overage or shortage exists, comply with subsection C.9, above.
5	Review money order account and record required data on DD Form 2259.
6	Audit postage meter account and check designated block on DD Form 2259.
7	When auditing a PFO or a COPE, the auditor shall review the last DD Form 2259 to determine if any outstanding shortages exist. Outstanding shortages shall be recorded on each subsequent audit form until the shortage is replaced.
8	Record results of audit on the individual's PS Form 3368, and keep DD Form 2259 on file at the postal activity.
9	When auditing a PFO or COPE, the auditor shall inventory all accountable equipment (as defined by DOD 4525.6-C, reference (m)) listed on the activities PS Form 1590, "Supplies and Equipment Account". Any missing items shall be reported as a possible postal offense or loss, as outlined in Volume II, Chapter 6. Document the shortage in the remarks section of DD Form 2259.

Table 12-1. How to Audit Fixed Credits.

STEP	INSTRUCTIONS
1	Complete the heading of DD Form 2259. The value of the account will be the amount shown as the "Closing Balance" on the last PS Form 1412B completed before the audit, plus any requisitions received since the last PS Form 1412-B was prepared.
2	Follow step 2, table 12-1. However, requisitions in transit do not apply.
3	Follow step 3, table 12-1.
4	Check entries on PS Forms 1412-B, "Daily Financial Report," since the last audit.
5	Total the stamp stock and cash on hand and fixed credit or credits advanced on PS Forms 3367. Compare the total with the closing balance shown on the last completed PS Form 1412B.
6	Follow steps 4, 5, 6, 7, 8, and 9 of table 12-1.

Table 12-2. How to Audit Flexible Credits.

RULE	IF PERSON BEING AUDITED IS A:			THEN:
	PFO	COPE	MO CLERK	
1	X	X		Compare PS Form 17, "Invoice of Money Order Forms", with serial numbers or broken or unbroken sets or boxes.
2	X	X	X	Compare serial numbers of issued money order sets listed on DD Form 85 with PS Form 17.
3	X	X	X	Check sequence of issuance or transfer of blank sets on DD Form 885.
4		X	X	Compare PS Form 17, PS Forms 6019, DD Forms 885, and money order set blanks on hand, to ensure that all are accounted for.
5			X	Check transfer documentation on DD Form 885 between clerks. Ensure funds are transferred on PS Form 1096, "Cash Receipt", to be retained with PS Form 6019.
6		X	X	Ensure descending count column on DD Form 885 can be verified with day-to-day issuance reflected on PS Form 6019.
7		X	X	Ensure PS Form 6019 and remittance is being submitted to MOD, St. Louis, as required.
8		X	X	Confirm dispatch by comparing registration forms (PS Forms 3806 or 3877) with the registry numbers used to transmit money order reports.
NOTE: If discrepancies are noted or suspected, contact the check making facility to confirm the amounts and dates that checks or money orders were issued. Also registered mail dispatch records can be compared with AMT or FMC records to confirm shipment.				

Table 12-3. How to Audit Money Order Accounts.

REPORT OF AUDIT OF POSTAL ACCOUNTS

Activity Identification: AFD NY 09616		Reason For Audit: ☒ Monthly ☐ Quarterly ☐ Semi-annual ☐ Change of PFO, COPE, or Postal Clerk ☐ Special		Date of Audit: (Yr, Mo, Day) 86/03/02
TYPED/PRINTED NAME OF ACCOUNT HOLDER (Last, First, MI): Serednick, Terri L.		PAY GRADE: E-3	Dollar Value of Account: \$ 500.	
TYPED/PRINTED NAME OF AUDITOR (Last, First, MI): Jones, John P.		PAY GRADE: E-6		
RECAPITULATION OF STAMP ACCOUNT (From reverse side)				
Stamp Stock on Hand by Actual Count - Part I			\$ 427.10	
Cash On Hand By Actual Count - Part II			\$ 74.70	
Total Intransit Requisitions - Part III			\$ —	
Fixed Credit(s) Advanced on PS Form 3367			\$ —	
Other Credits (Explain in remarks)			\$ —	
Total Amount Accounted For At Time Of Audit			\$ 501.80	
Overages Or Shortages in Excess of Tolerance Limits Will Be Handled In Accordance With Chapter 6, Volume II.			☒ Overage ☐ Shortage	
\$ 1.80				
MONEY ORDER ACCOUNT				
☐ Money Order Account was Audited as prescribed by DOD 4525.6-M, Chapter 12 Table 12-3.				
Serial Numbers of Money Orders currently in Individuals Account				
FROM: 8025069900		THRU: 8025069999		
POSTAGE METER ACCOUNT				
☐ Daily submission of PS Form 3602 - P for each meter, to include cash to check transfers and submissions and registered cash remittances, have been checked and verified since the last audit conducted on _____ Date: (Yr, Mo, Day)				
REMARKS:				
Signature Of Individual Being Audited: Terri L. Serednick			Signature Of Auditor: John P. Jones	

Record the results of the audit on PS Form 3368. Carry the results over to the next audit.

Figure 12-1. Sample Audit of a Postal Clerk.

Indicate the reason for the audit by marking the appropriate block. Explain special audits in the Remarks section.

REPORT OF AUDIT OF POSTAL ACCOUNTS			
Activity Identification: <i>APD NY 09616</i>	Reason For Audit: ☐ Monthly ☒ Quarterly ☐ Semi-annual ☐ Change of PFD, COPE, or Postal Clerk ☐ Special	Date of Audit: (Yr, Mo, Day) <i>87/02/12</i>	
TYPED/PRINTED NAME OF ACCOUNT HOLDER (Last, First, MI): <i>EDWARDS, RICHARD P.</i>		PAY GRADE: <i>E-3</i>	Dollar Value of Account:
TYPED/PRINTED NAME OF AUDITOR (Last, First, MI): <i>AUES, JAMES S.</i>		<i>0-1</i>	<i>\$ 6000.00</i>
RECAPITULATION OF STAMP ACCOUNT (From reverse side)			
Stamp Stock on Hand by Actual Count - Part I			<i>\$ 2748.40</i>
Cash On Hand By Actual Count - Part II			<i>\$ 462.60</i>
Total Intransit Requisitions - Part III			<i>\$ 1849.00</i>
Fixed Credits Advanced on PS Form 3367			<i>\$ 1000.00</i>
Other Credits (Explain in remarks)			<i>\$ —</i>
Total Amount Accounted For At Time Of Audit			<i>\$ 6000.00</i>
Overages Or Shortages In Excess of Tolerance Limits Will Be Handled In Accordance With Chapter 6, Volume II.			☐ Overage ☒ Shortage
MONEY ORDER ACCOUNT			
☒ Money Order Account was Audited as prescribed by DOD 4525.6-M, Chapter 12, Table 12-3.			
Serial Numbers of Money Orders currently in Individuals Account			
FROM: <i>8025070000</i>		THRU: <i>8025071000</i>	
POSTAGE METER ACCOUNT			
☒ Daily submission of PS Form 3602 - P for each meter, to include cash to check transfers and submissions and registered cash remittances, have been checked and verified since the last audit conducted on <i>86/11/15</i> Date: (Yr, Mo, Day)			
REMARKS:			
Signature Of Individual Being Audited: <i>Richard P. Edwards</i>		Signature Of Auditor: <i>James S. Jones</i>	

For fixed credits this amount will match that shown on the PS Form 3367. For flexible credits this amount will match AIC 853 on the last PS Form 1412B.

Any difference between the dollar value of the account and total amount accounted for at the time of the audit shall be shown in the next block as an overage or shortage.

DD Form 2250, JAN 82 REPLACES AF FORMS 1948 AND 1959 WHICH ARE OBSOLETE. 200001

Figure 12-2. Sample Audit of a COPE.

FIXED/FLEXIBLE CREDIT INVENTORY SHEET						
PART I: STAMPS/PAPER STOCK			PART II: CASH FUNDS			
QUANTITY	DENOMINATION	VALUE	QUANTITY	DENOMINATION	VALUE	
500	.01	\$ 5.00	5	20.00	\$100.00	
700	.03	21.00	7	10.00	70.00	
300	.04	12.00	13	5.00	65.00	
400	.08	32.00	1	2.00	2.00	
500	.10	50.00	95	1.00	95.00	
600	.13	78.00	20	.50	10.00	
1200	.15	180.00	110	.25	27.50	
500	.20	100.00	171	.10	17.10	
300	.21	63.00	200	.05	10.00	
400	.25	100.00	600	.01	6.00	
600	.31	186.00				
200	.40	80.00				
200	.50	100.00		CHECKS		
100	1.00	100.00		MONEY ORDERS		
100	2.00	200.00	TOTAL FUNDS 402.60			
100	5.00	500.00	PART III: REQUISITIONS IN TRANSIT			
			RQN NO.	DATE DISP.	CHECK NO.	VALUE
			12	10 FEB 86	21190	\$ 960.00
			13	11 FEB 86	21200	889.00
			TOTAL 1849.00			
			REMARKS			
50	DISPENSERS .10	5.00				
15	COILS (.18) 18.00	270.00				
100	BOOKS 1.20	120.00				
60	BOOKS 3.60	216.00				
	BOOKS					
40	AEROGRAMMES .30	12.00				
200	POSTAL CARDS .12	24.00				
200	ENVELOPES (Small) .22	44.00				
220	ENVELOPES (Large) .22	48.40				
TOTAL STAMPS/PAPER STOCK		2748.40				

DD Form 2259 Reverse, JAN 82

Figure 12-3. Sample of a Completed Inventory Sheet (Shows the Reverse Side of Figure 12-2, DD Form 2259).

VOLUME 1

CHAPTER 13

FLOOR SPACE, STRUCTURAL, AND FACILITY STANDARDS FOR MILITARY POST OFFICES

1300. PURPOSE. This chapter provides standard criteria for use by the MPS in evaluating the adequacy of present and proposed postal facilities outside the geographical areas served by the USPS. Also provided are responsibilities of MPO supervisors and installation commanders in maintaining these standards.

1301. APPLICABILITY. This chapter applies to permanent structure land-based MPO facilities. Shipboard post offices and temporary facilities shall conform to floor space, structural, and facility standards to the maximum extent possible. Facility requirements stated herein do not apply to unit mailroom operations that are outlined in Volume II of the Manual.

1302. EXPLANATION OF TERMS

1. Direct Support (DS). The sorting of mail for issue to addressees or mailclerks and mail orderlies and the sorting of mail received from the same for onward dispatch to another postal facility. This includes the acceptance, collection, canceling, sorting, directorizing, massing, sacking, weighing, manifesting and dispatching of the mail. It also includes financial services provided customers.

2. General Support (GS). The bulk separation of sacks of mail for onward dispatch to another postal facility, to include the sorting of letter mail received from one MPO or MAO for dispatch to another MPO. It does not include postal finance service, directory service, or collection and delivery service.

1303. RESPONSIBILITIES

1. The MPO supervisor's responsibilities concerning adequacy of postal facilities include:

a. Performing a detailed review of the postal facility to determine its adequacy as defined in this Manual.

b. Requesting periodically, data concerning the population served by the postal facility. This data should be listed by Military Service and other authorized user categories (such as military, State Department, civilian, and dependents). Survey shall include all activities, units, and installations served by the postal facility.

c. Submitting the appropriate documentation to the host installation requesting improvements or new construction for the postal facility to meet the criteria of this Manual.

d. Requesting in writing annually, to the responsible military agency that a physical security inspection be conducted for each postal facility, including postal finance facilities. This request shall include installation, building, and room number to be inspected.

e. Initiating followup actions to correct deficiencies identified in the physical security inspection.

f. Submitting appropriate documentation to facility engineers to correct building deficiencies identified during the physical security inspections.

2. The installation commanders's responsibilities include:

a. Evaluating all proposed moves of postal facilities to ensure selected locations meet the criteria outlined in this Manual.

b. Providing a support service for tenant military postal activities (that is, custodial, utilities, real property maintenance, and transportation support, when applicable) on a nonreimbursable basis.

c. Providing the MPO supervisor with current population data of the military community served by each post office.

d. Assisting the MPO supervisor in having job order requests involving the security of mail and postal effects accomplished in a timely manner.

1304. SPACE CRITERIA FOR MILITARY POST OFFICES (DIRECT SUPPORT)

1. The space criteria for a military postal facility providing postal direct support shall be based on the total population, including dependents, served by the postal facility. The gross square feet space requirements in table 13-1 are based on DoD 4270.1-M (reference (u)). These gross square feet space requirements are adjusted to net usable square feet. The adjustment is 80 percent of the gross floor area as stated in reference (u). The total net space requirements are further broken down by functional areas and a recommended allocation of the net space within the postal facility.

2. The space criteria for a "COPE section" shall be based on the total population served by all postal facilities operated under the COPE's supervision. Space allocation for a COPE section shall be deducted from the mail processing section of postal facilities serving a population of 2,500 or more as shown in table 13-1.

3. The space criteria for "postal administration" only applies to daily postal operations such as claims, complaints, and compiling reports. A separate space allocation shall also be made for nonpostal administrative functions.

4. The space criteria for "postal supply" only applies to storage space for USPS supplies, which include expendable and nonexpendable items, required to be on hand at MPOs for their operation. Additional space shall be allocated for nonpostal supplies and equipment.

5. Space criteria for postal finance sections or units (table 13-2) shall be based on the number of postal finance clerks required to meet the customer workload. Data included in space computations for a postal finance

section or unit will apply to (a) customer service lobby, (b) postal finance, (c) mail holding area, and (d) postal administration.

6. A postal service center (PSC) may be combined with, or separate from, a central or branch post office. Number of receptacles may not be less than the number of permanently assigned military and civilian personnel, multiplied by a factor of 1.25 to compensate for the period required before reassignment of a receptacle. Space criteria for PSCs shall be based on a combination of population served and the number of receptacles installed (table 13-3). When the PSC is combined with a central or branch post office, the additional authorized space shall be added to the gross square foot figures shown in table 13-1.

7. Additional space may be provided if an MPO serves specialized functions, such as:

a. Major and subordinate headquarters, commands, personnel centers, training centers, Military Service schools, hospitals, supply depots, or other high volume mailers.

b. Activities generating a high volume of accountable mail that requires secure overnight storage.

1305. SPACE CRITERIA FOR MILITARY POST OFFICES (GENERAL SUPPORT)

1. Postal facilities which have a general support postal mission shall be authorized 20 square feet net floor space per every 1000 personnel receiving general support. This space shall be allocated as follows:

a. Mail processing section: 15 square feet per 1000 population

b. Registry section: 5 square feet per 1000 population.

2. The space authorized a postal facility for its general support postal mission shall be in addition to the space requirements for its direct support postal mission identified in paragraph 1304, above. The total space authorized for general support shall be added to the net square feet authorized for direct support. When the two figures (DS and GS) combined exceed 50 percent of the increment to the next larger facility, the criteria for the larger facility shall be used.

1306. POSTAL FACILITY SPACE CRITERIA

1. Policy. Installation commanders and MPO postal officers are encouraged to establish an active program to upgrade and improve postal facilities. Postal facilities that do not meet 70 percent of the overall net square feet requirements of this regulation are considered unsatisfactory.

2. Use of Existing Facilities

a. Installation commanders shall ensure that minimum space and structural requirements prescribed in this Manual are met within funds availability and proper programming actions.

b. When a postal facility does not meet the requirements of this Manual, the responsible postal activity supervisor shall submit appropriate documentation to upgrade or replace the facility.

1307. POSTAL FACILITY STRUCTURAL CRITERIA

1. Walls. The exterior walls shall be concrete or masonry-type material to prevent penetration. Coordination shall be made with local facility engineers to determine thickness, based on construction materials and the availability of intrusion alarm devices (See Paragraph 1307.14).

2. Ceilings and Floors. The ceilings and floors shall be designed to equal or exceed the resistance to penetration prescribed for the walls in paragraph 1307.1).

3. Location. The postal facility should be located on the ground floor.

4. Doors. The number of doors giving access to the postal facility shall be kept to an absolute minimum. The access doors to the postal facility shall be of sheet metal material not less than 16 gauge in thickness, or a solid wooden door covered on the outside with a steel plate not less than 12-gauge in thickness. The hinges shall be installed so that it will be impossible to remove the closed door without seriously damaging the door or jam. The door shall be locked with high security padlocks and hasps, when possible. The locking bars and hasps shall be installed in a manner to prevent unauthorized access to the room. The heads of the bolts and screws shall be arranged so that they cannot be removed from the exterior side. Glass doors used for post office lobby entrances shall also have steel bar doors or gates for added security. If design of door prevents use of high security locks and hasps, a mortise lock or a rim deadlock shall be used and shall meet the following requirements:

- a. Be key-operated, mortised, or rim-mounted lock.
- b. Have a dead bolt throw of one inch.
- c. Be of double cylinder design.
- d. Have cylinders with five pin tumblers, two of which are to be of mushroom or spool-type drive pin design.
- e. Have 10,000 key changes.
- f. Have no master key.
- g. Contain hardened saw resistant inserts to be made of steel if bolt is visible when locked. The strike shall also be made of steel.

5. Windows. Windows located on the first floor or at ground level shall be security or detention type; that is, windows with a heavy metal frame with vertical dividing bars spaced to prevent the passage of a person's body. Second story windows or windows located at least 10 feet above ground level shall be covered with wire mesh security screening if they cannot be readily observed from the street. All operable windows shall be equipped with secure latches.

6. Structural Support. Structural support shall be of a fire resistance equal to that of the outer walls.

7. Acoustic Material. Acoustic material shall be noncombustible when used for soundproofing.

8. Interior Lighting. The interior lighting shall be adequate to accomplish necessary operations. Normally, fluorescent lighting shall be used because of the high lumen per watt output, length, and relative low surface brightness of the lamp. Illumination intensities for functional areas within a postal facility are as follows:

a. Postal Finance, COPE	30-40 foot-candles
b. Administration, Registry, Directory	25-35 foot-candles
c. Mail Processing	20-30 foot-candles
d. Lobby, Postal Supply	15-20 foot-candles

9. Exterior Lighting. Exterior entrances of postal facilities shall be illuminated to an intensity of not less than 2 foot-candles at any point to a height of 8 feet on their vertical surfaces and to a horizontal distance of 8 feet from the entrance. Switches for exterior lighting shall be installed so that they are not accessible to unauthorized individuals. Exterior lights shall be covered with wire screen or other material which will prevent their being broken by thrown objects.

10. Heating and Cooling. Postal facilities shall be heated with a permanent type system with sufficient heat to maintain a minimum temperature of 19 degrees centigrade, 68 degrees Fahrenheit. Where air-conditioning is used, the interior design temperature shall not exceed 25 degrees centigrade, 78 degrees Fahrenheit. When cooling by mechanical ventilation, the ventilation rate shall be based on an inside temperature not to exceed 28 degrees centigrade, 83 degrees Fahrenheit.

11. Registry. Registry sections shall be enclosed in a separate room or wire mesh cage in a manner to provide security against unauthorized entry. The access door to this area shall be installed in the same manner as exterior doors described in paragraph 1307.4. The wire mesh shall be a minimum of 10 guage with a maximum 1½-inch size mesh. When ceiling is excessively high, a wire mesh cover for the enclosure shall be provided.

12. Lobbies. Post office lobby walls shall be paneled or painted with a light pastel color and floors covered with tile. Bulletin boards shall be large enough to permit display of postal information. Lobbies shall have customer service counters, a separate letter mail drop box, and a wall clock.

13. Open Counters. Postal facilities shall be equipped with open counters to afford a more pleasant and efficient working environment. The postal finance service counters shall be constructed in modules that have adequate space for postal equipment, postal expendable supplies, and separate lockable cash drawers for USPS stamp funds and MO funds. A blind shall be

installed at the rear of each postal finance service counter to close off the view of the mail processing section from customers. Each postal finance service center shall also be equipped with electrical outlets to operate adding machines and postage meter machines. The postal finance service counter window shall be designed and constructed in such a manner that will allow it to be secured after closing hours. The construction material and method used to close the window shall be similar to that for doors described in paragraph 1307.4.

14. Intrusion Alarm Devices. Alarm systems shall be installed in postal facilities that are not operational on a 24-hour basis. The IAD requirement may be waived if postal effects and mail are not retained in a postal facility overnight. Only approved Joint-Service Interior Intrusion Detection Systems (J-SIIDS) equipment shall be utilized for installation of IADs. Table 13-4 suggests types of IADs that may be employed in various areas of postal facilities. J-SIIDS is designed to detect, to prevent, an attempted intrusion. Intrusion detection devices are not a substitute for the basic requirements of barrier protection and administrative controls. However, structural criteria for postal facilities contained in this chapter may be adjusted if an approved alarm system is installed. Coordination shall be made with local facility engineers to ensure that up-to-date systems are installed. The IAD system should not be accessible from outside the postal facility and transmission lines shall be protected by an antitamper circuit.

15. Docking Space. Each postal facility shall have sufficient docking space defined as a docking platform or ramp providing adequate area for the maneuvering of two trucks at one time for postal facilities with a postal general support mission. However, when docking space is not available, maximum utilization of conveyor systems shall be made. Loading docks shall have sufficient overhang of roof to permit loading and offloading of mail without its being exposed to inclement weather.

16. Parking Space. Postal facilities shall have adequate parking space for customer parking and unit mailclerks' vehicles. Limited parking space may create traffic problems and mail processing delays.

17. Toilet Facilities. Each postal facility shall have toilet facilities or access to toilet facilities in the same building for both sexes. Both hot and cold water shall be provided.

18. Drinking Fountains. Each postal facility should have a drinking fountain in the work area.

19. Outside Signs. Each postal facility shall be identified appropriately with outside signs, except when prohibited by local agreements. The signs shall be in good taste and prominently displayed.

POPULATION	500	1000	2500	4500	7500	11500	16500	22500
Gross Square Feet	400	600	1700	2925	4500	6325	8250	10125
Lobby	50	80	200	250	350	500	650	700
Postal Finance	100	100	100	200	300	400	500	600
Mail Processing	120	150	800	1415	2250	3295	4325	5350
Postal Directory	a	a	75	75	150	150	225	225
Accountable Mail	50	75	100	100	150	200	250	300
Registered Mail	b	b	b	50	100	100	150	375
Postal Admin	a	75	75	150	150	225	300	375
Postal Supply	a	a	50	100	150	200	200	200
Net Sq Feet (c)	300	480	1400	2340	3600	5060	6600	8100
COPE Section	d	d	100e	100e	150e	225e	225e	300e

a. Floor space for the above functions is included in mail processing section.

b. Registered mail is included in accountable mail section.

c. Net square feet is 80 percent of gross square feet as listed in DOD 4270.1-M (reference (u)).

d. One hundred square feet shall be added when postal facility has a COPE.

e. Mail processing section area shall be reduced by space indicated, when postal facility has a COPE section.

NOTE: When the population served is one-third or more of the difference between increments, the next larger size postal facility shall be used as criteria. Example: Population served is 13,000, use $16,500 - 11,500 = 5,000 - 1/3 = 1,666$; $13,000 - 11,500 = 1,500$. Since 1,666 is larger than 1,500, the 11,500 criteria would apply.

Table 13-1. Space Criteria for Military Post Offices.

Number of Postal Finance Clerks	1	2	3	4	5	6
Lobby	80	250	350	500	650	700
Postal Finance	100	200	300	400	500	600
Mail Holding Area	70	100	150	150	150	200
Postal Admin	0	0	75	75	75	75
Total Square Feet	250	550	875	1125	1375	1575

Table 13-2. Space Criteria For Military Postal Finance Sections or Units.

<u>Receptacles Installed</u>	<u>PCS Gross Square Foot Area Per Receptacle</u>
Up to 500	.60
50 to 1,000	.60
1,101 to 2,500	.50
2,501 to 4,500	.50
4,501 to 7,500	.45
7,501 to 11,500	.40
16,501 to 22,500	.40

For each increment of 6,000 population above 22,500, an additional 2,400 square feet shall be provided.

Table 13-3. Space Criteria For a Postal Service Center.

Areas to be Protected	Magnetic Switch	Motion Detection Sensor	Capacitance Proximity	Duress Alarm
Lobby	a			
Postal Finance			b	c
Mail Processing	a			
Registry		X	b	c
COPE Section		X	b	c

- a. All exterior doors.
- b. Postal finance clerks, COPE's and registry section safes.
- c. Holdup alarm switches.

Table 13-4. Intrusion Alarm Devices (IADs) in Postal Facilities.

VOLUME I

CHAPTER 14

POSTAL OFFENSES AND LOSSES

1400. PURPOSE. This chapter establishes the procedures for handling and reporting postal offenses and losses at military post offices (MPOs). Requirements are provided for designating investigating officers. Procedural information for preparing and processing reports of investigation connected with such cases is also included. Information concerning postal offenses and losses occurring at the unit mail room (UMR) and postal service center (PSC) are included in DoD 4525.6-M, Vol II, Chapter 7.

1401. GENERAL. The Department of Defense is responsible for ensuring USPS is reimbursed for the loss of funds, postage stock, and accountable mail because of embezzlement, negligence, or theft while in the custody of the MPO. Investigation by the Military Services may be required to determine individual liability. For the purpose of this chapter, the term "investigating officers" is defined as a commissioned officer, warrant officer, or senior enlisted person (E-7 thru E-9) appointed to investigate postal offenses or losses.

1. The proper use of postal effects and supplies and the protection and timely transmission of mail are essential elements of an effective and efficient postal system. The administration of the MPO must focus on maintaining these elements in accordance with the USPS/DoD Postal Agreement and with service standards established by the Department of Defense.

2. Postal offenses are occurrences which violate laws, agreements, or USPS and DoD regulations, and that jeopardize the security of mail, postal effects, and other USPS/DoD property. They include:

a. Theft, destruction, manipulation, misappropriation, or embezzlement of postal funds, blank money orders, money order imprinters, mail keys, stamps, and stamped paper, including meter postage or postmarking devices.

b. Altering, counterfeiting, forging, or fraudulently passing money orders and other postal paper.

c. Mailing of illegal drugs, pornographic, or other prohibited matter. MPOs shall refer to Part 123 and 124, DMM (reference (i)), and paragraph 905.15.

d. Theft, rifling, delay, destruction, or interception of mail while under jurisdiction or custody of the MPO at all levels.

e. Alteration, destruction, or other unauthorized disposition of postal records.

f. Use of the mails to defraud.

g. Robbery, burglary, or forceful entry of military postal activities or USPS facilities located on military installations operated by military personnel.

h. Abuse or unauthorized use of MPO privileges.

i. Misuses of DoD official indicia, stamps, and postage meters.

3. Postal losses, such as shortages in stamp stock accounts when immediate restitution is made, missing money orders (MO) vouchers, etc., discovered during the course of normal events or routine audits are not required to be reported as a postal offense unless criminal intent is suspected.

1402. POSTAL OFFENSE REPORTING

1. Command responsibilities and required actions involving postal offenses described above are outlined in figures 14-1 and 14-2.

2. The initial report to the MPSA shall be made by electrical message within 72 hours of the discovery. The appropriate military investigative agency will also be notified immediately upon discovery of the postal offense. Addressing, format, and content shall conform with instructions in figure 14-3. Submit followup reports as required until the case is closed.

3. The MPSA when deemed appropriate shall assign a case number for reference purposes, and take whatever action is determined to be necessary. If a case number is not assigned within 30 days from the reporting date, you may consider that MPSA does not require additional information. However, investigation should continue at the local level.

4. All subsequent correspondence on reported offenses must reference the case number assigned by the MPSA, and any other case numbers established by military investigative agencies.

5. Reports required under this chapter are in addition to any investigation being conducted by other agencies, such as, Criminal Investigation Division (CID), Naval Investigation Service (NIS), and Office of Special Investigation (OSI).

1403. STAMP STOCK AND POSTAGE METER SHORTAGES

1. Losses or Shortages in Stamp Stock Credits

a. Good judgment is essential to the proper control and administration of USPS funds. Repeated shortages or overages in a single account, even if within tolerance limits, may be justification for removing postal clerks from duties involving the handling of postal effects. A postal clerk's willingness to make restitution shall not influence decisions to relieve personnel of such duties.

b. No action against the individual is necessary, except as noted in paragraph 1403.1.a, when audits reveal a shortage in excess of tolerance limits due to carelessness or simple neglect and immediate restitution of the full amount is made.

c. If the accountable individual is unable to make immediate restitution, but initiates pay adjustment action, such commitment shall be accepted as full restitution and a postal offense report is not submitted.

d. If the responsible individual must make restitution through monthly installments, follow procedures outlined in paragraph 1403.2 for obtaining replacement stock. The auditor and the individual concerned shall initiate DD Form 139, "Pay Adjustment Authorization," through the servicing military finance office. Pay adjustment action is separate and independent of any disciplinary action that might be warranted. The finance office shall be requested to make checks payable to the serving postmaster. However, request that the checks be mailed to the postal finance officer (PFO) or custodian of postal effects (COPE), as appropriate, so proper credit for restitution can be maintained. If the amount of the loss exceeds the maximum allowed under pay adjustment action for a single month, the debt shall be paid in monthly installments.

(1) If you have fixed credit, submit each check as it is received with a letter to the serving PFO or postmaster identifying the shortage to be credited.

(2) If you have a flexible credit, submit the checks to the serving postmaster as they are received and take credit for the amount on PS Form 1412B, "Daily Financial Report."

e. If the shortage results from possible criminal intent or the individual refuses to make restitution, the auditor shall immediately report the circumstances and appropriate action shall be taken in accordance with figures 14-1 and 14-2. The responsible individual shall be removed from postal duties and credit withdrawn. If the individual refuses to make restitution but criminal intent is not apparent, the responsible commander may allow the individual to retain the credit pending the result of the investigation.

2. Replacement of Stock. Whenever a shortage occurs and immediate restitution is not made, the PFO or COPE shall submit a letter of explanation if the responsible individual has initiated pay adjustment action, or a copy of the postal offense message, if restitution is refused, to the serving postmaster or PFO as appropriate. The postmaster shall carry the shortage in suspense until the issue is resolved by restitution or payment of the claim by the respective Military Service. Refer to table 14-1 for replacement procedures.

3. Withdrawing Credit Because of Shortage. To withdraw a credit, the PFO or COPE shall prepare a PS Form 1096 in two copies to reflect the exact amount of stock and funds that can be accounted for. The original shall be provided to the individual and the duplicate copy filed with the person's PS Form 3369, "Consigned Credit Receipt" and the audit form reflecting the shortage. In the case of possible criminal intent, the individual shall not be returned to postal duties until the investigation results show complete explanation.

4. Acceptance of Counterfeit Currency. If a shortage occurs due to the acceptance of counterfeit currency, report it the day it is discovered. Postal clerks shall report the incident to the COPE and the MPO supervisor. COPEs discovering counterfeit currency in their account, or upon notification of counterfeit currency submitted to check-issuing facility, shall report to the MPO supervisor. The MPO supervisor shall report the incident directly to the appropriate military investigative agency.

a. Obtain a receipt in duplicate from the investigative agency for the counterfeit currency.

b. The PFO or COPE shall submit a letter of explanation to the serving postmaster or PFO requesting stock as outlined in paragraph 1403.2. The letter must include a statement of justification. The statement must conclude that the person who accepted the bill used as much care as a reasonable, prudent person would have used in the same situation. An example of a statement to be used in claims of this type is: "I was unaware that counterfeit bills of this denomination and series were in circulation in this area and the bill was of good quality and deceptive in character to me." Include a copy of the postal offense report message and a copy of the receipt with the letter.

c. Attach a copy of the investigative agency receipt and a copy of the letter to the accepting clerk's or COPE's PS Form 3369. The shortage shall be carried forward on each audit form until credit is received from the accountable postmaster.

5. Postage Meter Shortages. Normally shortages will not occur when postage meter funds are remitted as they are maintained with flexible or fixed credit funds. However, certain shortages may occur because of abnormal situations.

a. If the shortage is caused by acceptance of counterfeit currency which is identified as meter funds, paragraph 1403.4., applies, except that replacement stock shall not be required. In addition, disregard instructions in paragraph 1403.4.c.

b. When the USPS detects errors in meter fund remittances, procedures outlined in paragraph 1405., apply.

c. Shortages, (except those addressed above), where immediate restitution is not made, shall be reported as postal offenses (see paragraph 1402.). A copy of the postal offense report message shall be submitted with the PS Form 3602-PO, "Postage Collected Through Post Office Meter," and remittance for the funds that are available.

1404. MONEY ORDER SHORTAGES.

1. Shortage of Money Order Funds.

a. Audit of daily money order accounts may disclose shortages in MO funds that could be due to simple error, carelessness, or negligence, without intent on the part of the responsible individual to defraud, embezzle, or otherwise misappropriate USPS funds. If the responsible individual makes restitution at the time the shortage is discovered, no other action is required. If a shortage is discovered by Money Order Division (MOD), St. Louis, Missouri (see paragraph 1405), after the money order business (MOB) report has been submitted and voluntary restitution is made, show the amount as an overage on the next report with a reference to the MOB report that was short. If the MO clerk accepts responsibility for the loss but is unable to make immediate

full restitution, paragraph 1403.1.c., applies. If restitution is made in monthly installments, each time a check is received it shall be submitted as an overage. Include a statement on the PS Form 6019, "Military Post Office (MFO) Report of Money Order Business," referring to the MOB report which carried the original shortage.

b. If voluntary restitution is not made or criminal intent is suspected, paragraph 1402., applies. The responsible commander shall also immediately designate an investigating officer who shall verify and document the shortage within 2 workdays of discovery. The MOB report, with funds, vouchers, paid MOs, tapes, and spoiled MOs, if any, can then be submitted to the MOD, St. Louis, Missouri. The report shall provide an explanation of the shortage, and explain that an investigation is being conducted.

c. When the USPS detects errors in meter fund remittances, procedures outlined in paragraph 1405., shall apply.

d. Counterfeit currency shall be handled as follows:

(1) If a shortage occurs due to the acceptance of counterfeit currency, report it on the business day it is discovered, and include in the remarks section the statement shown in paragraph 1403.4.b.

(2) If the counterfeit currency is discovered involving consolidated reports and the accepting clerk cannot be identified, the PFO or COPE shall provide an explanation in the remarks section of the consolidated report. The explanation shall include a statement, such as: "Regarding the counterfeit bills for units 1, 2, and the parent MPO: I am unable to determine which clerk accepted the bills, but they were of good quality and deceptive in character."

(3) The COPE or clerk, as appropriate, shall obtain a receipt in duplicate from the investigative agency. Attach one copy of the receipt to the report submitted to MOD and the other submitting activity's file copy.

2. Loss, Destruction, or Theft of Money Order Forms.

a. If blank MO forms are lost, destroyed, or stolen, the incident shall be reported as a possible postal offense in accordance with paragraph 1402. The message report shall follow the addressing and format as illustrated in figure 14-3.

b. MOs recovered after having been reported lost or stolen shall not be issued, but shall be held until instructions for disposition are received from the source of supply or MPSA.

1405. FINANCIAL ADJUSTMENT MEMORANDUM. When USPS detects errors in meter or money order remittance, MPSA shall receive a PS Form 1908, "Financial Adjustment Memorandum (FAM)," prepared by the accountable postmaster or MOD, relating to the overage or shortage. Those FAMs pertaining to minor day-to-day discrepancies, such as inverted numbers, incorrect remittances, and like occurrences shall be forwarded directly by the postmaster to the MPO for resolution. FAMs

pertaining to major discrepancies where there is a possibility of an investigation being conducted, or where it appears there may be a delay in restitution, shall be forwarded to MPSA. MPSA shall forward the FAM through command channels for necessary action. If an individual is responsible for a shortage, voluntary restitution shall be requested. If voluntary restitution is refused, the reason for the refusal shall be documented and submitted to MPSA for review. MPSA shall then resolve the shortage with USPS or notify the originator to designate an investigating officer as outlined in paragraph 1408.

1406. CATASTROPHES

1. If a postal facility is damaged as a result of fire, typhoon, earthquake, flood, explosion, or enemy action, the incident shall be reported through command channels by the most expeditious means available. The contents of the report shall be in accordance with paragraph 1407., and the notification of the incident shall follow reporting procedures outlined in figure 14-3.

2. Immediately following the catastrophe, the COPE shall audit accounts and inventory all assigned postal effects. The inventory shall be conducted jointly with the MPO supervisor or postal officer, and shall be verified by both parties upon completion. If a loss is discovered, an investigating officer shall be appointed to determine liability, if any.

3. As soon as practical, the responsible commander shall reestablish postal service in the area. If the stamp stock remaining on hand is insufficient to operate, the COPE or postal officer shall follow procedures in paragraph 1403.2. MO forms and postal supplies shall be requisitioned on an emergency basis in quantities sufficient to restore service.

1407. CATASTROPHE REPORTING

1. The initial report shall contain the following information:
 - a. Date and nature of occurrence.
 - b. Brief description of the cause.
 - c. Approximate loss, damage, or destruction to postal supplies.
 - d. Action taken, if any, to obtain emergency operating supplies.
 - e. Whether the postal activity is operational and, if not, approximate date operations will resume.
 - f. Any additional information of significance.

2. A followup report shall be forwarded indicating the complete audit and inventory results required by paragraph 1406.2.

1408. DESIGNATION OF INVESTIGATING OFFICERS

1. Postal offenses and losses involving military postal clerks or unit mailroom clerks may require investigation to determine pecuniary liability.

Investigating officers designated to conduct investigations should have postal training or experience.

2. In cases involving losses in excess of \$100, the investigating officer shall be a commissioned officer senior in grade to anyone who could possibly be found pecuniarily liable.

3. An investigating officer shall be appointed under the following conditions:

a. If negligence, fraud, dishonesty, or willful misconduct is suspected.

b. If the responsible individual refuses to make voluntary restitution for shortages found during routine audits.

c. If a loss is discovered following a catastrophe.

1409. INVESTIGATING OFFICER FINDINGS AND PREPARATION OF REPORTS

1. Findings shall specifically include but shall not be limited to the following:

a. Whether a loss or incident actually occurred.

b. The amount and type of funds or mail lost, damaged, or destroyed.

c. Facts and circumstances that contributed to the loss, damage, or destruction.

d. If registered mail, state contents and value (obtain from the sender).

e. Who was responsible for the funds or mail at time of the loss, damage, or destruction.

f. Who was accountable for the funds or mail at time of the loss, damage, or destruction.

g. Whether any or all of the missing funds or mail, money order forms, or other items have been recovered.

2. A COPE or MPO supervisor should not be held personally or pecuniarily liable for acts of subordinates that result in shortages or other losses of postal funds, accountable papers, or other property whether from honest error, theft, embezzlements, or manipulations, provided that they have faithfully and conscientiously enforced all DoD and Military Service regulations, applicable USPS directives, major overseas command directives, and procedures for the management of their postal activities.

3. Recommendations of the investigating officer shall be consistent with findings. When pecuniary liability is found, recommendations must include the names of individuals to be held pecuniarily liable and the specific amounts.

4. Investigating officer reports shall be prepared in accordance with each Military Service's requirements.

1410. TRANSMISSION OF DOCUMENTS

1. Within 90 days from the date of initial notification of a possible offense, completed proceedings, fully documented, shall be submitted by responsible commanders through command channels to MPSA. Reports shall be processed expeditiously within command channels to ensure arrival at the MPSA within 90 days of initial notification.

2. When extenuating circumstances prevent the completion and forwarding of reports within the allowable time frame, a 30-day extension may be granted by the appointing authority with prompt notification to the MPSA.

3. Reports shall be forwarded to the MPSA with all supporting documentation, such as disciplinary actions, termination of postal designations, collection action against those found pecuniarily liable, corrective action to prevent recurrence, etc.

4. Copies of approved officer investigation reports shall not be held pending availability of other documents, but shall be transmitted immediately upon completion. Supporting documentation shall be forwarded as it becomes available.

IF THE SHORTAGE IS IN AN ACCOUNT HELD BY	AND THE ACCOUNT IS A	SERVED BY A	TAKE THIS ACTION
COPE	Fixed Credit	PFO or Post- master	Submit a PS Form 17 and letter of explanation, or a copy of the postal offense message, requesting replacement stock.
MPC/FPC		COPE	Submit a PS Form 17 to the COPE requesting replacement stock. (NOTE: Disregard if the credit is withdrawn from the clerk as the COPE shall carry the shortage pending replacement from the PFO or Postmaster.)
COPE/PFO	Flexible Credit	Postmaster	Identify the shortage on PS Form 1412B as outlined in subsection D.12., Chapter 5, Volume I. Include a letter of explanation or copy of the postal offense message with the PS Form 1412B. If replacement stock is needed, submit a requisition in the normal manner.
COPE		PFO	

NOTE: Shortages occurring in MPC/FPC accounts shall be carried by the COPE pending replacement from the Postmaster. If the COPE has a flexible credit, the shortage is automatically carried by the Postmaster upon receipt of the PS Form 1412B. No further action is required.

Table 14-1. Obtaining Replacement Stock for Shortages.

R U L E		A	B	C
	If	Then the individual discovering the incident shall notify:	The mailroom or MPO supervisor, as appropriate, shall notify:	Unit or responsible commander shall notify:
1	The incident occurs at the mailroom level overseas	The mailroom supervisor	Unit or responsible commander	The MPO supervisor, the major commander, the military investigating agency, and MPSA.
2	The incident occurs at the MPO level	The MPO supervisor	The responsible postal commander, the military, investigating agency, the major commander, and MPSA	
3	The incident occurs at a CONUS-operated mailroom	Same as rule 1A	Same as rule 1B	Serving postmaster, USPS Inspection Service, the military investigative agency, the installation postal officer, and MPSA.
4	The incident occurs at a CONUS-operated post office, including MPOs afloat in CONUS	Same as rule 2A	The serving postmaster, the USPS Inspection Service, the military investigative agency, installation postal officer, and MPSA.	

Figure 14-1. Reporting Postal Offenses and Losses.

If You Are The		Then (If Appropriate)
Unit/Organization Commander	1	Relieve the individual from MPO or mailroom duties.
	2	Request the personnel office flag records to prevent actions, such as reassignment, promotion, etc., and ensure personnel records are properly annotated to preclude future MPO or mailroom assignments.
	3	Initiate judicial or nonjudicial action.
	4	Report corrective actions taken through the responsible postal commander to MISA.
	5	Process any military claims.
MPO Supervisor	1	Take actions 1 through 4, above.
	2	Review MPO records for claims actions involving accountable mail.
	3	Advise addresser or addressee as appropriate of mail loss.
Major Commander	1	Determine need for officer investigation and forward requirement to the Special Court-Martial Authority or Appointing Authority with a 30-day suspense for completion of the report as required by this Manual.
	2	Obtain and review OSI, CID, or NIS investigative reports of investigation.
	3	Review officer investigation report for completeness.
Special Court-Martial Authority	1	Direct the investigating officer to complete the report within 30 days.
	2	Obtain and review OSI, CID, or NIS investigative reports.
	3	Review officer investigation reports for completeness and legal sufficiency for cases involving pecuniary liability, and forward a copy of the report to MPSA through the major commander.
	4	Initiate collection action from the responsible individual.

Figure 14-2. Required Actions Involving Postal Offenses.

UNCLASSIFIED

01 01 Z RR RR UUUU

FROM: (ACTIVITY REPORTING THE INCIDENT)

TO: CDR MIL PSTAL SVC AGCY//ALEX VA//MPSA-OP//

INFO: (MAJOR COMMANDER OR DIRECTOR OF POSTAL OPERATIONS (CONUS))

UNCLAS

SUBJ: SUBJECT WILL REFLECT TYPE OF POSTAL OFFENSE, INCIDENT, OR CATASTROPHE.

IF FUNDS ARE INVOLVED, REFLECT TYPE OF FUNDS AND AMOUNT.

1. IN COMPLIANCE WITH DoD 4525.6-M, VOLUME I, CHAPTER 14, PARAGRAPH 1402, THE FOLLOWING INFO IS FURNISHED:

A. DATE INCIDENT OCCURRED, KNOW FACTS AND CIRCUMSTANCES AND ORGANIZATION INVOLVED, TO INCLUDE OPERATIONAL MPO NUMBER AND FINANCIAL UNIT, IF APPLICABLE.

B. PERSONNEL INVOLVED; INDICATE WHETHER POSTAL CLERK OR APPOINTED MAIL CLERK, AND IF RESPONSIBLE FOR 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, CONTENT, AND VALUE, IF KNOWN. IF BEING HELD AS EVIDENCE, SO STATE, AND GIVE AMOUNT AND ESTIMATED DATE OF RELEASE. IF UNIT MAIL SERVICE IS INVOLVED, REPORT WHETHER PREVIOUS INCIDENTS HAVE OCCURRED AND, IF SO, GIVE DATE(S).

E. INDICATE DATE REFERRED TO INVESTIGATIVE AGENCY, INCLUDING AGENT'S NAME, DESIGNATION, AND LOCATION OF THE AGENCY, AND CASE NUMBER ASSIGNED, AS APPROPRIATE. INCLUDE DATE AND LOCATION OF USPS OFFICIAL TO WHOM NOTIFICATION WAS MADE IF INCIDENT OCCURRED IN THE UNITED STATES.

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

2. INDICATE DATE AND HEADQUARTERS WHICH DESIGNATED THE INDIVIDUAL AS MPC, FPC, COPE, OR FPO. (IF PARAGRAPH DOES NOT APPLY, OMIT FROM MESSAGE.)

Figure 14-3. Sample Electronic Message With Instructions For Preparing Notification of Postal Offenses, Incidents, or Catastrophes.

USE OF THE MILITARY POSTAL SERVICE

A. Policy guidance on use of the Military Postal Service (MPS)

1. The U.S. Postal Service (USPS) has a statutory obligation to provide prompt, reliable, and efficient postal service to the entire population of the United States, its territories, and possessions. The MPS is an extension of the USPS beyond the boundaries of United States sovereignty and must provide full postal services, as nearly as practicable, for all DoD personnel overseas where there is no USPS available. When MPS privileges are granted they are not restricted to a particular MPO or country except as stated elsewhere in this directive or when provisions of paragraph 3 below apply. Organizations and personnel authorized the use of the MPS will not serve as intermediaries for any person or organization not specifically authorized such service. Military postal operations are the responsibility of the Department of Defense.

2. The Secretaries of the Military Departments will furnish postal service to DoD agencies and individuals designated herein, within the limitations described. Actions which would result in the total loss of the MPS to U.S. military personnel must be coordinated through MPSA with ASD(P&L) after mutual agreement among appropriate overseas commanders.

3. International agreements made to permit the establishment of military postal activities usually provide for the use of those activities by the U.S. Armed Forces and certain supporting civilian agencies within the host country. Therefore, an MPS activity established in a foreign country pursuant to such international agreements may service U.S. Armed Forces and other authorized personnel assigned outside the host country only in the absence of objection by the host country.

4. Presentation of valid U.S. Government identification (for example, U.S. Armed Forces ID cards, other U.S. Government ID cards, or locally produced authorization documents) will be assumed to be sufficient authorization to use the MPS.

5. Approval of MPS privileges for agencies, departments, groups, units, or individuals, whether or not they have full or any form of limited MPO privileges, unless otherwise specifically stated, does not extend to the receipt of, or mailing at an MPO of any item(s) intended for resale. This resale prohibition applies whether sale is to authorized MPS users or not, and regardless of the beneficiary of the proceeds, i.e., charitable organizations or non-appropriated welfare fund activities. This prohibition does not apply to military exchanges or commissaries, but does apply to their concessionaires. Requests for exceptions will be evaluated on an individual basis by MPSA (and ASD (P&L) if necessary), and will be approved only if the resale of the items would directly benefit the mission of the Department of Defense.

6. Legal interpretation of this appendix shall be made by Legal Authorities serving MPSA.

B. Postal Service Users

1. Service for DoD personnel and organizations. The following organizations and personnel are authorized the use of the MPS:

a. DoD organizations, active duty members of the Armed Forces and their authorized dependents.

(1) The Dependent Mail Section, established to serve Philippine citizens who are residing in the Philippines and who are dependents of U.S. Military personnel stationed outside the Philippines, is limited by agreement with the Philippine Government to the sending and the receipt of letter mail, books, newspapers, and magazines. No parcel of any class may be mailed to the Dependent Mail Section.

(2) Servicemembers stationed in the United States may use the MPS, in cases involving claims adjudication with the services for items lost damaged, or destroyed during PCS shipment of household goods, to order and receive replacement items from overseas Post Exchange catalogs.

b. U.S. citizen employees of DoD organizations and their authorized dependents only where there is no USPS service available.

2. Service for related organizations. The following DoD-related organizations, which support a DoD mission, their U.S. citizen employees, and authorized dependents may use the MPS outside the CONUS only where there is no USPS:

a. DoD nonappropriated fund activities.

b. DoD-operated dependent schools.

c. The American Red Cross, when established under the provisions of DoD Directive 1330.5 (reference (w)).

d. United Service Organizations Inc., when established under the provisions of DoD Directive 1330.12 (reference (x)).

e. Overseas military banking facilities and DoD overseas credit unions, as designated by the Assistant Secretary of Defense (Comptroller) under DoD Directives 1000.10 and 1000.11 (references (y) and (z), respectively). The use of the MPS shall be limited to those transactions emanating from official operations for the benefit of the military installations and their personnel. All such mail entered into the MPS shall bear appropriate postage.

f. International military commands and agencies of the North Atlantic Treaty Organization, as specified in DoD Instruction 2010.1 (reference (v)), for official mail only.

g. Masters and civilian crews of Military Sealift Command nucleus fleet ships, and merchant ships operating for the account of Military Sealift Command, including contract-operated, time-chartered, consecutive-voyage-chartered, and General Agency Agreement vessels, under conditions prescribed by the Military Departments.

h. U.S. Citizen correspondents and public information agencies who have been accredited by the Assistant Secretary of Defense (Public Affairs) (ASD(PA)) and approved by the overseas unified commander, or by the overseas unified commander when an ASD(PA) accreditation program is not in operation.

3. Service for overseas Reserve units, members of overseas Reserve units and Individual Ready Reservists overseas. Use of the MPS by these individuals and units will be limited to official correspondence between the Reservists and Reserve units, their CONUS headquarters, and service schools. This extension of MPS will be granted only in the absence of objection by host countries.

4. Service for retired military personnel. Retired personnel of the U.S. Armed Forces and their accompanying dependents are authorized the use of the MPS only where there is no USPS, provided such use is not precluded by the host government and the inclusion of this category will not overburden the MPO facility or its manpower capability. Parcel mail privileges are limited to those parcels weighing less than one pound, unless further restricted by host governments. Once such service is granted, it may be withdrawn only with the concurrence of the MPSA. Military Postal Service mailing privileges for legally blind retirees will be identical to those provided for the legally blind in Part 135 of United States Postal Service Domestic Mail Manual (reference (i)).

5. Service for surviving dependents. Surviving dependents, including unremarried spouses of deceased, retired or active duty members of the U.S. Armed Forces are authorized the use of the MPS only where there is no USPS, provided such use is not precluded by the host government and the inclusion of this category will not overburden the MPO facility or its manpower capability. Parcel mail privileges are limited to those parcels weighing less than one pound. Once such service is granted, it may be withdrawn only with the concurrence of the MPSA. Military Postal Service mailing privileges for legally blind surviving dependents will be identical to those provided for the legally blind in Part 135 of United States Postal Service Domestic Mail Manual (reference (i)).

6. Service for other U.S. Government agencies. Such organizations and their U.S. citizen employees and accompanying dependents may be authorized the privileges of the MPS, from existing MPOs, only where there is no USPS, when the facilities and manpower are available to perform the additional workload and in the absence of objection by the host government. When authorized, the department or agency concerned will reimburse the appropriate Military Department for transportation costs incident to providing these services for or in care of that department or agency, based on criteria developed by the Office of the Secretary of Defense and administered by the MPS in accordance with DoD Directive 4000.19 (reference (ff)).

7. Service for contractors. Contractors in support of U.S. Forces and DoD activities may be authorized use of MPS only where there is no USPS as follows:

a. U.S. contractors providing goods or services in direct support of DoD activities, their U.S. citizens employees, and accompanying dependents.

Postal support will be limited to the country in which the contractor is performing and to the extent set forth in the contract. Contracting agencies must limit the extent of postal support to that which meets the approval of the appropriate major overseas commander, the military department concerned, and the MPSA. The provisions for postal support in contracts will be reviewed and approved by the MPSA prior to the signing of the contract, following the specific recommendation of the overseas commander. A copy of the contract and any amendments thereto affecting MPS support will be provided to the MPO by the contracting officer or his representative.

b. U.S. contractors providing goods or services to a foreign government through the Department of Defense under the provisions of Foreign Military Sales (FMS) agreements, their U.S. citizen employees and accompanying dependents. MPS service will be provided only when the appropriate major overseas commander determines, and the MPSA concurs, that the local civil postal service has a detrimental effect on the ability of the contractor to fulfill the contract. MPS support will be fully reimbursable by the host country or the contractor; will be provided only when the service will not increase the MPS manpower and facility requirements, and will be limited to the country in which the contractor is performing and to the extent set forth in the contract. The contracting activity will submit the foregoing information to the appropriate overseas commander for concurrence and recommendation to the MPSA prior to signing the contract.

8. Service for other organization/individuals. The following organizations and personnel may be authorized the privileges of MPS, only where there is no USPS, to the extent that existing MPS facilities and personnel of the command permit, providing the overseas component commander determines, and the MPSA concurs, that local civil postal service is inadequate and in the absence of objection by the host government.

a. United Seamen's Service and their U.S. citizen employees when established in overseas areas, under the provisions of DoD Directive 1330.16 (reference (bb)).

b. U.S. Federal employee organizations at overseas bases for the conduct of labor union business.

c. U.S. universities and colleges operating in overseas areas by authority of the Secretaries of the Military Departments to provide educational services to members of the Military Services, their U.S. citizen employees, and accompanying dependents.

d. Representatives of U.S. nonprofit, service, social, civic, and fraternal-type organizations and their accompanying dependents, when such organizations are primarily established to serve DoD military and civilian personnel in overseas areas. This use will not include mailing items for business or commercial purposes.

e. U.S. civilian religious representatives or religious groups visiting overseas commands in the interest of and to assist the U.S. Forces, provided such persons have obtained an official invitation to travel, and their accompanying dependents, as specified in DoD Instruction 1330.7 (reference (cc)).

f. U.S. celebrities and entertainers, athletic clinic instructors, representatives of educational institutions or other social agencies, and their accompanying dependents, whose purpose is to provide a service to the U.S. Armed Forces, provided such individuals have been officially invited to travel overseas under provisions of DoD Instruction 1330.13 (reference (hh)).

g. Non-DoD tuition fee schools having DoD and other U.S. Government dependents enrolled are authorized to use the MPS for First-Class letter and Priority Mail weighing less than sixteen ounces and containing official school correspondence. Bulk orders of supplies, and books and educational materials will not be entered into military postal channels. As determined by the Office of Overseas Schools, Department of State, emergency orders of books, shortfalls, testing materials, educational pamphlets and periodicals, video cassettes, transcripts, correspondence and the like may be sent via the Military Postal System (MPS). The Department of State will reimburse DoD for any increase in MPS transportation costs resulting from use of this mail service as determined by the Department of Defense. Every effort will be made to use the Department of State pouch system prior to utilizing the MPS. Emergency orders for books and/or educational materials as indicated herein to be sent via MPS channels must be cleared and approved by the embassy or consulate administrative office. Use of the MPS to transport personal mail is not authorized. Any violation or attempt to circumvent these guidelines will result in loss of MPS service.

h. U.S. citizen members of the permanent staff of the Peace Corps.

i. American Embassy Employee Associations. Use of the MPS by American Embassy Employee Associations is limited to First Class letter mail, weighing 12 ounces or less related to official association business matters only. No personal mail or parcels of any size are authorized.

9. Service for foreign organizations:

a. Upon request of the foreign government concerned, foreign military units serving with the U.S. Armed Forces may be authorized to transmit closed mail to and from the foreign country concerned through U.S. Military Postal Channels when international postal facilities are inadequate, provided the mail is transported at the requesting country's expense.

b. Personnel on vessels under U.S. Navy operational control being transferred to foreign governments under military assistance programs may be authorized to use the MPS while enroute to their home country.

c. Other allied warships participating in U.S. Naval maneuvers or operating in U.S. waters may be authorized to use the facilities of the Military Postal Service for receiving closed mail on request, provided that the mail is transported at the requesting country's expense to or from the appropriate United States Military Post Office.

10. Privileges during hostilities. In the event of national emergency, hostilities, or occupation, all U.S. citizens in the overseas areas effected may be authorized use of the MPS by the Unified Commander concerned, after coordination with the MPSA and with the concurrence of the ASD(P&L), under the following conditions:

a. The cognizant overseas component commander must determine that international postal service is not available in the affected area or is inadequate.

b. The service must be limited to letter mail, including postcards and voice recordings having the character of personal correspondence.

c. The privilege must be withdrawn as soon as the emergency or hostilities cease and adequate international mail service again becomes available.

11. Exceptions to user policies. Requests for authority for persons and organizations, not enumerated above, to use the MPS, or requests for exceptions to the above, must be submitted to the MPSA. The MPSA will recommend approval or disapproval of each request and provide an overall assessment of impact to ASD(P&L). Each of the following criteria must be met for an exception to be granted:

a. It will assist substantially in, or is essential to, the accomplishment of the U.S. Government mission in the areas served by the MPS concerned.

b. It is not precluded by the terms of any agreement between the United States and host governments.

c. It will not place the privileges and immunities of the U.S. Forces in jeopardy.

d. It will not increase the manpower or facilities requirements of the MPO concerned. In the case of non-DoD Federal agencies to be served on a reimbursable basis, MPS support may be provided if the additional manpower and facilities required are readily available. Subsequent growth of service requirements, or reduction or closing of the MPS facility, is cause to limit or terminate the privilege.

e. There is no USPS facility available in the area in which the applicant for service is located.

f. It will not result in the U.S. Government assuming costs which are the responsibility of the host country, a non-U.S. Government agency, or individuals, except when full reimbursement is made by the beneficiaries or when it is necessary for the health of U.S. citizens under emergency conditions, as determined by the overseas Unified Commander.

12. Unauthorized MPS users. The following organizations and individuals are among those that will not be provided use of the MPS, except when authorized by paragraph B.10., above:

a. Peace Corps personnel who are not members of the permanent staff. (See paragraph 8.h. for privileges afforded Peace Corps permanent staff members.)

b. Concessionaires of nonappropriated fund activities.

c. Political organizations. This does not prohibit direct-mailing of political campaign material to individuals authorized the use of MPS, provided it is not material for further distribution on or off the military installation.

d. Nonappropriated fund activities of non-DoD agencies, such as employees cooperatives. (See paragraph 8.i for privileges afforded American Embassy Employee Associations.).

e. Non-DoD contractors (for example, USAID contractors).

f. Individuals, whether otherwise entitled to such service or not, for business or commercial purposes.

13. Withdrawal or limitations of service: At least 90 day advance notice of withdrawal or limitation of service, incident to review of postal operations, will normally be given to authorized organizations and individuals, except when MPS privileges are withdrawn by the host government, MPS abuse, or because of other conditions beyond the control of the Department of Defense.

a. Limitations on service to authorized organizations and individuals may be made by the installation commander, following coordination with the MPSA based upon a review of facility and manpower limitations.

b. Service Component commanders of overseas unified or sub-unified commands will provide procedures to limit, suspend, or revoke authorization to use the military postal service, for intentional or persistent abuse of mailing or receiving privileges of all authorized users, except active duty service members. (Appropriate administrative or disciplinary measures, including actions under the UCMJ, may be used to control such abuses by active duty service members.) Curtailment of military postal services will normally be applied to all postal services except the mailing and receiving of letters and postcards, but in all cases, the remedial action will reasonably relate to the detected abuse. Any curtailment of service for the receipt of items may be accomplished only when the user willfully, wrongfully, and knowingly receives items through the military postal service with the intent to undertake a business or commercial enterprise or to resell the items in violation of host country laws. Affected individuals or organizations will be provided notice, an opportunity to be heard, and a right to appeal.

c. Postal privileges for dependents of all categories of authorized MPS users will be withdrawn when sponsorship is terminated, except as stated elsewhere in this directive.

VOLUME 1

APPENDIX B

POSTAL OPERATING PLAN

A. PURPOSE. This appendix contains procedures, general format, and basic content of a Postal Operating Plan (POP).

B. GENERAL. The POP documents key actions and target times that a military postal activity must meet to perform its mission effectively. SOPs required by Chapter 9, paragraph 902.1., should be combined with the POP.

1. The POP provides managers with a systems approach to planning mail processing operations and relates mail processing to transportation scheduling. It also serves as a source document for scheduling work hours, transportation routes, facility changes, briefings, and manpower needs. The POP provides a methodology for determining the effectiveness of a postal operation in processing its mail.

2. The plan shall be reviewed and updated at least annually. Update individual sections of the plan as information becomes obsolete or inaccurate.

C. APPLICABILITY. All MPS operating activities shall prepare plans using the following guidance:

1. Parent MPOs receiving outgoing mail from subordinate units shall include them in their postal activity plan.

2. Units dispatching mail directly to CONUS shall prepare their own plan.

3. Prepare only those portions of the plan that apply to the operation. For example, most shipboard MPOs and some smaller land based MPOs probably would not prepare a ground transportation schedule, or include mail processing targets in the POP. Possibly there are also other sections of the POP that would not be needed, such as graphic layout or pouch or sack rack designs.

4. Responsible commanders may require additional sections to the POP.

D. DISTRIBUTION. The plan is basically a working level tool to be maintained at the activity. Provide a copy to higher headquarters only if required by command instructions.

E. CONTENT OF THE PLAN

1. The basic POP elements consist of seven sections as follows:

a. Table of Contents. This section of the POP identifies the date each other section was prepared or updated (see figure B-1). Some sections of the POP may remain static while other data may need updating on an annual or more frequent basis.

b. Basic Information. This section provides basic information about the activity (see figure B-2). Daily average volumes of mail can be obtained from figures B-5 and B-6 described below.

c. Basic Facility Data. This section provides basic information concerning facility layout, mail processing equipment, and case and rack design.

(1) Provide a graphic layout of the activity. Show the actual location of equipment used to facilitate mail processing.

(2) List major equipment used by the postal activity (see figure B-3). Equipment listed shall be depicted on the graphic layout.

(3) Provide a diagram depicting design of letter or flat cases (see Appendix A, tables 2 and 4, DoD 4525.6-H (reference (j))) for examples, and pouch or sack racks (see figure B-4) used for distribution of mail. On the diagram of letter and flat cases, reflect actual breakdown and routing. Use a separate page for each case or each set or pouch or sack racks in the MPO. For example, if you have one letter case and two flat cases you would have three pages depicting case designs, each reflecting an individual case.

d. Mail Processing Profile. This section depicts the average daily volume of mail received and dispatched during a normal workday. The daily average shall be determined by conducting counts over a specified period of time. For the purpose of this portion of the plan, pieces of mail processed are individual letters, parcels, newspapers, flats and irregular parcels and pieces (IPPs) (formally small parcels and rolls). Mail bags consist of pouches and sacks. Normally, volume can be determined by conducting the count each day the facility is operational during a 15-day period. Letter mail piece count can be determined by using the factor one pound of letters equates to 40 pieces, or a linear foot of noncompressed letters equates to 290 pieces. A linear foot of noncompressed flats equates to 115 pieces. Piece count for other than letters and flats shall be determined by actual count.

(1) Pieces. Incoming mail is mail that is received from another postal activity that must be processed for delivery to customers or for onward movement to destination. Outgoing mail is mail received from MAOs (served by the reported MPO), MPO units, unit mail clerks, mail orderlies, official mail distribution centers, mail drop boxes, and window operations that requires processing and dispatch. Record individual pieces of incoming and outgoing mail, showing hour received (see figure B-5). For example, mail received during 0700 to 0759 hours would be recorded as 0700 on the sheet. After the mail has been sampled for each work day during the 15-day period, total each type mail, by hour, incoming and outgoing, and divide the total by the number of days worked. Enter this information on a separate sheet (see figure B-5). This will give the average daily volumes by hour. When all this information is recorded, add each type mail, vertically, to determine the total incoming and outgoing volume. These are the daily average volumes and shall be recorded on the basic information page under "Daily Average Volumes." The mail types are described as:

(a) First-Class Letters. Letter-size mail that has postage stamps, meter imprint, permit imprints with First Class in the imprint, or with a penalty indicia affixed.

(b) First-Class Flats and IPPs. Mail bearing postage paid as described under First-Class letters, except it is endorsed "FIRST-CLASS" or "PRIORITY" and cannot be distributed into letter cases. IPPs that consist of small parcels and rolls on which First-Class mail rates have been paid are included in this category.

(c) Priority Parcels. Parcels weighing more than 12 ounces and which are endorsed "FIRST-CLASS," "PRIORITY," or "AIRMAIL."

(d) Other Letters. Letters that are not First-Class. These are generally letters that contain advertising matter, sometimes called "surface mail" or ordinary papers.

(e) Other Flats and IPPs. Flat mails that are not First-Class. Included is advertising matter, magazines, calendars, and newspapers. IPPs that are not First-Class shall be included in this mail type.

(f) Other Parcels. Parcels that are not Priority. These are generally parcels that have been mailed at the Third- or Fourth-Class rate.

(g) Registered Mail. Includes all registered mail (letters, flats, IPPs, and parcels) in this type.

(2) Mail Bags. Mail bags processed are pouches or sacks received (incoming) and dispatched (outgoing). Incoming mail bags consists of those received for working and those transiting the reporting postal activity as closed mail to another activity. Outgoing mail bags consist of those prepared for dispatch and those received as closed mail from other postal activities for onward movement. Prepare separate sheets for working mail and intransit mail (see figure B-6). After the mail has been sampled for each workday, during the 15-day period, total each type mail, by hour, incoming and outgoing, and divide the total by the number of days worked. Enter these figures on a separate sheet. This will give the average daily volumes by hour. When all this information is recorded, add each mail type, vertically, to determine the total incoming and outgoing volume. These are daily average volumes. The two sheets shall be totaled together and the resulting totals recorded on the basic information page under "Daily Average Volumes."

e. Mail Processing Targets. This section contains specific mail processing target times developed by postal managers to provide optimum mail processing. It documents the time mail must be available for processing at each sequential step. It accounts for processing of closed mails and working pieces received and dispatched by the postal activity. These targets will not be necessary for postal activities that do not have specific transportation schedules, such as ships at sea.

(1) Processing targets for closed mail consists of three specific sequential steps with a planned start, critical entry, and clearance time for each (see figure B-7). The planned start is the time scheduled for personnel to be available to perform the specific task. The critical entry time is that time mail must be available to enter each sequential step for working. The clearance time is the time when this specified task must be completed to permit the next step to start.

(2) Processing targets for working mail consist of specific sequential steps with a planned start, critical entry, and clearance time for each (see definitions in subparagraph E.1.e.(1)., above). Smaller postal activities may not perform all sequential steps and need show only those performed. Prepare a separate sheet for incoming (see figure B-8) and outgoing (see figure B-9) working mail.

(a) Incoming mail consists of mail received by the activity for delivery to units or individuals served. The sequential steps for this mail and definition for each are as follows:

<u>OPERATION</u>	<u>DEFINITION</u>
RECEIPT	Arrival at the activity of mail addressed to the area served by the activity.
OPENING UNIT	Opening of the trays, pouches, and sacks containing mail.
DISTRIBUTION	Piece distribution of mail into cases, pouches, and sacks in preparation for delivery through mail receptacles or dispatch to unit mail clerks, official mail distribution centers, or onward destination.
DELIVERY	Delivery through receptacles or across the counter to customers at the activity.

(b) Outgoing mail consists of mail processed at the activity for dispatch to another location. The sequential steps for this mail and definition for each are as follows:

<u>OPERATION</u>	<u>DEFINITION</u>
COLLECTION	Picking up mail from drop boxes, receipt from customers through service windows, and receipt of mail from unit mail clerks, mail orderlies, and official mail distribution centers.
FACE/CULL/CANCEL	Facing mail for cancellation, culling out parcels and other mail that must be hand canceled, separating by mail type, and canceling and postmarking.
SORTING	The piece distribution of mail into cases.
DISTRIBUTION	The bundling, tying out, and distribution of mail into trays, pouches, and sacks and affixing of tags and labels in preparation for dispatch.
DISPATCH	Dispatch of mail to destination outside the activity by the established transportation network.

f. Transportation. This section contains information relating to transportation networks used by the activity to fulfill its postal mission. List all scheduled ground transportation arriving and departing from the postal activity that is used to transport mail (see figure B-10). Include all highway segments used, including motor pool departure and arrival times. For mail moved by air, attach existing flight schedules prepared in accordance with Chapter 11.

g. Special Instructions. This section shall contain special information that highlights unique functions or clarifies the operation of the postal activity.

2. The examples depicted in figures B-1 through B-10 are guides. Postal activities may devise their own charts or alter the figures to meet local needs.

POSTAL OPERATING PLAN

Table of Contents

ACTIVITY _____		
SECTION	DATE PREPARED OR REVIEWED	PAGE NUMBER
Basic Information	_____	_____
Basic Facility Data	_____	_____
Mail Processing Profile	_____	_____
Mail Processing Targets	_____	_____
Transportation	_____	_____
Special Instructions	_____	_____

Figure B-1. Example of Table of Contents.

BASIC INFORMATION

Activity _____ APO or FPO Number _____
Location _____ Telephone Number _____
Number of Personnel Assigned - Off _____ Enl _____ Civ _____
Duty Hours _____ Number of Shifts _____ Service Window Hrs _____
Number of Personnel Supported _____
Number of Activities, Units, and Ships Supported _____

DAILY AVERAGE VOLUMES

<u>TYPE</u>	<u>VOLUME</u>	
First-Class Letters	Outgoing _____	Incoming _____
First-Class Flats and IPPs	Outgoing _____	Incoming _____
Priority Parcels	Outgoing _____	Incoming _____
Other Letters	Outgoing _____	Incoming _____
Other Flats and IPPs	Outgoing _____	Incoming _____
Other Parcels	Outgoing _____	Incoming _____
Registered Mail	Outgoing _____	Incoming _____
Airmail (Orange)	Outgoing _____	Incoming _____
MOM (Gray)	Outgoing _____	Incoming _____
SAM (Red)	Outgoing _____	Incoming _____
Surface (White)	Outgoing _____	Incoming _____
Local Forces (Green)	Outgoing _____	Incoming _____

Prepared By: _____

Figure B-2. Example of Basic Information Page.

MAIL PROCESSING EQUIPMENT

Item Number	Description	Quantity on Hand
2A	Table, Dumping, and Stamping	1
21B	Case and Table, Flat Paper	2
32	Rack, Parcel Post Sac (5-sack)	2
79	Case and Table, Letter (49 Separation)	2
1070	Truck, Platform, Handtilting	3
(Continue listing all major equipment used in the operation; such as scales, conveyors, money order imprinters, meter heads and bases, cancelling machines, mail sorting equipment, sack racks, and so forth.)		

Figure B-3. Example of Equipment List.

ARRANGEMENT OF POUCH OR SACK RACKS

Draw a diagram of pouch rack or racks. Continue on additional pages as needed. Reflect actual breakdown or routing. Also, indicate density rank along with sortation.

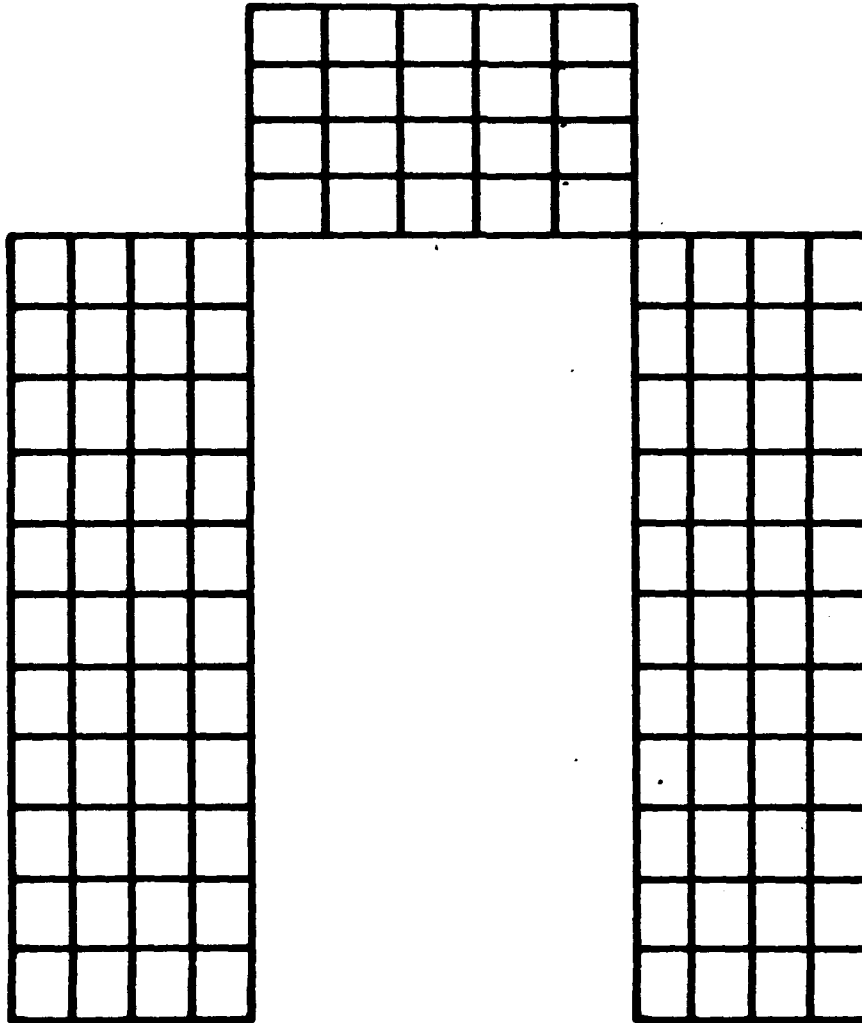


Figure B-4. Example of Mail Distribution Pouch or Sack Racks.

PIECES OF MAIL PROCESSED PROFILE

This chart need only reflect the hours that the activity normally is open for mail processing.

BEGIN TIME	1st Class Letters	1st Class Flats or IPPs	Priority Parcels	Other Letters	Other Flats or IPPs	Other Parcels	Registered Mail	Total	Per-cent
0600 Incoming									
0600 Outgoing									
0700 Incoming									
0700 Outgoing									
0800 Incoming									
0800 Outgoing									
0900 Incoming									
0900 Outgoing									
1000 Incoming									
1000 Outgoing									
1100 Incoming									
1100 Outgoing									
1200 Incoming									
1200 Outgoing									
1300 Incoming									
1300 Outgoing									
1400 Incoming									
1400 Outgoing									
1500 Incoming									
1500 Outgoing									
1600 Incoming									
1600 Outgoing									
1700 Incoming									
1700 Outgoing									
1800 Incoming									
1800 Outgoing									
Subtotal Incoming									
Subtotal Outgoing									

Figure B-5. Example of Raw Mail Processing Profile.

MAIL BAGS PROCESSED

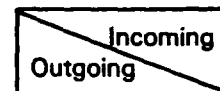
Working Mail (Mail actually processed at the activity).

Intransit Mail (Closed bags received into the facility for onward dispatch).



(Check Appropriate Block)

LEGEND



This chart need only reflect the hours that the activity normally is open for mail processing.

Sacks or Pouches By Color

Begin Time	Orange (Include Registered)	Grey	Red	White (Canvas)	Green*
0600					
0700					
0800					
0900					
1000					
1100					
1200					
1300					
1400					
1500					
1600					
1700					
1800					
Total Volume					
Percent of Total					

NOTE: *Local Forces Mail

Figure B-6. Example of Mail Bag Processing Profile.

MAIL PROCESSING TARGET - INTRANSIT PIECES

	PROCESSING TARGETS FOR CLOSED SACKS OR POUCHES					
	ORANGE	GREY	RED	WHITE (Canvas)	GREEN*	REGISTERED
RECEIPT						
Planned Start						
Critical Entry						
Clearance						
DISTRIBUTION						
Planned Start						
Critical Entry						
Clearance						
DISPATCH						
Planned Start						
Critical Entry						
Clearance						

*Local Forces Mail

Figure B-7. Example of Mail Processing Target for Intransit Mail.

MAIL PROCESSING TARGET - INCOMING WORKING MAIL

MAIL PROCESSING ACTIVITY	MAIL TYPE						
	1st-Class Letters	1st-Class IPPs and Flats	Priority Parcels	Other Letters	Other Flats and IPPs	Other Parcels	Registered Mail
RECEIPT Planned Start Critical Entry Clearance							
OPENING UNIT Planned Start Critical Entry Clearance							
DISTRIBUTION Planned Start Critical Entry Clearance							
DISPATCH Planned Start Critical Entry Clearance							
DELIVERY Planned Start Critical Entry Clearance							

Figure B-8 Example of Mail Processing Target for Incoming Working Mail.

MAIL PROCESSING TARGET - OUTGOING WORKING MAIL

MAIL PROCESSING ACTIVITY	MAIL TYPE					
	1st-Class Letters	1st-Class IPPs and Flats	Priority Parcels	Other Letters	Other Flats and IPPs	Other Parcels
COLLECTION Planned Start Critical Entry Clearance						
FACE/CULL/CANCEL Planned Start Critical Entry Clearance						
SORTING Planned Start Critical Entry Clearance						
DISTRIBUTION Planned Start Critical Entry Clearance						
DISPATCH Planned Start Critical Entry Clearance						

Figure B-9. Example of Mail Processing Target for Outgoing Working Mail.

[illegible]

B-15

APPENDIX C

MPSA INSPECTION CHECKLIST

CHAPTER 1

	Yes	Needs Improve- ment	No
1. Have all major command supplements to the DoD Postal manual been submitted to MPSA for approval and have all approved supplements been provided to MPSA? Foreword.	_____	_____	_____
2. Is USPS indicia used on all mailings consisting of correspondence relating exclusively to business of the USPS? Paragraph 102.9.	_____	_____	_____
3. Does the major command coordinate its resources and activities with other Military Services to avoid duplication of expenditures and effort for maximum effectiveness and economy? Paragraph 103.7.c.	_____	_____	_____
4. Has the major command developed contingency plans for providing postal services? Paragraph 103.7.d.	_____	_____	_____
5. Has the major command established procedures to ensure complaints, inquires, and suggestions relative to mail service are given proper attention? Paragraph 103.7.m.	_____	_____	_____
6. Does the major command ensure that the facility review system properly considers MPO facility requirements, based on the standards set forth in Chapter 13 of this Manual? Paragraph 103.7.a.	_____	_____	_____
7. Do the Military Services route matter that requires the attention of HQ USPS through command channels to the MPSA? Paragraph 104.1.	_____	_____	_____
8. Are requests to establish MPOs and MAOs routed properly and do they contain all required information? Paragraph 106.3, 106.4 and 107.3.	_____	_____	_____
9. Are proper actions taken to disestablish MPOs and MAOs? Paragraph 108.2.b, 108.2.c, and 108.2.d.	_____	_____	_____
10. Are contingency and reserved MPOs properly activated and deactivated? Paragraph 110.1.	_____	_____	_____

	Yes	Needs Improve- ment	No
11. Are MPS privileges extended to only authorized users of the service? Appendix A, Section B.	_____	_____	_____
12. Are MPS privileges for banking facilities and credit unions restricted to transactions directly related with official operations? Appendix A, Subsection B.2.e.	_____	_____	_____
13. Are parcel mail privileges for retirees restricted to not more than 1 pound? Appendix A, Subsection B.4.	_____	_____	_____
14. Is MPS support for U.S. contractors and their personnel limited to the country in which the contractor is performing and to the extent set forth in the contract? Was the concurrence of the overseas commander obtained before the contract was executed? Appendix A, Subsections B.7.a. and B.7.b.	_____	_____	_____
15. Have exceptions to user policy been approved by the ASD(P&L)? Appendix A, Subsection B.11.	_____	_____	_____
16. Under normal circumstances, is 90-day notice given to individuals and organizations before postal service is withdrawn? Appendix A, Subsections B.13.a.	_____	_____	_____
17. Are postal privileges for dependents withdrawn 90 days subsequent to the departure of the sponsor? Appendix A, Subsection B.13.c.	_____	_____	_____

CHAPTER 2

1. On being designated to provide MPS support, does the designated Military Service component commander properly coordinate postal support requirements with deployment force commanders? Paragraph 207.2.	_____	_____	_____
2. Have Military Service component commanders provided MPS input to evacuation plans involving MPOs under their control? Paragraph 211.	_____	_____	_____

CHAPTER 3

1. Do MPOs and mail transportation facilities maintain all required publications? Paragraphs 302 and 303.	_____	_____	_____
2. Are personnel aware of how to procure required publications? Paragraph 304.	_____	_____	_____

	Yes	Needs Improve- ment	No
3. Have all data collection systems not specifically required by the DoD Postal Manual been approved by the MPSA? Part II paragraph 307.	_____	_____	_____
4. Are PARS reports being prepared properly and submitted in a timely manner? Part II paragraph 310.	_____	_____	_____

CHAPTER 4

1. Have all personnel who handle postal effects or accountable mail been designated appropriately on a DD Form 2257? Paragraphs 403 and 405.	_____	_____	_____
2. Before commanders designate MPCs, FPCs, COPEs, and PFOs, do they carefully review personnel records to ensure the individual meets the qualifications listed in paragraph 402? Paragraph 403.1.	_____	_____	_____
3. Are completed DD Forms 2257 distributed as required? Paragraphs 403.1.a. and 403.1.b.	_____	_____	_____
4. Are temporary COPEs and PFOs designated when required? Paragraph 403.3.	_____	_____	_____
5. Are designations terminated using DD Forms 2257 when an individual is relieved, reassigned, or changes positions? Paragraph 405.	_____	_____	_____
6. When military or civilian personnel are relieved from postal duties for conviction of a crime, such as theft or moral turpitude, or relieved for cause, does the commander coordinate this action with personnel offices to ensure personnel records are properly annotated to prevent reassignment to postal duties? Paragraph 405.4.	_____	_____	_____

CHAPTER 5

1. Are stamp stock and meter funds properly remitted? Paragraph 501.2.	_____	_____	_____
2. Have arrangements been made for a witness at locations where only one clerk is assigned, or has the responsible commander authorized the use of "no witness available?" Paragraph 501.3.	_____	_____	_____

	Yes	Needs Improve- ment	No
3. Is the amount of the MPO credit reflective of the needs of the facility? Paragraph 501.5.	_____	_____	_____
4. Is a properly completed PS Forms 3369 on hand for the COPE or PFO and all MPCs with accounts? Paragraph 503.3, paragraph 503.1.c., and subparagraphs 502.3.a., and 502.5.a.	_____	_____	_____
5. Are fixed credits in excess of \$1,000 authorized in writing by the appropriate commander? Paragraph 502.1.b.	_____	_____	_____
6. When clerks are absent more than 5 consecutive working days and less than 31 total consecutive days, are they temporarily relieved of their accounts? Paragraph 502.1.e.	_____	_____	_____
7. Are PS Forms 17 properly prepared and submitted for requisitions and stock replenishment? Paragraph 502.2.a.	_____	_____	_____
8. Are requisitions prepared for dispatch and opened when returned in the presence of a witness? Paragraph 502.2.e.	_____	_____	_____
9. Are IRCs properly submitted to USPS? Paragraph 502.3.b.(1).(d).	_____	_____	_____
10. Does the COPE order stock before cash on hand exceeds 25 percent of the fixed credit, or at least monthly? Paragraph 502.3.b.(2).	_____	_____	_____
11. Are fixed credits increased and decreased in accordance with established procedures? Paragraphs 502.3.c., 502.4.c, and 502.5.c.	_____	_____	_____
12. Do window clerks replenish stock at required intervals? Paragraph 502.5.b.(1) and 502.5.b.(2).	_____	_____	_____
13. Do PFOs and COPEs, except COPEs at one-person locations, post all PS Form 17 transactions to their PS Forms 3295? Paragraph 502.6.d.	_____	_____	_____
14. Are bank deposit slips numbered with the same number as the PS Form 1412B that identifies the funds remitted? Paragraph 503.4.b.	_____	_____	_____
15. Are funds for flexible credits remitted at least every 2nd working day, except at locations where a weekly submission is approved? Paragraph 503.7.a.	_____	_____	_____

	Yes	Needs Improve- ment	No
16. Is the PFO or COPE with a flexible account submitting requisitions once each calendar month? Paragraph 503.9.	_____	_____	_____
17. Do clerks with postal accounts have safes, lockable counter drawers, or cash boxes available to protect their postal effects? Paragraph 504.2.	_____	_____	_____
18. Are safes and containers for storing postal effects used only for this purpose and not for storing personal property? Paragraph 504.2.	_____	_____	_____
19. Are duplicate keys and combinations sealed in PS Form 3977 and stored properly? Paragraph 504.2., and Chapter 9, Paragraph 906.2.	_____	_____	_____
20. Are safe combinations changed at proper intervals? Paragraph 504.3.	_____	_____	_____
21. Are stock and meter funds kept separate from other funds except where commingling has been authorized in accordance with Chapter 7, Paragraph 711?	_____	_____	_____
22. Do customers personally affix stamps to mail and are the stamps on parcels canceled in front of the mailer? Paragraph 505.4.	_____	_____	_____
23. When mailing labels are used on parcels, do clerks affix postage to overlap the upper right corner of the label? Paragraph 505.4.	_____	_____	_____
24. Are commemorative stamps available and sold only during authorized sale dates? Paragraph 505.7.	_____	_____	_____

CHAPTER 6

1. Are postage meter heads, seals, and tools stored securely when not in use? Paragraph 602.3.	_____	_____	_____
2. Do responsible commanders designate MPCs as meter stodians for meters operated at a location away from the COPE's duty station and at the duty station when the COPE is not present? Paragraph 602.4.	_____	_____	_____
3. Is the meter and the PS Form 3602-PO properly prepared before issue and after the close of every business day? Paragraphs 602, 603., and 605.	_____	_____	_____

	Yes	Needs Improve- ment	No
4. Do MPCs properly transfer responsibility for the meter during relief periods? Paragraph 602.5.	_____	_____	_____
5. Does the COPE or designated custodian remit meter funds daily and prepare the PS Form 3602-PO correctly? Paragraph 606.	_____	_____	_____
6. Do COPEs with flexible credits submit the PS Form 3602-PO at the same interval as the PS Form 1412B? Paragraph 606.4.	_____	_____	_____
7. Are the postage meters set only by the COPE? Paragraph 607.1.	_____	_____	_____
8. Do COPEs set postage meters at proper intervals with recommended amounts of postage limited to anticipated sales for 6 months? Paragraph 607.1.	_____	_____	_____
9. Are all applicable forms prepared and submitted properly at locations where COPEs set official DoD and customer postage meters? Paragraphs 613., 614., 615.	_____	_____	_____

Yes	Needs Improve- ment	No

CHAPTER 7

1. Are money orders only issued using an imprinter and never by handwriting or typing? Paragraph 701.1.

_____	_____	_____

2. Do all imprinters at the MPO have the same office plate number? Paragraph 701.2.

_____	_____	_____

3. Are MO forms requisitioned on PS Form 17 at least 45 days before they will be needed? Paragraph 702.1.

_____	_____	_____

4. Does the land based MPO keep at least a 3-month supply of MO forms on hand? Does the mobile or shipboard MPO keep at least 5-month supply? Paragraph 702.2.

5. Are incoming MO shipments verified by both the COPE or MO clerk and a witness? Paragraph 703.2.

_____	_____	_____

6. Is each sealed package of 100 MOs verified by serial number when it is opened? Paragraph 703.3.

_____	_____	_____

7. Are all blank MOs received at an activity recorded on DD Form 885? Paragraph 704.1.

_____	_____	_____

8. Upon change of COPE, has the new COPE signed the master DD Form 885 and, acknowledged receipt for the blank MOs currently retained by the outgoing COPE? Paragraph 704.1.

_____	_____	_____

9. Is DD Form 885 used to document current change of custody of MO forms issued, transferred, or mailed to clerks at MPOs or units? Paragraph 704.1.

_____	_____	_____

10. Are MO forms with the lowest serial numbers the first to be issued to MO clerks? When odd lot distribution of less than 100 MO sets is required, does the COPE and clerk verify each numbered set? Paragraph 704.2.

_____	_____	_____

11. Is the distribution of MO forms to units conducting MOB away from the parent officer properly conducted? Paragraph 704.4.

_____	_____	_____

	Yes	Needs Improve- ment	No
12. Are MO forms stored in a vault, a three-position combination safe, or a place of comparable security to which the accountable person has exclusive access? Are containers locked when not under direct control of the responsible individual? Are duplicate keys and combinations properly protected? Paragraph 705.1.	_____	_____	_____
13. Do all MO clerks have individual metal cashboxes, drawers, or safes equipped with suitable locking devices to safeguard MO forms and all-purpose date stamps in their custody? Paragraph 705.2.	_____	_____	_____
14. Are only U.S. currency, military payment certificates, U.S. Treasury checks, and Traveler's Checks (U.S. only) accepted as means for purchase of MOs? Paragraph 706.1.	_____	_____	_____
15. Are spoiled or incorrectly prepared MOs properly processed? Paragraph 707.2.	_____	_____	_____
16. When MOs are inadvertently issued out of sequence, does the issuing clerk return to the correct sequence as soon as the error is noted? Paragraph 707.3.	_____	_____	_____
17. Do clerks require presentation of an I.D. card before cashing USPS and Canadian MOs? Is the I.D. number annotated on the back of the MO? Paragraph 708.1.	_____	_____	_____
18. With the exception of COPEs, MPO supervisors, and Navy and Marine Corps disbursing officers, are other MO verifying officials appointed in writing? Paragraph 709.1.	_____	_____	_____
19. Has the COPE assigned a unit number for each financial unit conducting MOB by designating the first unit as the parent unit and each additional unit numbered consecutively, starting with one? Paragraph 709.1.a.	_____	_____	_____
20. Do MO clerks prepare MOB reports in accordance with instructions in the Manual? Paragraph 709.	_____	_____	_____
21. Do designated verifying officials or COPEs properly verify MOB reports? Paragraph 709.4.	_____	_____	_____
22. Does the MPO with MO units prepare a consolidated report when a separate check is not obtained for each separate unit report? Paragraph 709.5.	_____	_____	_____

	Yes	Needs Improve- ment	No
23. When MOs are issued from two or more different series on the same day, are separate totals for each series listed on the verification tape and in Section I, PS Form 6019? Paragraph 710.1.	_____	_____	_____
24. When MOs are issued out of sequence, are the serial numbers of the MOs issued out of sequence listed as a break in series under Section I, PS Form 6019, and a notation made on the MOB report? Paragraph 710.1. Are the MOs issued out of sequence properly recorded on subsequent MOB reports? Paragraph 710.2.	_____	_____	_____
25. Are missing MO forms, sets, and vouchers properly documented and reported? Paragraph 710.3 and 710.4.	_____	_____	_____
26. Do MO reports reflect continuity of service to include no-business days and suspended-service periods? Paragraph 710.5.	_____	_____	_____
27. When shortages in MO accounts occur, are they reported on the business day the shortage is discovered and investigated if required? Paragraph 710.10.	_____	_____	_____
28. Are all MO funds kept separate and not commingled with other funds except where authorized by major commanders, including USPS stamp funds; and are the MO funds of one individual kept separate from those of another? Paragraph 711.	_____	_____	_____

CHAPTER 8

1. Is registered mail under constant surveillance or secured properly at all times? Paragraph 801.	_____	_____	_____
2. Is an unbroken chain of receipts maintained for all registered mail in MPS channels using only approved USPS or DD forms? Paragraph 801.2.	_____	_____	_____
3. Are proper procedures followed when handling coded (high value) shipments? Paragraph 801.5.	_____	_____	_____
4. Are all postal personnel in overseas areas, assigned as registry clerks in AMTs, or MPOs, eligible for a SECRET security clearance and are they U.S. citizens? Paragraph 801.7.	_____	_____	_____

	Yes	Needs Improve- ment	No
5. At one-man operations, is prior arrangement made with a local unit or installation commander to provide a witness for registered mail transactions or has the responsible commander approved the use of the phrase "no witness available (NWA)," when required? Paragraph 801.8.	_____	_____	_____
6. Have postal activities that handle and store registered mail designated a secure area or registry section for this purpose and is it properly constructed? NOTE: Exceptions shall apply where lack of floor space or other physical constraints make it impractical or impossible to construct a separate registry work area. Paragraph 802.1.	_____	_____	_____
7. Is the registry cage secured by a three-position changeable combination padlock? Paragraph 802.2.	_____	_____	_____
8. To maintain proper security of registered mail, are the policies outlined in this Manual complied with at all times? Paragraphs 802.2.a., 802.2.b., 802.2.c., and 802.d.	_____	_____	_____
9. Does the on-duty registry clerk control the access to the registry work area to permit access to only the on-duty registry clerks, witnesses, the section supervisors, and personnel authorized to inspect and audit DoD postal facilities? Paragraph 802.3.	_____	_____	_____
10. Do operations that run on a shift basis provide each shift with a separate GSA-approved, three-position, changeable combination padlock to limit access of registry clerks to their specific tour of duty? Paragraph 802.3.	_____	_____	_____
11. Are combinations to registry sections and containers properly recorded and stored as described in paragraph 802.4.?	_____	_____	_____
12. Is registered mail accepted, processed, and handled in the registry section as outlined in paragraph 802.5.? Specifically:			
a. Does the registry clerk require the mailer to declare if the registered mail is official or personal when regular postage is affixed? If official, does the clerk stamp "Official" directly below the register number? Paragraph 802.5a.	_____	_____	_____

	Yes	Needs Improve- ment	No
b. For personal registered mail accepted and recorded on PS Form 3806, are the originals provided mailers and the duplicate filed in numerical sequence? Paragraph 802.5.b.	_____	_____	_____
c. Are registered letters and parcels properly postmarked to prevent undetected tampering? Paragraph 802.5.d.	_____	_____	_____
d. When the acceptance window is a separate operation from the registry section, is a PS Form 3854 used to make transfers to the registry section? Paragraph 802.5.e.	_____	_____	_____
e. Using DD Form 2261, is a balance and inventory conducted at the close of each business day or at each shift change, as applicable, and are the original and duplicate copies properly filed? Paragraphs 802.5.h. and 802.5.i.	_____	_____	_____
f. Is supporting documentation for registry transactions properly maintained at all times; that is, PS Forms 3854, 3883, 3849, 3877, and 3806, and DD Form 2261? Paragraph 802.5.k.	_____	_____	_____
13. Is registered mail properly receipted for at the accepting activity, depending on the mode of transportation? Paragraph 803.	_____	_____	_____
14. Does the postal activity correctly report irregularities in receipt of registered mail from carriers? Paragraph 804.	_____	_____	_____
15. Are incoming registered pouches correctly processed and the contents verified? Paragraphs 804.1., and 805.1.	_____	_____	_____
16. During processing are discrepancies and irregularities discovered in registered mail pouches handled in accordance with paragraph 805.3.?	_____	_____	_____
17. Do postal activities that use PS Item 0-817A or PS Item 0-817C ensure that unauthorized personnel do not have access to the seals and that they are only used for their intended purpose? Paragraph 806.1.	_____	_____	_____
18. Are all mailbags used to dispatch registered mail examined to ensure they are not torn or otherwise defective and when dispatched; are they secured with PS Item 0-817C? Paragraphs 806.2., and 806.3.	_____	_____	_____

	Yes	Needs Improve- ment	No
19. Is registered mail prepared for dispatch in accordance with instructions contained in paragraph 806.5. of this Manual? Specifically:			
a. When U.S. commercial passenger flights are used to dispatch personal registered mail, is the official mail separated and dispatched on U.S. commercial all-cargo or military flights? Paragraph 806.5.a.	_____	_____	_____
b. Is a USPS registry jacket used when five or more letter-size pieces are dispatched to the same location and is a separate book of PS Forms 3854 used for registry jackets? Paragraphs 806.5.b., and 806.5.c.	_____	_____	_____
c. Is a separate book of PS Forms 3854 used for inside bills and are they properly prepared? Paragraph 806.5.d.	_____	_____	_____
d. When the activity dispatches registered mail by truck, is a separate book of PS Forms 3854 used and does the outside bill list each registered pouch and OSP dispatched? Paragraph 806.5.f.	_____	_____	_____
e. Are PS Forms 3854 prepared with a ballpoint pen and are errors lined through and initialed by the clerk? Paragraph 806.5.g.	_____	_____	_____
f. Are slide labels properly stamped "PERSONAL" and "OFFICIAL" when required? Paragraph 806.5.h.	_____	_____	_____
g. Is PS Label 87 (surface shipments) or PS Labels 136C or 136E (air shipments) affixed to OSPs being dispatched? Paragraph 806.5.i.	_____	_____	_____
20. When dispatching registered mail to commercial all-cargo air carriers or military air carriers, are individual pieces tagged and labeled properly and are outside bills (PS Forms 3854) handled in the prescribed manner? Paragraph 806.6.	_____	_____	_____
21. Are suspense files for PS Forms 3806 established and is prompt tracer action taken when copies are not returned within the normal two-way transit time? Paragraph 806.7.	_____	_____	_____

	Yes	Needs Improve- ment	No
22. When dispatching registered mail directly to MAC or command-owned aircraft, is DD Form 1384 prepared in accordance with instructions shown in figure 11-11? Paragraph 806.8.	_____	_____	_____
23. When tendering registered mail directly to another postal activity, are bills prepared in triplicate and is the triplicate copy retained in the manifold registry dispatch book? Paragraph 806.9.	_____	_____	_____
24. When dispatching registered mail in a closed-body vehicle, is the seal number used to seal the vehicle indicated on the outside dispatch bill? Paragraph 806.10.	_____	_____	_____
25. When dispatching registered mail by truck, does a U.S. citizen driver or guard accompany the shipment and is the mail secured properly? Paragraph 807.2.	_____	_____	_____
26. Is official registered mail only tendered to U.S. commercial all-cargo carriers offering non-stop service? Paragraph 807.1.a.	_____	_____	_____
27. Is registered mail containerized to the maximum extent possible and is it containerized properly? Paragraph 807.1.c.	_____	_____	_____
28. Is official registered mail only dispatched on flights designated by the appropriate JMPA? Paragraph 807.1.d.	_____	_____	_____
29. Are "ramp watching" procedures conducted properly for all official registered mail received or dispatched on commercial carriers? Paragraph 807.1.e.	_____	_____	_____

Yes	Needs Improve- ment	No

CHAPTER 9

1. Have SOPs been developed to provide detailed instruction in the following areas? Paragraph 902.

a. Security.

b. Emergency destruction of USPS funds, accountable paper, mail, and postal equipment.

c. Postal Operating Plan.

2. Are assigned personnel familiar with procedures in the SOPs above?

3. Have local procedures been established for monitoring and processing customer complaints and are the following supplies on hand to process customer complaints? Paragraph 904.2.b., and Parts 252 and 254 POM.

a. Label 97, "Rifled Parcel."

b. PS Form 565, "Registered Mail Application for Indemnity."

c. PS Form 673, "Report of Rifled Mail."

d. PS Form 1510, "Mail Nondelivery Report."

e. PS Form 2855, "Claim for Indemnity - International Insured Mail."

f. PS Form 3760, "Wrapper Found Without Contents."

g. PS Form 38 2, "Request for Payment of Domestic Postal Insurance."

4. Are the most current copies of the following readily available or posted in plain view of customers? Paragraph 904.3.

a. USPS Publication 2, "Packaging of Mailing."

b. USPS Publication 65A, "National ZIP Code & Post Office Directory."

c. USPS Poster 103, "Domestic Postage Rates, Fees and Information."

	Yes	Needs Improve- ment	No
d. USPS Poster 51, "International Postage Rates and Fees."	_____	_____	_____
e. USPS Poster 74, "Packing Tips from your USPS."	_____	_____	_____
f. USPS Form 4314-C, "Consumer Service Card."	_____	_____	_____
g. Example of a properly completed change of address card.	_____	_____	_____
h. Example of a correct mailing address.	_____	_____	_____
i. Hours of operation.	_____	_____	_____
j. Mail collection and closeout times.	_____	_____	_____
k. Customs information.	_____	_____	_____
5. Are clerks familiar with the differences between the classes of mail? Subchapter 130, DMM.	_____	_____	_____
6. Are clerks familiar with what matter must be mailed at the First-Class rate? Section 321.1, DMM.	_____	_____	_____
7. Are proper rates of postage being assessed according to class, weight, and, if applicable, zone? Subchapters 310, 410, 610, and 710 DMM.	_____	_____	_____
8. Are clerks familiar with what class of mail is applicable to which special service; that is, registry, certified, insured, special handling, PAL, etc.? Chapter 9, DMM.	_____	_____	_____
9. Are clerks charging the proper zone-rated postage for mail addressed to other MPOs? Paragraphs 905.1.c. and 905.1.d.	_____	_____	_____
10. Are clerks computing postage properly for international mail? IMM.	_____	_____	_____
11. Do clerks enforce standards for the packaging and labeling of mail? Part 121, DMM.	_____	_____	_____
12. Do clerks enforce proper addressing requirements before accepting mail? Part 122, DMM.	_____	_____	_____
13. Is mail from persons and activities not authorized MPS privileges being returned to sender endorsed "Sender Not Authorized MPO Privileges?" Paragraph 905.2.e.	_____	_____	_____

	Yes	Needs Improve- ment	No
14. Is mail addressed to persons and activities not authorized MPS privileges being returned to sender endorsed "Addressee Not Authorized MPO Privileges?" Paragraph 905.2.e.	_____	_____	_____
15. Are mailings received for personnel with limited postal privileges returned to sender when they exceed the prescribed weight limitations? Paragraph 905.2.f.	_____	_____	_____
16. Are parcels accepted as Priority mail or for PAL service appropriately marked before the actual sale of stamps or affixing of postage meter tapes? Paragraph 905.23.	_____	_____	_____
17. Does the MPO maintain a file of PS Forms 1509, "Sender Application for Recall of Mail," for personal mail recalled by its customers? Section 152.7, DMM.	_____	_____	_____
18. Are clerks aware that special delivery and special handling service is not available for mail addressed to military installations including other MPOs? Paragraph 905.3.	_____	_____	_____
19. Are clerks properly computing fees for special services and adding them to the postage for the article mailed? Chapter 9, DMM.	_____	_____	_____
20. Are clerks familiar with the proper procedure for processing return receipts? Part 932, DMM.	_____	_____	_____
21. Are return receipts only used on registered, certified, and numbered-insured articles? Part 932, DMM.	_____	_____	_____
22. Is restricted delivery only used on registered, certified, or numbered-insured articles? Part 933, DMM.	_____	_____	_____
23. Does the MPO honor requests for cancellations for philatelic purposes from customers when service does not interfere with regular business? Paragraph 905.4	_____	_____	_____
24. Are clerks familiar with what types of mail may or may not be insured? Part 913, DMM.	_____	_____	_____
25. Do clerks recommend to customers that items exceeding \$500 in value be registered rather than insured? Paragraph 905.5.b.	_____	_____	_____
26. Is absentee balloting material given expeditious handling and placed on top of letter packages? Paragraph 905.10.	_____	_____	_____

	Yes	Needs Improve- ment	No
27. Is the MPO supervisor aware of the privileged nature of mail and postal records and the requirements that must be met before individuals and agencies conducting official investigations can examine them? Paragraph 905.14.	_____	_____	_____
28. Are accepting clerks familiar with what constitutes non mailable matter? Parts 123 and 124, DMM.	_____	_____	_____
29. Are there adequate safes and other secure receptacles available for safeguarding postal effects? Paragraph 906.1.b.	_____	_____	_____
30. Are field safes that are used to store postal effects secured to fixed objects to prevent removal? Paragraph 906.1.c.	_____	_____	_____
31. Are personal effects or funds stored in the MPO? Paragraph 906.1.e.	_____	_____	_____
32. Is access to MPO work areas limited to personnel conducting official postal business and are all others escorted or under constant surveillance by military postal personnel? Paragraph 906.1.f.	_____	_____	_____
33. Does the MPO supervisor keep a written current list of individuals issued keys to the post office? Paragraph 906.1.g.	_____	_____	_____
34. Do MPO personnel deliver mail to addressees, their agents, personnel of other MPOs, or designated mail clerks only after proper identification is presented? Paragraph 906.1.i. NOTE: Proper identification is considered to be Government-issued I.D. card or U.S. passport, or a DD Form 285 when a copy is on file at the serving MPO.	_____	_____	_____
35. Are combinations and keys to containers in which funds, postal effects, mail, or postal equipment are stored, sealed in PS Form 3977 envelopes and protected properly? Paragraph 906.2.	_____	_____	_____
36. Is damaged mail securely rewrapped or resealed and endorsed properly? Paragraph 906.3.	_____	_____	_____
37. Are articles found loose in the mail disposed of properly? Paragraph 906.4.	_____	_____	_____

	Yes	Needs Improve- ment	No
38. Are uncanceled stamps found loose in the mail reaffixed to mail or placed in a locked container for destruction and are they destroyed at least monthly? Section 159.43, DMM.	_____	_____	_____
39. Are MPOs processing insured and registered claims for loss before the minimum waiting period specified by the USPS? Section 149.2, DMM.	_____	_____	_____
40. Are postal clerks properly assigning claim numbers on PS Form 3812 for insured indemnity claims? Section 149.332, DMM.	_____	_____	_____
41. Is a record of claims being kept on file at the MPO for each insured and registered claim filed? Section 149.332, DMM.	_____	_____	_____
42. Has a suspense system been established to insure prompt processing of incoming claims? Paragraph 906.6.e.	_____	_____	_____
43. Are completely damaged articles with little or no salvage value retained by the customers or destroyed if unwanted by them? Section 149.6, DMM.	_____	_____	_____
44. Are damaged insured articles with salvage value retained for 90 days, then forwarded to the dead parcel branch? Section 149.6, DMM.	_____	_____	_____
45. Are damaged registered articles, including packaging, retained and protected by the MPO until the St. Louis PDC instructs them to release it? Section 149.6, DMM.	_____	_____	_____
46. Are customers given PS Forms 3831, "Receipt for Article(s) Damaged in Mails," in exchange for damaged articles? Section 149.6, DMM.	_____	_____	_____
47. Are fees for claims information forwarded to the serving postmaster with a letter of explanation? Paragraph 906.6.i.	_____	_____	_____
48. Do clerks require all personal parcels believed to contain merchandise to have properly completed customs declarations attached? Paragraph 907.	_____	_____	_____

	Yes	Needs Improve- ment	No
49. Do clerks verify that articles listed on the customs tag are mailable to the United States, a foreign address, or another MPO? Paragraphs 907.2. and 907.3., IMM, and Exhibit 125.2., DMM.	_____	_____	_____
50. Are MPO supervisors aware under what circumstances mail sealed and not sealed against inspection may be opened, read, and searched? Paragraph 908.	_____	_____	_____
51. Are MPO supervisors aware mail may not be detained in excess of 72 hours to allow military officials to gather evidence for a search authorization? Paragraph 908.3.a.	_____	_____	_____
52. Are reports properly submitted when mail reasonably suspected of being dangerous to persons or property is removed from postal channels? Paragraph 908.4.	_____	_____	_____
53. Is information about mail sent or received by particular senders or addresses disclosed only under the conditions prescribed in this Manual? Paragraph 908.5.	_____	_____	_____
54. Are supervisors aware of which officials are authorized to issue search warrants and authorizations? Paragraph 908.6.a.	_____	_____	_____
55. Are search warrants and authorizations properly executed? Paragraph 908.6.b.	_____	_____	_____
56. Are MPO supervisors aware of which officials are authorized to order mail covers? Paragraph 908.8.b.	_____	_____	_____
57. When an oral mail cover order is issued, is the authority confirmed in writing within 2 working days? Paragraph 908.8.c.	_____	_____	_____
58. Is information gathered from a mail cover held until release is authorized by the official who ordered the mail cover? Paragraph 908.8.e.	_____	_____	_____
59. Are mail covers in effect more than 30 days without an authorized extension by the requesting official? Paragraph 908.8.g.	_____	_____	_____
60. Are mail covers in effect more than 120 days without extension by the Military Service's senior military postal official in the major overseas command? Paragraph 908.8.g.	_____	_____	_____

	Yes	Needs Improve- ment	No
61. Are random inspections only conducted when ordered by an official authorized to issue in a search authorization? Paragraph 908.9.	_____	_____	_____
62. Is a military postal clerk present when host country officials inspect or in any way detain the mail? Paragraph 908.10.a.	_____	_____	_____
63. Does the postal activity supervisor submit written seizure reports to the major postal commander and MPSA on mail confiscated under this section within 15 days of the seizure? Is the addressee also notified of the seizure? Paragraph 908.11.	_____	_____	_____

Yes	Needs Improve- ment	No

CHAPTER 10

1. Does the MPO make mail available for pickup 6 days a week? Paragraph 1001.3.	_____	_____	_____
2. Do postal activities that tender and receive mail directly from air carriers operate 7 days a week (when service is available)? If no, have exceptions to this policy been approved by MPSA? Paragraph 1001.3.	_____	_____	_____
3. Is mail collected from collection boxes IAW posted collection schedules? Paragraph 1002.1.	_____	_____	_____
4. Are collection times on collection boxes synchronized with dispatch schedules? Paragraph 1002.1.	_____	_____	_____
5. Has at least one collection box been designated for Sunday and holiday mail collection when onward dispatch capability is available? Paragraph 1002.1.	_____	_____	_____
6. Do collection box notices state that the mail deposited after the office closes will not be postmarked until the following duty day and contain a statement for weekend and holiday exceptions? Paragraph 1002.2.a., 1002.2.b.	_____	_____	_____
7. Is mail properly postmarked and canceled in accordance with Part 423, POM? Paragraph 1002.2.a.	_____	_____	_____
8. Are requests for philatelic postmarks honored except when precluded for security reasons? Paragraph 1002.2.c.	_____	_____	_____
9. Is missent mail postmarked on the back to indicate date of receipt before being redispached to the end destination? Paragraph 1002.2.d.	_____	_____	_____
10. Is mail discovered with insufficient postage properly handled? Paragraph 1002.2.e.	_____	_____	_____
11. Are CONUS sortation cases designed in accordance with the MDILAH? Paragraph 1002.3.	_____	_____	_____
12. Are letter and flat bundles properly made up and secured? Paragraphs 1002.4. and 1002.5.	_____	_____	_____
13. Are all rules pertaining to pouching and sacking followed? Paragraph 1003.1.	_____	_____	_____
14. Are proper tags and labels used on pouches and sacks of mail? Paragraph 1003.2.	_____	_____	_____

	Yes	Needs Improve- ment	No
15. Are official intelligence pouches, DPs, and CASREP pouches, WSPs, and JUMPS pouches not consolidated with other mail matter and kept intact at all times? Paragraph 1003.3.a.	_____	_____	_____
16. Are USPS mail bags used for transporting U.S. mail and not used for any other purposes? Paragraph 1003.3.b.	_____	_____	_____
17. Are empty mail bags examined after use to make sure that no mail is left inside and that slide labels have been removed? Paragraph 1003.3.b.(1).	_____	_____	_____
18. Are surplus bags returned frequently to mail bag depositories? Paragraph 1003.3.b.(2).	_____	_____	_____
19. Is coordination made with other postal activities for intratheater use of bags before returning them to mail bag depositories? Paragraph 1003.3.b.(2).	_____	_____	_____
20. Is the gross weight of mail equipment to be transported by air properly placed on slide labels? Paragraph 1003.3.b.(3).	_____	_____	_____
21. Is Diplomatic Pouch and JUMPS mail properly handled? Paragraphs 1002.2.c. and 1003.3.d.	_____	_____	_____
22. Is hazardous material properly handled in accordance with Section 124.3, DMM and Paragraph 1004.1?	_____	_____	_____
23. Are errors in makeup and dispatch of mail by other postal activities properly reported on DD Form 2273 and are slide labels and facing slips attached to the report? Paragraph 1005.1.a. and 1005.1.b.	_____	_____	_____
24. Is missent mail postmarked, made up, and dispatched as required? Paragraph 1005.2.	_____	_____	_____
25. Are guidelines followed to report excessive transit times? Paragraph 1005.3.	_____	_____	_____
26. Does the MPO dispatching activity backstamp slide labels to show the date the pouch was closed? Paragraph 1005.4.	_____	_____	_____

Yes	Needs Improve- ment	No

CHAPTER 11

1. If facility is an MCA, does the executive agent ensure that the following is accomplished? Paragraph 1103.

_____	_____	_____

a. Receipt, dispatch, and mail delivery is available 7 days a week when daily carrier service is available. Paragraph 1103.1.

_____	_____	_____

b. An inventory and control system is established to ensure that all incoming mail is properly accounted for and processed on a first-in, first-out basis by category. Paragraph 1103.2.

_____	_____	_____

c. Air carrier facilities are continuously monitored to ensure that outbound mail is moved in accordance with established schedules or agreements. Paragraph 1103.3.

_____	_____	_____

d. Coordination with JMPA and other MCAs to ensure best possible area mail service is maintained. Paragraph 1103.4.

_____	_____	_____

e. Coordinating cells are set up with representatives from the services supported and local transportation agencies to resolve scheduling differences, integrate resources, and plan for augmentation for mail surges. Paragraph 1103.5.

_____	_____	_____

f. Develop POP and integrate critical entry and clearance times with supported MPOs. Paragraph 1103.5.

_____	_____	_____

g. Coordinating incoming and outgoing mail movements with local feeder land and air transportation resources, to include ensuring consolidated schedules of truck runs serving the terminal are established and published. Paragraph 1103.6.

_____	_____	_____

h. Current carrier schedules are maintained and routing schemes are developed for all military and commercial transportation. Paragraph 1103.7.

_____	_____	_____

i. A copy of these schemes is provided the appropriate JMPA, MPSA, and the interconnecting MCAs and postal activities serviced by that MCA. Paragraph 1103.7.

_____	_____	_____

j. Support is provided to mobile deployed units within the MCA area of responsibility. Paragraph 1103.8.

_____	_____	_____

	Yes	Needs Improve- ment	No
k. Quality control operations are coordinated at the terminal to monitor, evaluate, document, report, and identify mail problems and recommend corrective action. Paragraph 1103.9.	_____	_____	_____
1. Accurate and timely PNA reports are submitted as required. Paragraph 1103.10.	_____	_____	_____
m. Registered mail shipments and transfer of mail between carriers is monitored. Paragraph 1103.10.	_____	_____	_____
n. Mail transit times are monitored in accordance with published guidance (TTISMM) when activity is identified to participate. Paragraph 1103.11.	_____	_____	_____
o. Coordination with carriers is conducted to advise them of mail generation volumes, as appropriate.	_____	_____	_____
p. Management of the mailbag equipment inventory for the MPOs receiving and dispatching mail through the MCA. Paragraph 1110.3.	_____	_____	_____
2. Is First-Class, Priority, and MOM mail being tendered to air carriers on an equitable basis and is SAM tendered as outlined in Subchapter 330, T-7 Handbook? Paragraph 1109.1.a.	_____	_____	_____
3. Are all pertinent factors considered in determining which airline schedule offers the best service? Paragraph 1109.1.b.	_____	_____	_____
4. Are guidelines for tendering mail to military aircraft followed? Paragraph 1109.2.	_____	_____	_____
5. Has the postal activity obtained prior approval before using a foreign air carrier? Paragraph 1109.3.a.	_____	_____	_____
6. Are procedures for obtaining approval to use foreign air carriers followed? Paragraph 1109.3.b.	_____	_____	_____
7. Are all required actions accomplished before mail is tendered to a foreign air carrier? Paragraph 1109.3.d.	_____	_____	_____
8. Are procedures for ramp transfers of mail from U.S. commercial to foreign air carriers followed? Paragraph 1109.4.	_____	_____	_____
9. Is proper dispatch documentation used and completed when tendering mail to carriers? Paragraph 1109.1.	_____	_____	_____

	Yes	Needs Improve- ment	No
10. Is Navy mail documented separately from APO mail and are slide labels on pouches containing FPO mail annotated "NAVY" on the lower right side? Paragraph 1110.1.a.	_____	_____	_____
11. Are mail weights properly reflected on manifests? Paragraph 1110.2.	_____	_____	_____
12. Has the major commander established an intratheater mailbag depository by issuing a supplement to this Manual? Paragraph 1110.3.a.	_____	_____	_____
13. Are procedures for returning excess empty equipment to CONUS followed? Paragraph 1110.3.b.	_____	_____	_____
14. Are procedures for receipting for mail from U.S. air carriers followed? Paragraph 1111.1.	_____	_____	_____
15. Are procedures for receipting for mail from foreign air carriers followed? Paragraph 1111.2.	_____	_____	_____
16. Are excessive transit time reports being forwarded as required? Paragraph 1112.2.	_____	_____	_____
17. Are PNAs prepared only for matters directly affecting mail movement such as strikes, weather, flight cancellations, etc? Paragraph 1112.2.a.	_____	_____	_____
18. Are PNAs directed at the proper level, depending upon the scope of the problem? Paragraph 1112.2.a.	_____	_____	_____
19. At a minimum, are MCAs submitting PNAs at least weekly to their supporting JMPA, with informational copies to MPSA? Paragraph 1112.2.d.	_____	_____	_____
20. Do PNA messages contain sufficient information to pinpoint mail movement problems? Paragraph 1112.2.a.	_____	_____	_____
21. Is distribution of PNAs done on a selective basis and not through broad AIGs? Paragraph 1112.2.d.	_____	_____	_____
22. Are irregularities against U.S. commercial air carriers properly reported on PS Form 2759 and submitted to the proper USPS office? Paragraph 1113.3.a.	_____	_____	_____
23. Are irregularities against foreign air carriers properly reported by letter to MPSA? Paragraph 1113.3.b.	_____	_____	_____
24. Are irregularities against MAC air carriers properly reported? Paragraph 1113.3.c.	_____	_____	_____

	Yes	Needs Improve- ment	No
25. Are meetings with air carriers conducted in accordance with Part 742, T-7? Paragraph 1113.4.	_____	_____	_____
26. Does the postal activity ensure that proper security is being provided for mail that has been tendered to air carriers? Paragraph 1114.1.	_____	_____	_____
27. When vehicle drivers are not designated postal clerks and have a key or combination used to secure the vehicle, are tin-band seals (PS Item 0-817A or C) affixed to the doors, in addition to a lock? Paragraph 1114.2.a. NOTE: If a designated postal clerk, serving as a mail guard, accompanies the shipment, or the vehicle driver does not have access to the key or combination to the lock, a tin-band seal is not required.	_____	_____	_____
28. Are proper procedures followed when a tin-band seal is used? Paragraphs 1114.2.a.(1) through 1114.2.a.(4).	_____	_____	_____
29. Is one of the following security procedures used to protect mail while being transported between postal activities or carrier facilities?	_____	_____	_____
a. A closed-body vehicle equipped with lockable doors. Paragraph 1114.2.a.	_____	_____	_____
b. A guard riding in the body of the vehicle when an open-body vehicle is used to transport unpalletized mail. Paragraph 1114.2.b.	_____	_____	_____
c. A guard positioned so as to maintain visual contact with the mail at all times when he or she is unable to ride in the body of an open-body truck. Paragraph 1114.2.c.	_____	_____	_____
30. Are proper procedures for securing and dispatching sea-van containers followed? Paragraph 1114.3.b.	_____	_____	_____
31. Is receipt of sea-van containers reported by message to the JMPA as required? Paragraph 1114.3.c. and figure 11-16.	_____	_____	_____
32. Have proper procedures been followed in reporting and recovering mail from accidents? Paragraph 1114.4.	_____	_____	_____
33. In routing mail to mobile units, are proper procedures followed when exchanging closed mails with post offices of member nations of the UPU? Paragraph 1115.2.	_____	_____	_____

Yes	Needs improve- ment	No

CHAPTER 12

1. Are audits being performed only by personnel authorized to conduct audits? Paragraph 1202.1.	_____	_____	_____
2. Are all general audit rules followed when conducting audits? Paragraph 1202.3.	_____	_____	_____
3. Are DD Forms 2259, "Report of Audit of Postal Accounts," completed properly? Paragraph 1202.4.	_____	_____	_____
4. Are different types of accounts (that is, window, filler, COPE, etc.) being audited at least at minimum required intervals? Paragraph 1202.5.	_____	_____	_____
5. Is an audit conducted each time a new COPE is designated? Paragraph 1202.6.a.	_____	_____	_____
6. Are personnel who consistently show excessive overages and shortages relieved of duties involving the handling of postal effects? Paragraph 1202.8.	_____	_____	_____
7. When overages and shortages are beyond tolerance, are they reconciled properly? Paragraph 1202.9.	_____	_____	_____
8. Are audit results of PFOs and COPEs with flexible credits properly submitted to the accountable postmaster? Paragraph 1202.10.b.	_____	_____	_____
9. Has the MPS activity been inspected by the major command within the past year and is a copy of the inspection report maintained on file? Paragraphs 1202.3., and 1202.4.	_____	_____	_____
10. Are MPOs conducting quarterly inspections of unit mailrooms they service as required by Volume II, Chapter 3, Paragraph 307.3. (DCD 4525.6M, Vol II Feb 87)	_____	_____	_____

CHAPTER 13

1. Is the MPO supervisor taking proper action to ensure facilities meet adequacy standards? Paragraph 1303.1.	_____	_____	_____

	Yes	Needs Improve- ment	No
2. Does the space provided for various work sections meet minimum space criteria for both direct and general support areas? Paragraphs 1304., and 1305.	_____	_____	_____
3. Does the facility meet or exceed the structural criteria established for the building? Paragraph 1307.	_____	_____	_____

DoD Postal Supply Catalog
DoD 4525.6-C

1. Does the MPO or activity have a FEDSTRIP activity address code assigned? Paragraph 102.	_____	_____	_____
2. Have all accountable equipment items been receipted for by the COPE on PS Form 1590? Paragraph 103.3.	_____	_____	_____
3. Have accountable equipment items entrusted to the custody of military postal and financial postal clerks been receipted for on PS Form 1590? Paragraph 103.4.	_____	_____	_____
4. Have nonaccountable equipment items been picked up on unit or installation property books? Paragraph 104.	_____	_____	_____
5. Has a postal supply clerk been designated? Paragraph 105.	_____	_____	_____
6. Has a PS Form 1586, "Supply Record," been completed for each supply item maintained? Paragraph 105.2.	_____	_____	_____
7. As part of supply management, has an inventory control system been established to ensure supply levels meet current operational requirements? Paragraph 107.	_____	_____	_____
8. Is at least a 3-month level of supplies maintained? Paragraph 109.	_____	_____	_____
9. Are looseleaf USPS publications that are revised by transmittal letters or other publications (that is, the DMM, POM, and ASM) requisitioned on PS Form 7380? Paragraph 115.	_____	_____	_____
10. Is a separate PS Form 7381 submitted for each different item of equipment desired and is the requisition properly routed? Paragraph 116.	_____	_____	_____

	Yes	Needs Improve- ment	No
11. Are rubber and steel stamps listed in Appendix F of the catalog requisitioned on PS Form 1567? Paragraph 118.	_____	_____	_____
12. Are the maintenance standards for USPS equipment items outlined in Appendix C being followed? Paragraph 122.2. Does the postal activity that expends USPS funds for local repair of USPS equipment have prior written approval from the major commander before such funds are expended? Paragraph 122.4.	_____	_____	_____
13. Are scales used at MPOs and MCAs tested for accuracy at least annually? Section 424.33, POM.	_____	_____	_____
14. Have responsible commanders established programs for local maintenance and repair of equipment? Paragraph 122.2.	_____	_____	_____
15. Is PS Form 4805, "Work Record Sheet," prepared to accompany equipment returned to the accountable postmaster for repair? Paragraph 123.1.	_____	_____	_____
16. Is the serving JMPA notified by electrical message when equipment is returned for repair? Paragraph 123.1.	_____	_____	_____
17. Are USPS supply items (such as forms, tags, and labels) required for training requisitioned and maintained separately from postal prepack items? Paragraph 124.5.	_____	_____	_____
18. When the local purchase of supply items has been authorized, has the major commander issued implementing instructions? Paragraph 125.	_____	_____	_____
19. Does the MPO facility have the USPS equipment necessary to maintain an efficient operation? Appendix A.	_____	_____	_____

Military Post Office Mail Distribution Scheme (MPOMDS)
DoD 4525.6-L-2 (Reference L)

1. Does the major overseas commander review the MPO MDS to ensure information on units and activities within the command is correct and complete? Paragraph 101.2.a.	_____	_____	_____
2. Do the major overseas commands submit changes to the MPO MDS in a timely manner? Paragraph 101.2.b.	_____	_____	_____

	Yes	Needs Improve- ment	No
3. Does the postal activity supervisor verify the information on units and activities listed in the MPO MDS as serviced through his or her activity? Paragraph 101.3.c.	_____	_____	_____
4. Are postal activity supervisors promptly notifying their command HQs of changes to the MPO MDS? Paragraph 101.3.c.	_____	_____	_____
5. Are changes to the MPO MDS numbered consecutively as of 1 January of each year? Paragraph 102.2.	_____	_____	_____

INDEX

Absentee Balloting Material, Mailing	905.10.
Absentee Balloting Material, Processing	1002.5.
Access to Mail Work Areas.	906.1.f.
Accountable Mail (Insured, Certified, and Registered).	905.5.
Audits	Chapter 12.
Disposition of	1202.10.
General Rules.	1202.3.
Instructions	1202.4.
Recording.	1202.8.
Results.	1202.9.
Schedules Under Normal Operating Conditions.	1202.5.
Special.	1202.6.
Tolerance Limits	1202.7.
Bona Fide Gifts (\$50 and under).	907.7.
Business Reply Permits	905.8.
Change of COPE (fixed credit).	502.3.a.(4).
Change of PFO or COPE (flexible account)	503.3.
Christmas Stock.	501.6.
Coded (High Value Shipments)	801.5.
Collect on Delivery	905.6.
Commingling of MD, Stamp, Stock, and Meter Funds	711.
Complaints and Inquiries	904.2.
Congressional.	904.2.c.
Customer	904.2.a.
Contingency or Reserved MPOs	110.
Activating	110.1.
Deactivating	110.2.
Customs.	907.
Bona Fide Gifts (\$50 and under).	907.7.
Collections.	907.9.
Declarations	907.5.

INDEX

Foreign Customs	908.10.
Mail Subject to	907.4.
Personal and Household Effects	907.6.
Damaged Mail	906.3.
Dangerous Mail	908.4.
Designation of Military Post Office Personnel	Chapter 4.
Military Postal Clerks	403.1.
Navy and Marine Corps Postal Clerks	403.2.
Temporary COPEs and PFOs	403.3.
Terminations, Reasons for	405.1., and 405.2.
Detention of Mail	908.3.
Disestablishing an MPO or MAO	108.
Audit Requirements	108.2.b.(5).
Major Commanders Responsibility	108.2.b.
MPO Supervisor Responsibility	108.2.c.
Required Actions	108.1.
Emergency Destruction of Mail	212.
Establishing MACs	107.
Procedures	107.3.
Purpose	107.1.
Establishing MPOs	106.
Information Required	106.3.
Procedures	106.5.
Routing Request	106.4.
First-Class Mail, Sealed Against Inspection	908.2.a.
Foreign Air Carriers, Use of	1109.3.
Approval Authority	1109.3.a.
Preliminary Actions	1109.3.b.
Request Procedures	1109.3.c.
Ramp Transfers	1109.4.
Required Actions Before Tendering	1109.3.d.
Free Mailing Privileges	905.9.

INDEX

General Delivery.	905.7.
Hazardous Material, Handling Procedures.	1004.1.
High Value (Coded) Shipments	801.5.
Inspections of Mail	908.9., and 908.10.
Inspection Requirements, Military Postal Activities.	1203.3.
Insurance (Idemnity) Claims.	906.6.
International Mail	905.13.
International Money Order.	706.3.
Irregularities, Military Post Offices.	1005.
Excessive Transit Times.	1005.3.
Missent Mail	1005.2.
Reporting Errors	1005.1.
Local Purchase of Supplies and Repair of Equipment	503.17.
Mailbag Equipment.	1003.3.
Diplomatic Pouch Service	1003.3.c.
J Uniform Military Pay System Pouches (JUMPS).	1003.3.d.
USP3 Mailbags.	1003.3.b.
Mail Classification and Rates.	905.1.
Mail Collection.	1002.1.
Mail Covers.	907.8.
Makeup of Mail	1003.
Affixing Tags and Labels	1003.2.
Pouching/Sacking Procedures.	1003.1.
Money Orders	Chapter 7.
Cashing	708.
Damaged When Received	703.3.
Duplicates.	703.4.
Emergency Requisitions.	703.3.
Fees.	706.4.
Identification of Payee	708.1.

INDEX

International MO.	706.3.
Issuing Steps	706.6.
Issuing Out of Sequence	707.3.
Lost Voucher.	707.5.
Missing Form Set.	707.4.
No Fee MO	706.5.
Spoiled or Incorrectly Prepared	707.2.
 Money Order Business Reports	 709.
Checks Issued by Agent Officers.	710.7.
Clerks' Responsibilities.	709.3.
COPE or Verifying Officials Responsibility.	709.4.
Issued Out of Sequence.	710.2.
Issuing from Different Series Same Day.	710.1.
Missing MO Form Set	710.3.
MO Sales Totaling Less Than \$100	710.6.
No-Business Days and Suspended Service.	710.5.
Reporting MOs Held for Investigation.	710.11.
Reporting Shortages	710.10.
 Opening Mail Suspected of Being Dangerous	 908.4.
 Philatelic Postage Meter Tapes.	 604.2.

INDEX

Philatelic Sales and Cancellations.	906.4.
Postage Meters (MPOs)	Chapter 6.
Accounting Procedures and Operation Instructions.	.603., 604., and 605.
Custody	602.
Defective Equipment	608.
Forms Used.	601.3.
Packing and Shipping Requirements	609.
Procurement	601.2.
Setting	607.
 Postage Meters (Official)	 610.
Equipment Failure	615.
Examination	617.
License Requirement	611.1.
Setting	613.
Taking Out of Service	615.
 Postage Meters (DoD Contractors).	 619.
Administrative Procedures	619.1.
Issuing	619.2.
Setting	619.3.

INDEX

Postal Net Alerts	1012.2.
Postal Operating Plan	902.c.
Postmarking, Mail Processing.	1002.2.
Processing of Mail.	1002.
Collection.	1002.1.
Letter/Flat Bundle Labels	1002.5.
Postmarking	1002.2.
Securing Letter/Flat Bundles	1002.4.
Sortation	1002.3.
Protection of Mail and Postal Effects	906.
Articles Found Loose in the Mails	906.4.
Disposition of Damaged Mail Matter.	906.3.
Insurance (Indemnity) Claims.	906.6.
Privileged Nature of Mail and Postal Records.	905.14.
Safeguarding Combinations and Duplicate Keys.	906.2.
Security.	906.1.
Uncanceled Stamps Found Loose in the Mails	906.5.
Registered Mail	Chapter 8.
Accountability.	801.1., and 801.2.
Coded (High Value) Shipments.	801.5.
Damaged Mail.	805.3.a.
Personnel Requirements.	801.7.
Registered and Mail Labels, Distribution of	801.6.
Registry Section.	802.
Access to Work Areas.	802.3.
Balance and Inventory	802.5.h.
Designation of.	802.1.
Mail Handling Procedures.	802.5.
Recording and Storing Combinations.	802.4.
Securing.	802.2.
Transportation of	807.
At Sea Transfer	807.3.
Containerization.	807.1.c.
Dispatch by Air	807.1.
Dispatch by Truck	807.2.
Ramp Watching	807.1.e.
Witness Requirements.	801.8.

INDEX

Reserve Custodians.	502.1.c.
Search Warrants and Authorizations.	908.6.
Stamp Stock	Chapter 5.
Accountable Postmasters, Addresses of	501.7.
Christmas Stock	501.6.
Commemorative Stamps.	505.7.
Determining Initial Credits	501.5.
Discount Envelopes.	505.2.
Fixed Credits, Establishing	502.
COPE and Accountable Postmaster	502.3.a.
COPE and PR	502.4.s.
MPCs/FPCs and COPEs	502.5.a.
Fixed Credits, Increasing and Decreasing	502.
COPE and Accountable Postmaster	502.3.c.
COPE and PFO	502.4.c.
MPCs/FPCs and COPEs	502.5.c.
Fixed Credits, Replenishing	502.
COPE and Accountable Postmaster	502.3.b.
COPE and PFO.	502.4.b.
MPCs/FPCs and COPEs	502.5.b.
Flexible Credits.	503.
Account Identifier Codes	503.5.
Bank Deposit Slips.	503.6.
Discount Envelopes, Accounting For.	503.10.
Establishing.	503.1.
Increasing and Decreasing	503.2.
International Reply Coupons	503.12.
Overages.	503.14.
Postage Meters, DoD Contractors	503.16.
Postage Meters, MPO	503.15.
Redeemed and/or Damaged Stock	501.11.
Requisitioning.	503.9.
Shortages	503.13.
Receiving and Filling Requisitions by PFOs and COPEs.	502.4.b.
Remittance, Methods of.	501.2.
Reserve Custodians.	502.1.b.
Sources of Supply	501.1.

INDEX

Witness Requirements	501.3.
Transportation Management, Mail	Chapter 11.
Document Requirements	1110.1.
Foreign Air Carriers, Use of.	1109.3.
Military Aircraft, Use of	1109.2.
Over and Short Shipments, Foreign Air	1111.2.b.
Postal Net Alert.	1112.2.
Receipt of Mail from Foreign Carriers	1111.2.
Receipt of Mail from U. S. Commercial Carriers	1111.1.
Zone-Rate Mail.	905.1.c and 905.1.d.

SUPPLEMENTARY

INFORMATION

DEPARTMENT OF DEFENSE
PUBLICATION SYSTEM
CHANGE TRANSMITTAL

OFFICE OF THE SECRETARY OF DEFENSE
Under Secretary of Defense for Acquisition

CHANGE NO. 1
DoD 4525.6-M
February 4, 1994

DoD Postal Manual

The Principal Deputy Under Secretary of Defense for Acquisition and Technology, has authorized the following pen changes to DoD 4525.6-M, "DoD Postal Manual," December 1989, Volume 1:

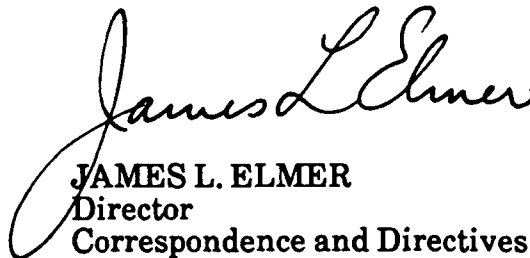
PEN CHANGES

Page 7-9

Section 709.4.g., line 4. Change "14971" to "82451" and after "63182" add "-9451"

EFFECTIVE DATE

The above changes are effective immediately.


JAMES L. ELMER
Director
Correspondence and Directives

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT