



**NONRESIDENT
TRAINING
COURSE**

September 1997



Official Mail Management

NAVEDTRA 14198

Although the words “he,” “him,” and “his” are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

PREFACE

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

COURSE OVERVIEW: In completing this nonresident training course, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following: Official Mail Management Program, security, funding, mail classification and services, and mail processing procedures.

THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the *Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards*, NAVPERS 18068.

THE QUESTIONS: The questions that appear in this course are designed to help you understand the material in the text.

VALUE: In completing this course, you will improve your military and professional knowledge. Importantly, it can also help you study for the Navy-wide advancement in rate examination. If you are studying and discover a reference in the text to another publication for further information, look it up.

*1997 Edition Prepared by
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Published by
NAVAL EDUCATION AND TRAINING
PROFESSIONAL DEVELOPMENT
AND TECHNOLOGY CENTER

**NAVSUP Logistics Tracking Number
0504-LP-026-8480**

Sailor's Creed

“I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all.”

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INSTRUCTIONS FOR TAKING THE COURSE

ASSIGNMENTS

The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS

Read each question carefully, then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your assignments graded: (1) use the Internet to submit your assignments as you complete them, or (2) send all the assignments at one time by mail to NETPDTC.

Grading on the Internet: Advantages to Internet grading are:

- you may submit your answers as soon as you complete an assignment, and
- you get your results faster; usually by the next working day (approximately 24 hours).

In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the

assignments. To submit your assignment answers via the Internet, go to:

<http://courses.cnet.navy.mil>

Grading by Mail: When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to:

COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

Answer Sheets: All courses include one “scannable” answer sheet for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet.

Do not use answer sheet reproductions: Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

PASS/FAIL ASSIGNMENT PROCEDURES

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit assignments. Once your assignments have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. **You may resubmit failed assignments only once.** Internet students will receive notification when they have failed an assignment--they may then resubmit failed assignments on the web site. Internet students may view and print results for failed assignments from the web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

COMPLETION CONFIRMATION

After successfully completing this course, you will receive a letter of completion.

ERRATA

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

<http://www.advancement.cnet.navy.mil>

STUDENT FEEDBACK QUESTIONS

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

For subject matter questions:

E-mail: n313.products@cnet.navy.mil
Phone: Comm: (850) 452-1001, Ext. 2167
DSN: 922-1001, Ext. 2167
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N313
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

For enrollment, shipping, grading, or completion letter questions

E-mail: fleetservices@cnet.navy.mil
Phone: Toll Free: 877-264-8583
Comm: (850) 452-1511/1181/1859
DSN: 922-1511/1181/1859
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you may earn retirement points for successfully completing this course, if authorized under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 3 points. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

Student Comments

Course Title: Official Mail Management

NAVEDTRA: 14198 **Date:** _____

We need some information about you:

Rate/Rank and Name: _____ SSN: _____ Command/Unit _____

Street Address: _____ City: _____ State/FPO: _____ Zip _____

Your comments, suggestions, etc.:

<p>Privacy Act Statement: Under authority of Title 5, USC 301, information regarding your military status is requested in processing your comments and in preparing a reply. This information will not be divulged without written authorization to anyone other than those within DOD for official use in determining performance.</p>
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NETPDTC 1550/41 (Rev 4-00)

CHAPTER 1

OFFICIAL MAIL MANAGEMENT PROGRAM

In this chapter we will look at the Official Mail Management program and its implementation. We will talk briefly about official mail acceptance sites and the need for official mail training. You will learn about cost-saving measures such as the consolidation of mail and the functions of Navy consolidated mail facilities (CMFs). Activities not served by CMFs will discover other means to reduce postage cost and you will also be given information on how to establish and maintain security of postage stamps.

Official mail matter is any letter, flat, publication, or parcel relating exclusively to the business of the U.S. Government.

The Official Mail Management Program (OMMP) is not new. Before the decentralization of official mail, the Navy did not use postage applied on outgoing official mail. Positive control of the Official Mail Cost Control Program (OMCCP) is accomplished by monitoring and surveying outgoing and incoming official mail. Now each command maintains positive control by ensuring each command has an Official Mail Cost Control Program, with an appointed official mail manager (OMM). Commands will implement an official mail management program by appointing the necessary personnel, providing regular training, and ensuring the security of postal equipment and postage stock.

The overall goal of the OMCCP is to control Department of Defense (DOD) official mail costs. This is accomplished through the cost-effective use of the United States Postal Service (USPS), available discounts, DOD official intratheater mail, consolidated mail facilities, guard mail, and the use of alternative carriers such as Federal Express, United Parcel Service, and so forth.

By following the *Navy Official Mail Management Instructions*, OPNAVINST 5218.7, which is supported by the *DOD Official Mail Manual*, DOD 4525.8-M, Navy postage costs can be reduced by proactive OMCCP techniques.

Q1. Positive control of the OMCCP is gained by performing what two tasks?

IMPLEMENTATION OF THE OFFICIAL MAIL MANAGEMENT PROGRAM

Every Navy command sets up an official mail management program (OMMP) to review local mailing practices. This program is used to ensure all official mailings are prepared as directed by the following resources:

- USPS regulations.
- *Navy Official Mail Management Instructions*, OPNAVINST 5218.7. This instruction supplements policies and procedures outlined in the *DOD Official Mail Manual* and is used as a guide to process and dispatch Navy mail.
- *DOD Official Mail Manual*, DOD 4525.8-M, provides information and guidelines for implementing the DOD OMCCP. This manual also explains control and safeguard procedures for postage meters and postage stamps.
- Command Standard Operating Procedures (SOP) for official mail.

Other publications that are required at locations where postage is applied to official mail are:

- *USPS Domestic Mail Manual* (DMM). The DMM is the primary USPS manual used in operating post offices. It contains regulations of direct interest to mailers on postage rates, mail classification, and mail preparation guidelines. It is used at each postage meter location. The activity's OMM and host commander's activity OMM also maintains a DMM.
- *USPS International Mail Manual* (IMM). The IMM contains regulations, classifications, and guidelines for mailing between the United States and foreign countries.
- *A Guide to Business Mail Preparation*, USPS Publication 25. This publication aids personnel in preparing letter-size mail to be compatible with USPS automated processing equipment. It also allows mailers to benefit from improved mail service and reduced mail processing costs.

- *USPS Postal Bulletin*. This bi-weekly publication provides updates to the DMM and IMM, as well as other mail related items.
- Postage Rates, Fees, USPS Poster 123-L or 123-S. This poster is used at each location where domestic postage rates are calculated.
- International Postage Rates and Fees, USPS Poster 51. This poster is used at each location where international postage rates are calculated.
- Postal Zone Chart. The Chart lists the zones in which the various ZIP Codes are located in relation to your local mailing address. Use this chart at each location where postage rates are calculated.

- Tenant command OMMs—send copies to the appropriate ISIC OMM and host command OMM
- Host command OMMs—send copies to the appropriate ISIC OMM.

OMMs must be E-7 or above, or a DOD civilian GS-7 or above. This requirement is waived only when the command concerned has no personnel in the grades specified. The OMM must be from the support element within the command.

When charged with the operation of a military post office (MPO) or assigned duty in an MPO, the person designated as postal officer for the command may NOT be designated as the command OMM, as a conflict of interest may result.

Q2. An OMM may be a DOD civilian GS-7 (minimum) or an active duty military person of what minimum paygrade?

OFFICIAL MAIL ACCEPTANCE SITE

Ensure all previously mentioned publications, manuals, and instructions are on hand at the official mail acceptance site. Establish operating and controlling procedures to ensure official mail is processed, dispatched, and delivered as fast and efficiently as possible. Maintain proper safeguards and security controls to prevent the destruction or theft of official mail and the compromise of any classified matter.

In addition to required publications, manuals, and instructions, your official mail acceptance site will require a mechanical or electronic scale that measures from 1 ounce to 70 pounds. This necessary equipment is used to determine the weight of mailings and the amount of postage required on outgoing official mail.

Monitor unauthorized use of official mail and notify the activity OMM or commanding officer of any incident of unexplained missing, misdirected, or delayed official mail.

Installations, activities, and staff elements will appoint OMMs. In the absence of the OMM, the commanding officer may appoint an assistant OMM to perform the official mail manager's duties.

The appointment may be a collateral duty assignment. The commander will execute the appointment by an official letter. The letter includes the appointee's official address, telephone number, and e-mail address (if available) in the letter. Distribute copies as follows:

- Major claimant OMMs—send copies to the appropriate Immediate Superior in Command (ISIC), OMM, and the Navy OMM

OFFICIAL MAIL TRAINING

The establishment of formal training for all personnel involved with the handling of official mail is a must. Commands should provide local training for administrative personnel on an annual basis. Assistance in establishing training at the command level should be provided upon request.

The OMM of the host command or the command operating the meter site should conduct annual mandatory training for the tenant command/activity OMMs. Training seminar schedules should be published 30 days in advance.

The OMM should be available to give command level briefings upon request.

CONSOLIDATION

Consolidation is the process of combining into one container two or more pieces of mail directed to the same addressee or installation on the same day. That one container is then sent to the addressee as one piece of mail. The container may be a bag, envelope, box, or pouch that holds two or more pieces of mail. Consolidated mail is a reliable way to ship administrative and operational communications or logistical items between headquarters, depots, contractors, installations, and operational units. The mail remains intact while in transit and reduces the number of times the contents are sorted. This reduces

the chances of misrouted or delayed mail, and the cost of the overall mailing.

Under the postage rate structure, the first pound is the most expensive. As weight increases, the cost per pound decreases. The cost and weight of the container and any package material is considered in the mailing cost.

Consolidated mail reduces the number of individual official mailings and thus the Navy's overall postage costs. Consolidated official mailings will be made when they are cost effective. Savings will increase if consolidated mailings are used.

To make the most of consolidation, each command designates one office to process all outgoing mail. This can be the command administrative office or an official mail acceptance site. Commands with large supply centers have an acceptable alternative by designating two separate offices for processing outgoing official mail. One for processing administrative correspondence, and the other for processing supplies, parts, and materials.

The command will prevent individual offices, sections, or divisions from depositing outgoing mail directly into postal channels. Once control of the official mail is established, cost savings can be realized. Frequent surveys of outgoing mail can identify those addressees for which several pieces of mail can be consolidated. Set up groups of separate holdout slots, boxes, or bins for these addressees. This will allow a basic structure for consolidating outgoing mail.

Before the final mail closeout each day, consolidate all mail with the same address into the minimum number of tie outs possible. At large shore activities, or in other areas where several naval commands are located, the Consolidated Mail Facility (CMF) or mail metering site will be the single point of consolidation for all outgoing official mail.

Q3. The OMM should conduct mandatory training for a tenant command/activity OMMs how often?

Q4. Consolidated mail reduces the number of individual official mailings and thus reduces what other factor?

NAVY CONSOLIDATED MAIL FACILITIES (CMFs)

The Navy has been at the forefront in exploring new initiatives to reduce the cost associated with handling and processing of official mail. One exciting

project is the establishment of consolidated mail facilities.

CMFs are large official mail metering and processing centers established to process all Navy official mail in select areas where there is a large concentration of government activities.

Through the centralization of functions that have commonality, many naval activities have been able to eliminate postage metering equipment requirements, associated lease/maintenance costs, and duplication of messenger services. Postage costs have also decreased because the CMFs have expanded consolidation of mail destined to more locations, at less cost than if each individual activity consolidated. For example, a 40-pound pouch of consolidated letter mail originating in San Diego and destined for naval activities in the Washington, D. C., area costs approximately 45 dollars. If postage is paid on each individual letter enclosed in the pouch (assuming each letter weighs one ounce), the cost would be approximately 200 dollars. In this example the consolidated mailings will save over 150 dollars.

Centralizing mail in one location standardizes processing methods and increases the volume of letter mail necessary to qualify mail for postal discounts through presorting and barcoding.

The transportation network of a CMF can ensure the delivery of correspondence between area government activities without applying postage. A CMF can greatly reduce costs by establishing pick-up/delivery routes and through the sorting/distribution of guard mail.

Large volumes of outgoing official mail consolidated by naval activities in the Washington, D. C., and San Diego, California, areas have made it cost effective for the CMFs in these locations to purchase automated equipment that presorts and barcodes mail. This allows the Navy to receive additional discounts and savings from the U.S. Postal Service.

The Department of the Navy currently operates six CMFs. Four are under the management of the fleet and industrial supply centers (FISCs). These CMFs are located at Norfolk, Virginia; San Diego, California; Pearl Harbor, Hawaii; and Washington, D.C. The CMF in New Orleans, Louisiana, is managed by the Naval Support Activity, New Orleans, and the CMF in Memphis, Tennessee, is managed by the Naval Support Activity, Memphis. Additional areas under

consideration for CMFs are Pensacola, Florida; and Puget Sound, Washington.

REDUCING POSTAGE COSTS

Activities not served through a CMF can reduce postage costs through proper mail piece preparation, class/service selection, and selecting the appropriate medium by which information is transmitted.

Do not use U.S. Government messenger (guard mail) envelopes for the consolidation of USPS mailings.

When less expensive, communicate by e-mail, Defense Switched Network (DSN) Telephone, or FAX.

Update mailing lists regularly. Incorrect or incomplete addresses cause mail to be delayed or returned and wastes postage. Incorrect or incomplete addresses require rework to properly prepare the article for re-mailing. In addition, it reduces the amount of mail subjected to Second Destination Transportation (SDT) charges.

Use guard mail courier service for delivery to military activities or executive board agencies, (VA, GSA, IRS, etc.) within the same area to avoid postage.

Consolidate individual pieces of correspondence addressed to the same location in one envelope. If unable to consolidate the pieces, use the smallest possible envelope. USPS assesses a surcharge on envelopes weighing one ounce or less when the length exceeds 11 1/2 inches, the height exceeds 6 1/8 inches, or the thickness exceeds 1/4 of an inch.

Reduce mailing weights by printing on both sides of the paper, selecting the lightest weight paper, using the smallest envelope or package, and promoting computer output formats that allow the maximum use of available print space.

Ensure all items mailed pertain exclusively to U.S. Government business and contain no personal matter.

Limit the use of expensive special services (registered, certified, and insured) except when required.

To meet the Required Delivery Date (RDD), use a less costly class of mail. As a general rule, Standard Mail (A) or Standard Mail (B) weighing over one pound is less expensive than First-Class or priority mail. Consider a carrier other than USPS to ship at lower rates if security requirements are met. Before

using commercial carriers, ensure items being mailed are not required to be sent by USPS.

Use presorted First-Class and Standard Mail (A) bulk rates when the mail qualifies. First-Class mailings that contain 500 or more pieces and Standard Mail (A) mailings that contain 200 pieces or more can qualify for a less expensive presorted rate. Details about other discount rates can be obtained from your local CMF or USPS account representative.

Do not affix postage to courtesy reply return mail that is normally used when mailing RSVPs for retirements, change of commands, commissioning, and so forth. Allow the addressee to affix the required postage.

Obtain priority and Express Mail envelopes, mailing containers, and labels from the USPS. These items are free and clearly identify mailing classifications.

Type or print addresses by mechanical means in uppercase letters without punctuation, except for the hyphen in the ZIP+4 Code. Include the street address or post office box number on the delivery line of the address. Mail that is addressed properly can be sorted by machine and barcoded. If your mail is processed by automated equipment through a CMF or other mail center, your command can share in discounts offered by the U.S. Postal Service.

Q5. Envelopes larger than 11 1/2 inches and 6 1/8 inches wide, or 1/4 of an inch thick are assessed a surcharge if the weight is less than how many ounces?

SECURITY OF POSTAGE STAMPS

To prevent unauthorized use, in addition to the security measures listed in OPNAVINST 5218.7, enclosure (1), chapter 5, Paragraph B3, the OMM will ensure:

- Records reflecting the number and cost of commercial postage stamps, stamped envelopes, and stamped cards procured, used, and on hand are maintained. Figure 1-1 shows the Daily Record of Stamps, Stamped Paper, and Nonpostal Stamps on Hand, PS Form 3295.
- A locally generated daily stamp sales worksheet is shown in figure 1-2.
- A monthly audit of the official stamp stock is conducted and recorded on an audit form (fig. 1-3).

DAILY STAMP SALES WORKSHEET

Quantity (tick) Block	Denomination	Total amount used
	.01	
	.02	
	.03	
	.04	
	.05	
	.20	
	.23	
	.32	
	.55	
	.78	
	1.00	
	2.00	
	3.00	
	5.00	
	No.10 Envelope .38	
Grand Total		

Note: Maintain this worksheet on file until AFTER the next monthly audit is completed

OMMPC002

Figure 1-2.—Example of Daily Stamp Sales Worksheet.

ANSWERS TO EMBEDDED QUESTIONS

CHAPTER 1

- A1. *Monitoring and surveying.*
- A2. *E-7.*
- A3. *Annually.*
- A4. *The Navy's overall postage costs.*
- A5. *One ounce.*
- A6. *PS Form 3295.*

CHAPTER 2

SECURITY

SECURITY DEFINED

In this chapter, we will discuss the physical security provided to all mail and the Navy Information and Personnel Security Program as it applies to classified material sent in the mail. We will also discuss the requirements for maintaining the security of mail and equipment, random inspections, probable cause searches, and instructions on what to do if a suspected letter or parcel bomb is found.

The word security has two meanings. The first meaning applies to the internal and external security provided to all mail. This means that when you or anyone else entrusts an article to the postal system, you can depend on it arriving at its destination safely and securely.

The Military Postal Service (MPS) and the U.S. Postal Service (USPS) rank second to none in the security given to mail articles that are accepted for delivery. The privacy to which every letter and parcel is entitled is established by law, and certain articles—specifically, registered and insured mail—are given special protection against loss or damage.

The second meaning of the word security applies to transmitting classified material through the postal system. The relative safety from compromise is amply illustrated by the fact that certain classified matter is transmitted regularly through registered mail channels.

Q1. Which agencies are rated as second to none in providing security for military mail?

GENERAL SECURITY PROCEDURES

Security of the mail is a command responsibility. Mail consigned for transmission is always delivered into the hands of a responsible postal agency, military or commercial carrier, or the authorized agents of these carriers who can make a reasonable guarantee of onward transmission to achieve ultimate delivery as intended. You should never turn mail over to a haphazard or makeshift means of transmission.

In general, registered military mail may be transported outside the Continental United States (CONUS) and Canada, only in U.S. flag certified cargo air carriers, and while in U.S. custody or control. Military mail dispatching agents are responsible for the security regulations covering the mail route for which they are responsible as well as the next onward transfer point. Where it appears that security regulations will not be met, the dispatching agent will withdraw the registered mail from transmission and request instructions from the consigning agency.

Official mail containing classified material transmitted outside CONUS should arrive safely at its destination if the following conditions are met:

- Prepared properly
- Addressed properly with complete and correct mailing address as contained in the *Standard Navy Distribution List (SNDL)*, OPNAV N09B22
- Acceptance as registered mail into the U.S. domestic postal system in CONUS
- Acceptance as registered mail into the military postal system overseas
- Observed for prescribed controls and safeguards

The *Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1, provides all Navy activities and personnel with detailed regulations and guidance for classifying, marking, handling, and methods of transmission of classified material.

Q2. What type of air carrier is used to transport registered mail outside CONUS and Canada?

MAIL CENTER KEYS

The number of keys to the mail center should be kept to a minimum. The OMM will maintain accountability of all keys held by others.

As the Official Mail Manager (OMM), you are responsible for your key and for informing your assistants of their responsibilities for the keys assigned to them.

In larger offices there may be an extra key used by duty personnel. This key is controlled at all times by a daily log fixing the responsibility and accountability of the person holding the duty key. Each duplicate key and copies of combinations are placed in a Duplicate Key Envelope, PS Form 3977 (fig. 2-1), SF 700 (fig. 2-2), or a similar type of envelope, sealed and endorsed by the custodian of the key, and placed in the CO's or an appointed official's safe.

- When the safe is received initially
- Whenever a possible compromise of the combination has occurred
- When personnel having knowledge of combinations are transferred out of the activity or relieved of their duties
- At least annually

Q3. Before placing keys in a security container, the extra keys are placed in what types of envelopes?

When combination numbers are selected, multiples of five or simple ascending or descending arithmetical series should be avoided.

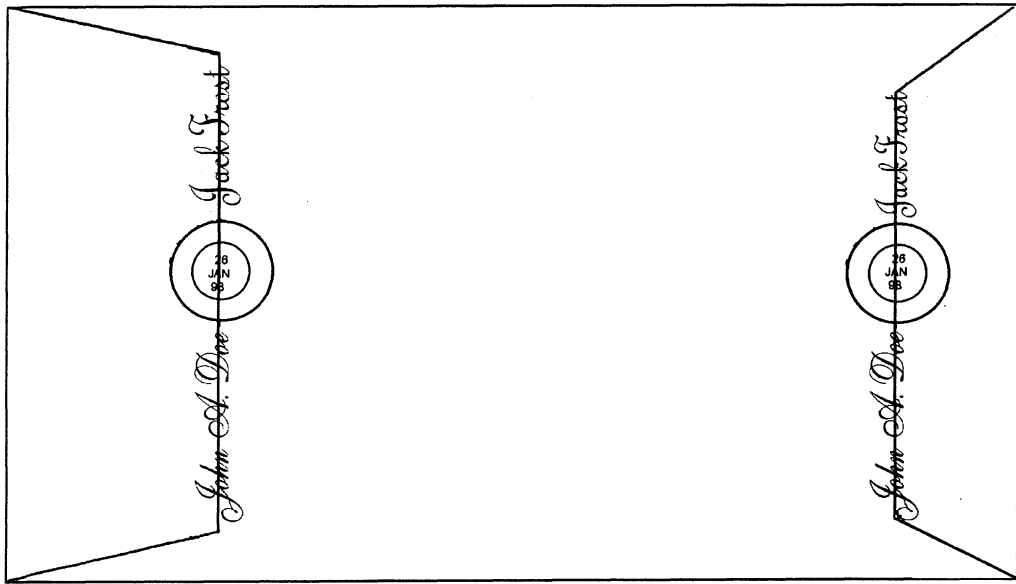
COMBINATIONS

You should change safe combinations when the following conditions are present:

Q4. At least how often should safe combinations be changed?

Duplicate Key Inventory				Instructions
Employee Name (Print Last, First, & MI) FROST, JACK R.				<p>See Section 362, Handbook F-1, Post Office Accounting Procedures</p> <p>After the duplicate keys are enclosed and the flap is sealed, both you (the employee to whom the keys are assigned) and the witness to the sealing of this envelope must sign across both flaps on the reverse of this envelope. Affix a distinct and legible postmark across both envelope flaps. Give this signed and postmarked envelope to the appropriate supervisor who will be personally responsible for its protection.</p> <p>If it is necessary for you to withdraw keys temporarily, open this envelope in the presence of a witness. Cut along one end, leaving the signatures and postmarks intact. Both you and the witness must endorse and date the envelope. When the keys are returned, discard the opened envelope and prepare a new envelope.</p> <p>If access to one of your locked receptacles is necessary while you are absent from duty, the appropriate supervisor will remove the key from this envelope in the presence of a designated witness and both will endorse and date this envelope and show reason for withdrawing the key. The supervisor (or designee) and the witness must inventory the contents of the receptacle and certify the inventory. The supervisor must maintain the inventory with the opened envelope.</p>
Operating Unit USS CARNEY (DDG-64)				
Receptacle	No.	No. Keys	Serial No.	
Cash Drawer	3	1	0031	
Stamp Cabinet				
Safe Compartment				
Envelope Drawer				
Designated Witness Name (Print) JOHN A. DOE				
Designated Witness Name (Print)				

PS Form 3977, April 1988



OMMPC004

Figure 2-1.—Duplicate Key Envelope, PS Form 3977, showing completed front and back.

SECURITY CONTAINER INFORMATION		
INSTRUCTIONS 1. COMPLETE PART 1 AND PART 2A (ON END OF FLAP). 2. DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER. 3. MARK PARTS 2 AND 2A WITH THE HIGHEST CLASSIFICATION STORED IN THIS CONTAINER. 4. DETACH PART 2A AND INSERT IN ENVELOPE. 5. SEE PRIVACY ACT STATEMENT ON REVERSE.		
1. AREA OR POST (if required)	2. BUILDING (if required)	3. ROOM NO.
4. ACTIVITY (DIVISION, BRANCH, SECTION OR OFFICE)		5. CONTAINER NO.
6. MFG & TYPE CONTAINER	7. MFG & TYPE LOCK	8. DATE COMBINATION CHANGED
9. NAME AND SIGNATURE OF PERSON MAKING CHANGE		
10. Immediately notify one of the following persons, if this container is found open and unattached.		
EMPLOYEE NAME	HOME ADDRESS	HOME PHONE

1. ATTACH TO INSIDE OF CONTAINER

700-101
NSN 7540-01-214-5372

STANDARD FORM 700 (8-85)
Prescribed by GSA/ISOO
32 CFR 2003

WARNING
WHEN COMBINATION ON PART 2A IS ENCLOSED, THIS ENVELOPE MUST BE SAFEGUARDED IN ACCORDANCE WITH APPROPRIATE SECURITY REQUIREMENTS.

DETACH HERE

CONTAINER NUMBER
COMBINATION
_____ turns to the (right) (left) stop at _____
_____ turns to the (right) (left) stop at _____
_____ turns to the (right) (left) stop at _____
_____ turns to the (right) (left) stop at _____
WARNING THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED UNCLASSIFIED UPON CHANGE OF COMBINATION
2A INSERT IN ENVELOPE
SF 700 (8-85) Prescribed by OSAI/SOO 32 CFR 2003

OMMPC005

Figure 2-2. — Security Container Envelope, SF 700

INTERIOR SECURITY

All personnel who are not directly involved with the handling of official mail must be prohibited entry to the office working space. The only exceptions to this rule are the commanding officer (CO), executive officer (XO), and those personnel who are members of an official inspecting party while carrying out assigned duties. If the office operates on a 24-hour basis, off-duty personnel should be excluded. When a working party is required to handle mail, the members of the working party may be authorized entry to the working space while closed mailbags are being handled. Supervision will always be provided while the working party is handling the mail.

MAIL BOMBS

Because of an increase in worldwide terrorist activities, we must not laugh at the myth of letter bombs. You, as the OMM, could very well be in the position to determine what to do in a crisis situation to increase present awareness and also to provide guidance in identifying suspected mail bombs. The information listed below should be disseminated among your personnel. Figure 2-3 shows an example of a letter bomb.

Keep in mind that a bomb can be enclosed in either a parcel or an envelope. There is no set pattern of the outward appearance of the parcel or envelope. The form of a letter bomb is limited only by the imagination of the sender. Mail bombs will usually have unique characteristics. Some of these characteristics are listed as follows:

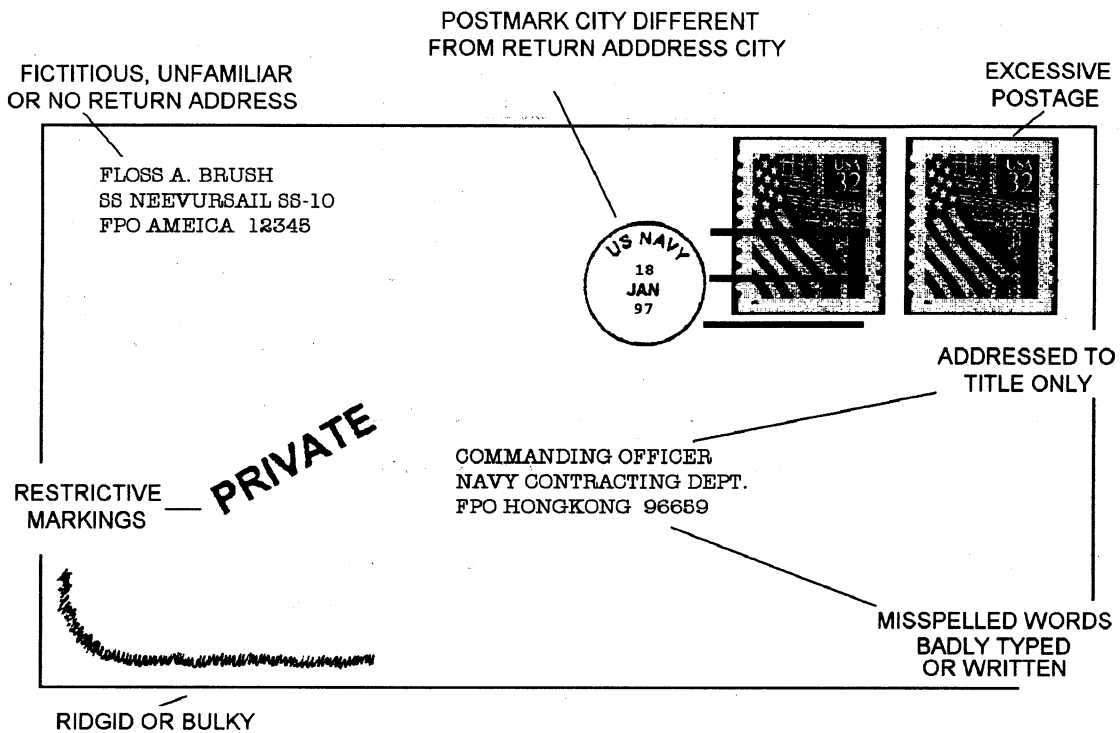
Mail bombs may bear restricted endorsements such as Personal or Private.

- The addressee's name and/or title may be inaccurate.
- Mail bombs may reflect distorted handwriting or the name and address may be prepared with homemade labels or cut-and-paste lettering.
- Mail bombs may have protruding wires, aluminum foil, or oil stains visible and may emit a peculiar odor.
- Mail bombs may have an excessive amount of postage stamps affixed.
- Letter-type bombs may feel rigid or appear uneven or lopsided.
- Parcel bombs may be unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed **Fragile—Handle with Care or Rush—Do Not Delay**.
- Parcel bombs may make a buzzing or ticking noise, or a sloshing sound.

Pressure or resistance may be noted when removing contents from an envelope or parcel (fig. 2-4).

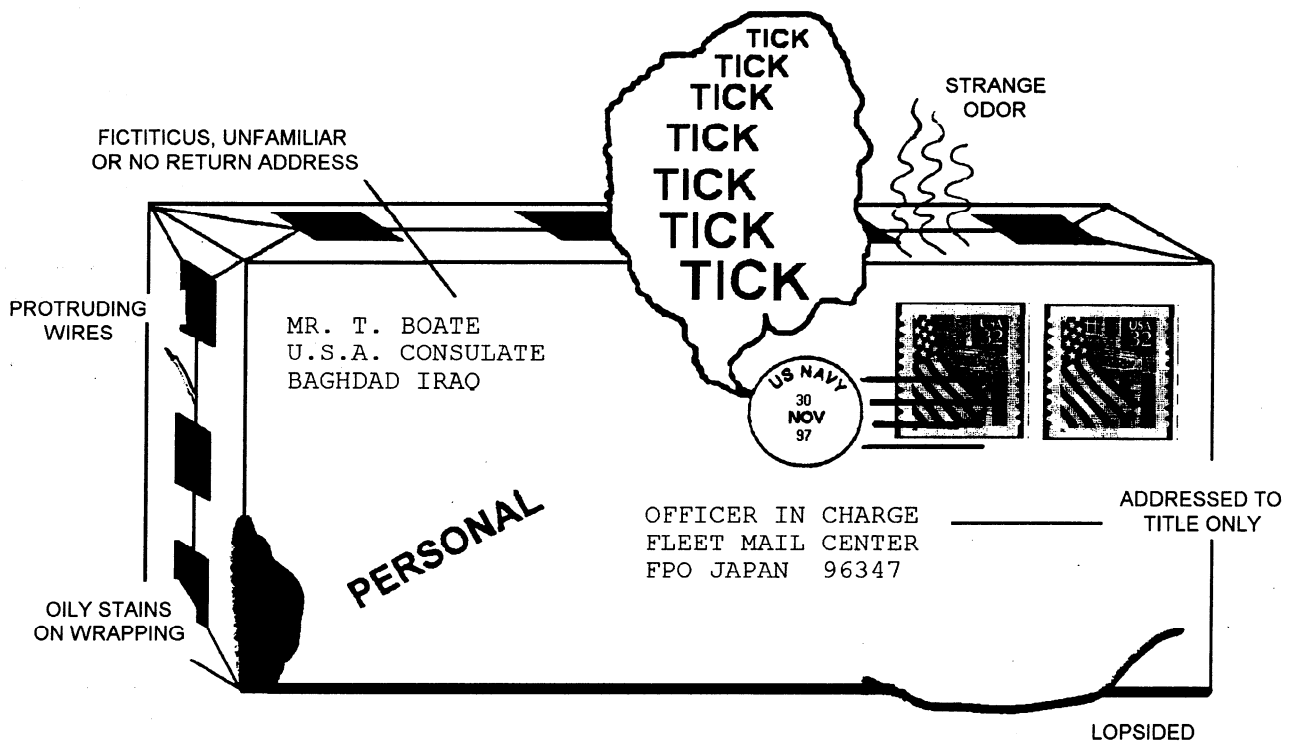
If you discover or are suspicious of a piece of mail and are unable to reasonably verify the contents, you should take the following actions:

- **DO NOT OPEN.**
- Isolate the article and evacuate the area immediately.



OMMPC006

Figure 2-3.—Example of a letter bomb.



OMMPC007

Figure 2-4.—Example of a parcel bomb.

- Do not put the article in a bucket of water or a confined space such as a desk drawer or file cabinet.

If time allows, open windows in the immediate area. This will help to clear the air of potentially explosive gases.

It is your job to explain to your personnel that if they have any reason to be suspicious of a letter or parcel, they must react immediately.

Make sure your personnel take NO chances or worry about possible embarrassment if the article turns out to be harmless.

You should immediately contact the appropriate officials for assistance.

For handling and reporting articles reasonably suspected of being dangerous to persons or suspected as letter bombs, refer to the *Department of Defense Postal Manual*, DOD 4525.6-M, Volume 2, chapter 3.

Q5. A bomb could be enclosed in what two basic types of packaging?

Q6. For the handling and reporting of articles suspected of containing bombs, you should refer to what publication?

REGISTERED MAIL

As the official mail manager, you are responsible for the security and accountability of handling registered mail. When registered mail transits through your facility for further transfer (FFT) to the post office, complete accountability, proper documentation, and the utmost security are mandatory.

Official registered mail transmitted within U.S. military postal channels outside CONUS is treated as if it contained classified material.

You should ensure that the people who handle registered mail keep the mail under constant surveillance or lock it in a safe or vault until a receipt has been obtained. Registered mail must be kept separate from ordinary mail and given special protection from accident or theft.

Mail center personnel handling registered mail must account for each piece by preparing a Registered Mail Balance and Inventory Sheet (DD Form 2261) at the end of a shift or work day.

SECURITY OF CLASSIFIED MATERIAL

You may come in contact with classified material in the performance of your duties. Normally, you will not actually handle classified material except as registered mail, but you will be expected to have some knowledge of the categories of classified material and the rules of security to perform your job properly. You should be able to recognize classified material and know what to do—or not to do—with it.

NAVY INFORMATION AND PERSONNEL SECURITY PROGRAM

The chain of responsibility for the Navy Information and Personnel Security Program within the Navy begins with the Secretary of the Navy (SECNAV), who is responsible to the Secretary of Defense (SECDEF) for establishing and maintaining the program and complying with all the directives regarding protection of classified information. The basic directive is the *Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1, which incorporates requirements levied by executive orders, National Security Council directives, and public laws. Other directives, including *United States Navy Regulations, 1990*, and general orders, shape the security program in the Navy.

SECNAV has made the Chief of Naval Operations (CNO) responsible for policies regarding the security of classified information. The CNO has designated the Director of Naval Intelligence (OP-09N) as the official primarily responsible for seeing that an effective program exists that follows all the directives issued by higher authority. COs are responsible to the Director of Naval Intelligence for carrying out the Navy Information and Personnel Security Program in their commands. The security manager is designated by the CO as the direct representative in all matters affecting the security of classified information, and is charged with the responsibility for the administration of the program. Finally, every individual who has access to classified information is responsible for protecting that information according to the OPNAVINST 5510.1.

Q7. Policies relating to the security of Department of the Navy classified information is the responsibility of what official?

PURPOSE OF SECURITY PROGRAM

The purpose of the Navy's Security Program is to ensure official information of the Department of the Navy relating to national security is protected to the extent and for a period of time as may be necessary. The *Department of the Navy Information and Personnel Security Program Regulation* establishes the basis for the identification of information to be protected; prescribes a progressive system for classification, downgrading, and declassification; prescribes safeguarding policies and procedures to be followed; and sets up a monitoring system to ensure the effectiveness of the program.

The Security Program basically deals with the safeguarding of information that cannot be known or made available to foreign governments or foreign nationals because of the threat that such information might be used to the detriment of the United States. The security of the United States in general, and of naval operations in particular, depends in part upon the success attained in the safeguarding of classified information.

Information may be compromised through careless talk, through actual subversion by enemy agents, by careless handling of classified material, and in various other ways.

Definitions

To clearly understand certain terms used in connection with security, a list of terms and definitions is presented in the following paragraphs.

ACCESS —The ability and opportunity to obtain knowledge or possession of classified information. An individual does not have access to classified information merely by being in a place where such information is kept, provided the security measures that are in effect prevent this individual from gaining knowledge or possession of such classified information.

CLASSIFICATION —The determination that official information requires, in the interest of national security, a specific degree of protection against unauthorized disclosure, coupled with a designation signifying that such a determination has been made.

CLASSIFIED INFORMATION —Official information that has been determined to require, in the interest of national security, protection against unauthorized disclosure.

CLASSIFIED MATERIAL —Any matter, document, product, or substance on or in which classified information is recorded or embodied.

CLEARANCE —An administrative determination by competent authority that an individual is eligible for access to classified information of a specific classification category.

COMPROMISE —The known or suspected exposure of classified information or material to an unauthorized person.

CUSTODIAN —An individual who has possession of, or is otherwise charged with, the responsibility for safeguarding and accounting for classified information.

DOCUMENT —Any recorded information regardless of its physical form or characteristics, including, without limitation, written or printed material; data processing cards and tapes; maps; charts; paintings; drawings; engravings; sketches; working notes and papers; reproductions of such things by any means or process; and sound, voice, or electronic recordings in any form.

DOWNGRADE —To determine that classified information requires, in the interest of national security, a lower degree of protection against unauthorized disclosure than currently provided, coupled with a changing of the classification designation to reflect such lower degree.

HANDLING —Preparation, processing, transmission, and custody of classified information.

MARKING —The physical act of indicating on classified material the assigned classification, changes in classification, downgrading and/or declassification instructions, and any limitations on use of the material.

NEED TO KNOW —The need for access to or possession of classified information to carry out official military or other governmental duties. Responsibility for determining whether a person's duties require that the person possess or have access to classified information and whether the person is authorized to receive it rests upon the possessor of the classified information and not upon the prospective recipient.

OFFICIAL INFORMATION —Information that is owned by, produced for or by, or is subject to the control of, the United States Government.

SECURITY —A protected condition of classified information that prevents unauthorized persons from

sobtaining information of direct or indirect military value. This condition results from the establishment and maintenance of protective measures that ensure a state of inviolability from hostile acts or influences.

SECURITY VIOLATION —Any failure to comply with regulations relative to the security of classified material that does not result in compromise or subjection to compromise.

Q8. What description best defines the term access?

CATEGORIES OF CLASSIFIED INFORMATION

Official information or material that requires protection in the interest of national security must be classified in one of three categories, Top Secret, Secret, or Confidential, depending upon the degree of its significance to national security. No other categories may be used to identify official information or material as requiring protection in the interest of national security.

Top Secret

Top Secret is the designation that is applied only to information or material of which the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to national security. Examples of exceptionally grave damage include armed hostilities against the United States or its allies; disruption of foreign relations vitally affecting the national security; the compromise of vital national defense plans or complex cryptologic and communications intelligence systems; the revelation of sensitive intelligence operations; and the disclosure of scientific or technological developments vital to national security.

Secret

Secret is the designation that is applied only to information or material of which the unauthorized disclosure of which could reasonably be expected to cause serious damage to national security. Examples of serious damage include disruption of foreign relations significantly affecting the national security; significant impairment of a program or policy directly related to national security; revelation of significant military plans or intelligence operations; compromise of significant military plans or intelligence operations; and compromise of significant scientific or

technological developments relating to national security.

Confidential

Confidential is the designation that is applied to information or material of which the unauthorized disclosure could reasonably be expected to cause identifiable damage to national security. Examples of identifiable damage include the compromise of information that indicates strength of ground, air, and naval forces in the United States and overseas areas; the disclosure of technical information used for training, maintenance, and inspection of classified munitions of war; and the revelation of performance characteristics, test data, design, and production data on munitions of war.

For Official Use Only

For Official Use Only is **NOT** a category of classification but is assigned to certain official information not within the range of the rules for safeguarding information in the interest of national security, but may require protection according to law or in the public interest.

Restricted Data or Formerly Restricted Data

Restricted Data, like For Official Use Only, is **NOT** a category of classification but is assigned because it concerns data (information) covering the (1) design, manufacture, or use of atomic or nuclear weapons; (2) the production of special nuclear material; or (3) the use of special nuclear material in the production of energy, but not to include data declassified or removed from the Restricted Data category under Section 142 of the Atomic Energy Act. Formerly Restricted Data is information removed from the Restricted Data category upon determination jointly by the Department of Energy and DOD that such information relates primarily to the military use of atomic weapons and that such information can be adequately safeguarded as classified defense information. Such information is, however, treated the same as Restricted Data for purposes of foreign dissemination.

Material bearing the Restricted Data or Formerly Restricted Data warning notices may not be issued outside authorized channels without the permission of the originator or higher DOD authority. (Refer to the *Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1.)

The Department of Energy grants two types of personnel clearances, L and Q, for access to classified information that includes Restricted Data. These clearances are not required by Navy personnel, provided they have been cleared for access to classified information at least equal to the classification category of the Restricted Data involved.

For further information concerning clearances for and issuance of Restricted Data or Formerly Restricted Data, refer to OPNAV instruction 5510.1.

Q9. The Navy Information and Personnel Security Program consists of what three information categories?

HANDLING CLASSIFIED INFORMATION

Each individual in the naval establishment must take every precaution to prevent deliberate or casual access to classified information by unauthorized persons. Some of the precautions to be taken are listed in the following paragraphs:

- When classified documents are removed from stowage for working purposes, they must be kept facedown or covered when not in use.

- Visitors not authorized access to particular classified information within a working space will be received or interviewed in specially arranged reception rooms or areas.

- Classified information will not be discussed over the telephone. Telephone scrambling devices do not assure security.

- Preliminary drafts, carbon sheets, plates, stencils, stenographic notes, work sheets, and all similar items containing classified information will be either destroyed by the person responsible for their production immediately after the material has served its purpose or given the same classification and safeguarded in the same manner as the classified information produced from the material.

- Classified material, upon receipt, must be opened by the addressee or by persons specifically authorized by the addressee to open material of the classification involved.

If, for any reason, an office is vacated during working hours, the classified material therein will be stowed in the prescribed manner as if it were after working hours.

TRANSMISSION OF CLASSIFIED INFORMATION

By executive order, Secret and Confidential material may be transmitted outside CONUS by USPS registered mail through Army, Navy, or Air Force postal facilities, provided that the material does not at any time pass out of U.S. Government control and does not pass through a foreign postal system. Secret and Confidential material may be transmitted between the United States and/or Canadian Government installations in the United States, Canada, and Alaska, by United States and Canadian registered mail with a return receipt. Only closed pouches or jackets of registered U.S. mail may be transported between U.S. activities and overseas military post offices (MPOs). (See fig. 2-5.)

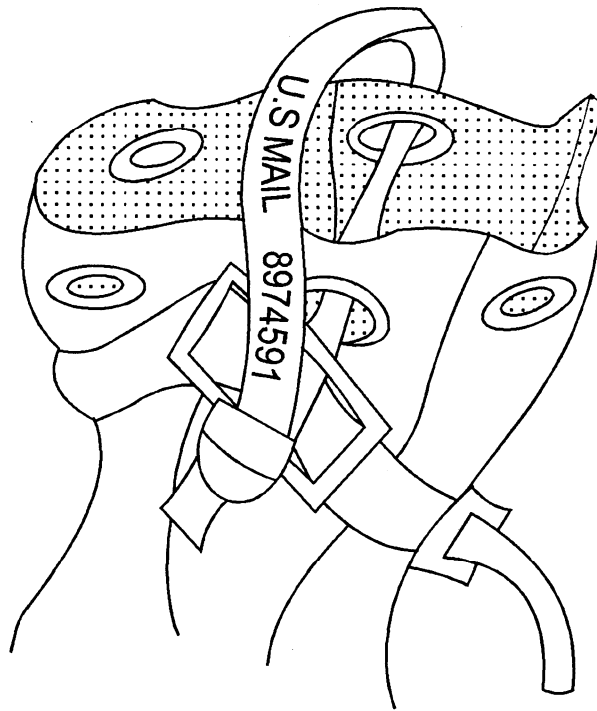
Closed pouches or jackets of registered U.S. mail, bearing an APO, FPO, or a CONUS address, maybe transported between U.S. activities by Canadian military or Canadian civil postal facilities without the individual requests for return receipt as required in the case of registered mail containing classified material addressed to Canadian geographic (international) addresses.

All classified material that is mailed at U.S. MPOs outside CONUS must be registered. All classified material that is mailed at post offices in CONUS addressed to an APO or FPO address will also be registered, since originators cannot know in the case of mobile units whether or not retransmission outside CONUS maybe required.

Q10. You are mailing a document marked Confidential from the Commander Naval Base, Norfolk, VA, to a ship with an FPO, AP address. What special category of mail should you use for this purpose?

Preparation of Packages for Transmission

Except for transmission locally within a ship or office, classified matter being mailed must be enclosed in opaque double-sealed containers or envelopes to minimize the possibility of compromise. Commands provide for the stocking of several sizes of cardboard containers, corrugated paper, and kraft tape laminated with asphalt and containing rayon fibers (snake tape), or nylon sensitive tape. COs will require the inspection of bulky packages to decide whether the material is



OMMPC008

Figure 2-5.—Example of a Registered Pouch or Jacket using a USPS registered tin band seal.

suitable for mailing or whether it should be sent by other approved means.

Destruction of Classified Material

Classified material is destroyed by burning or by pulping, provided destruction is complete and reconstruction is impossible. Equipment that bears a security classification is destroyed by smashing beyond recognition. Equipment may also be jettisoned in water of sufficient depth to prevent recovery.

Destruction bills of particular activities include lists that show the locations of classified material, personnel responsible for its destruction, and the recommended place and method of destruction. Classified material is destroyed during emergencies when there is danger that it may be compromised. Communication material receives first priority. Of all communication materials, cryptographic material is destroyed first. Generally, the order of destruction

follows the classification —the highest classified material is destroyed first.

Q11. When sent through the US. mail, Confidential material must be enclosed in an envelope or a container that is double-sealed to prevent what type of problem?

Q12. In addition to burning, what other methods may be used to destroy classified material?

SUMMARY

We discussed the physical security provided to all mail and the Information and Personnel Security Program as it applies to classified material sent in the mail. We also discussed the requirements for maintaining the security of mail and equipment, random inspections, probable cause searches, and what to do if a suspected letter or parcel bomb is found. Finally, we discussed the proper destruction of classified material.

ANSWERS TO EMBEDDED QUESTIONS

CHAPTER 2

- A1. *MPS and USPS.*
- A2. *U.S.flag certified cargo air carriers.*
- A3. *PS Form 3977 and SF 700.*
- A4. *At least annually.*
- A5. *Letter and parcel.*
- A6. *DOD Postal Manual.*
- A7. *CNO.*
- A8. *The opportunity and ability to obtain knowledge of classified information.*
- A9. *Top Secret, Secret, and Confidential.*
- A10. *Registered mail.*
- A11. *Compromise.*
- A12. *Pulping, smashing, and jettisoning.*

CHAPTER 3

FUNDING

In this chapter, we will discuss the various types of funds for which you, as an official mail manager (OMM), will be responsible. We will also discuss the accounting system for prepaid postage, metering systems, and various cost-saving mail services.

TYPES OF FUNDS

There are three basic types of funds: appropriated (operations and maintenance, Navy [O&M,N]); Nonappropriated funds (NAF); and Navy Working Capital Funds. Operations and maintenance, Navy funds and Navy Working Capital funds are authorized by Congress, whereby nonappropriated funds are obtained from various Department of the Navy (DON) funding.

APPROPRIATED

Appropriated funds is the money allocated by Congress to the Department of the Navy for the O&M,N fund. Official postage funding is part of the appropriated allocation. Official mailings of host activities for support to tenant activities is authorized from appropriated funds for the following organizations:

- Operations and maintenance, Navy is funded by Navy and Marine Corps tenant activities on a non-reimbursable basis
- Other government agencies (U.S. Army, U.S. Air Force, and so forth) on a reimbursable basis

The only mailings authorized from O&M,N funds for nonappropriated fund activities, such as clubs and recreational services are reports and correspondence concerning regulations or policies administered by the Department of the Navy (DON). Operational mailings, such as advertising matter, may not use appropriated funds.

- Official mailings should be restricted to authorized patrons only.

Q1. Appropriated funds are appropriated by what legislative branch of the government?

NONAPPROPRIATED FUNDS

Nonappropriated funds (NAF) are generated from service fees and other Navy recreation revenue-generating sources. A portion of these funds are then used for official mailings by NAF activities.

Navy exchanges may use Department of Defense (DOD) official intratheater mail for official mailings between overseas exchanges of uniform items that the exchanges are required to carry by the Navy.

Nonappropriated funds are used for operational mailings, such as advertising matter.

Advertising matter may consist of the, following:

- Skeet shoot events
- Golf tournaments
- Required admission fees
- Films for paid exhibition
- Bills mailed to members or customers

NAVY WORKING CAPITAL FUNDS

Navy Working Capital Funds is money allocated by U.S. Congress to DOD for operational matters. Official postage funding is a portion of this allocation. Official mailings of tenant activities maybe paid for through the Navy Working Capital Funds of the host activity on a reimbursable basis.

Q2. Navy Working Capital funds may only be used by activities for what type of mailings?

ACCOUNTING SYSTEM FOR PREPAID POSTAGE

The command official mail manager (OMM) and at least one alternate will file a Signature Card, DD Form 577 (fig. 3-1), with the serving disbursing officer (DO). The signature card authorizes the OMM to accept checks payable to the applicable postmaster to purchase postage instruments such as envelopes, postage stamps, stamped cards, and so forth.

The OMM and comptroller develops local procedures for the payment of official mail service. These procedures should specify how checks will be delivered to the serving civil or military post office (MPO) and how signed receipts will be given by the postal service for services rendered.

The OMM prepares the Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal, (fig. 3-2), and submits it to the comptroller. This form describes in detail the postal services to be procured.

The disbursing officer (DO) will prepare a Treasury check payable to one of the following postmasters:

Postmaster of applicable local post office

Postal Finance Officer (PFO), San Diego

Accountable Postmaster, New York

The OMM or alternate picks up the Treasury check from the DO, mails or delivers it to the serving post office, and obtains a receipt for it from a USPS representative.

The OMM certifies on the signed post office receipt that the requested service has been received and delivers it to the comptroller.

The comptroller attaches the post office receipt to the retained copy of the SF 1034 to serve as the receiving report.

ADVANCE DEPOSIT TRUST ACCOUNT (ADTA)

An ADTA may be established at any civil post office to pay the costs for meter settings, permit imprint mailings, Business Reply Mail (BRM), Merchandise Return Service (MRS), Express Mail, and postage due mail.

The establishment/replenishment of different ADTAs can be accomplished on the same SF 1034; however, it must be clearly indicated on Standard Form 1034 the amount that is being deposited for each ADTA.

Advance payments to any ADTA are limited to the anticipated requirement for the current quarter.

The OMM and comptroller reviews all ADTA balances monthly and transfers funds between ADTAs, as necessary, to ensure the effective use of available funds. All transfers of funds between ADTAs are documented on the Journal Voucher, Optional Form 101 7-G, shown in figure 3-3.

1. NAME <i>(Type or print)</i> Jane O. Frost	2. PAY GRADE O-3	3. DATE 22 Apr XX
4. OFFICIAL ADDRESS NAVSTA, NORVA 23511		
5. SIGNATURE		
6. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED DD Form 114, Military Pay Order		
THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL		
7. NAME AND GRADE OF COMMANDING OFFICER <i>(Type or print)</i> Very C. Pistol, Capt, USN	8. PAY GRADE	
9. SIGNATURE OF COMMANDING OFFICER		
DD Form 577, MAY 88	Previous edition may be used until exhausted	SIGNATURE CARD

OMMPC009

Figure 3-1.—Example of Signature Card, DD Form 577.

Standard Form 1034 Revised October 1987 Department of the Army 1 TFM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				Voucher No. 593281		
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION Department of the ARMY Nth Area Finance Support Center APO AE 00098			DATE VOUCHER PREPARED 10/17/XX		SCHEDULE NO.			
			CONTRACT NUMBER AND DATE DA-HC-21-72A2578 8/21/XX		PAID BY APO AE 00098 DSSN 9000 18 Oct 19XX			
			REQUISITION NUMBER AND DATE					
PAYEE'S NAME AND ADDRESS XYZ Electronics, Inc 18 Business Street Anywhere, U.S.A.					DATE INVOICE RECEIVED 10/1/XX			
					DISCOUNT TERMS			
					PAYEE'S ACCOUNT NO.			
SHIPPED FROM		TO		WEIGHT		GOVERNMENT B/L NO.		
NUMBER AND DATE OF ORDER	DATE OF DELIVERLY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary.)			QUAN TITY	UNIT PRICE		AMOUNT ¹
						COST		PER
61329 8/27/XX	9/25/XX	Analog Digital Conv.			10	30		ea
42573 8/27/XX	9/25/XX	Transistor			20	5		ea
(Use cont. sheet if necessary)		(Payee must NOT use the space below)				TOTAL DM		400
PAYMENT	APPROVED FOR DM 400 = \$200.00		EXCHANGE RATE DM 2 = \$1.00		DIFFERENCES			
<input type="checkbox"/> PROVISIONAL	BY ²							
<input checked="" type="checkbox"/> COMPLETE	J. R. Frost, LTC, FC				Amount verified correct for			\$200.00
<input type="checkbox"/> PARTIAL	TITLE				(Signature or initials)			
<input type="checkbox"/> FINAL	Disbursing Officer							
<input type="checkbox"/> PROGRESS								
<input type="checkbox"/> ADVANCE								
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.								
(Date)			(Authorized Certifying Officer)			(Title)		
ACCOUNTING CLASSIFICATION								
21*XXXX XX-XXXX PXXX-XX SXX-XXX						200.00		
PAID BY	CHECK NUMBER		ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER		ON (Name of bank)	
	CASH		DATE		48679		American Express	
\$					PAYEE ³			
1	When used in foreign currency, insert name of foreign currency.						PER	
2	If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided over his/her official title.							
3	When a voucher is receipted in the name of a company or corporation, the name of the person writing the company, or corporate name, as well as the capacity in which he/she signs must appear. For example: John Smith, "Secretary or Treasurer", as the case may be.						TITLE	
PRIVACY ACT STATEMENT								
The information requested on this form is required under the provision of 31 U.S.C. 82b and 82c for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.								

OMMPC010

Figure 3-2.—Example of Public Voucher for Purchases and Services Other Than Personal, SF 1034.

JOURNAL VOUCHER

J.V.NO. 25

Date OCT 23 19XX

REFERENCE	EXPLANATION	DEBIT	CREDIT
DV # 475129	<p>Accounts Receivable--Check issue overdraft Check issue, Sept XX</p> <p>Check was drawn for \$1500.00 payable to Joe Doe. The payee was due only \$1000.00, which was the amount shown as charged to the appropriation on the disbursement voucher.</p> <p>DSSN: 2222</p> <p>Check No.: 00,141,123</p> <p>Date Issued: 21 Sep 19XX</p> <p>Original amount reported: \$1000.00</p> <p>Correct issue amount to be reported: \$1500.00</p>	500.00	500.00
	Total	500.00	500.00

Prepared by Mary Chairman (Signature) Approved by Floss C. Brush (Signature)

Deputy Disbursing Officer Disbursing Officer

(Title) (Title)

OMMPC011

Figure 3-3.—Example of Journal Voucher, Optional Form 1017-G.

Q3. When the OMM files a Signature Card with the disbursing officer, what DD Form is used?

Q4. When purchasing postage for official mail, the DO will make Treasury checks payable to what official(s)?

Q5. How open should the OMM and comptroller review ADTA balances?

CHARGING POSTAL SERVICES AGAINST AN ADVANCE DEPOSIT TRUST ACCOUNT

Each time there is a charge to an ADTA, USPS will issue a receipt signed by the appropriate postal representative.

The OMM certifies on the postal receipt that the services described have been received.

Monthly, the OMM will take all receipts for postal services charged to ADTAs to the comptroller.

The comptroller will reduce the running balance on each ADTA by the amount shown on the receipts.

Monthly, the OMM reconciles the ADTA balances with USPS and the comptroller. Any discrepancies will be investigated and resolved.

PURCHASE OF STAMPS, STAMPED ENVELOPES, AND STAMPED CARDS

The OMM will forward the SF 1034 to the comptroller along with the appropriate postal service order form or a letter setting forth the quantity and cost of stamps, stamped envelopes, or stamped cards to be processed.

The comptroller will certify SF 1034 for payment and forward it to the DO.

The disbursing officer will prepare a Treasury check.

The OMM will pick up and deliver the Treasury check to the post office.

The OMM will certify receipt of stamps, stamped envelopes, or stamped cards on the post office receipt and deliver it to the comptroller.

The comptroller will attach the post office receipt to the copy of the SF 1034 to serve as the receiving report.

ENVELOPES, LABELS, AND MAILABLE FORMS

Postage stamps, stamped envelopes, and stamped cards are paid for at the time of purchase. Do not use an ADTA for the purchase of stamps, stamped envelopes, or stamped cards.

The return address portion of envelopes, labels, and mailable forms used with prepaid postage should be prepared as follows:

DEPARTMENT OF THE NAVY

(SPACE FOR RETURN ADDRESS)

Official Business

Envelopes, labels, or other mailable forms with the words, "Penalty for Private Use, \$300" preprinted under the return address may not be used with prepaid postage.

Stocks of remaining envelopes, labels, and mailable forms containing the words, "Penalty for Private Use, \$300" may be used until exhausted. However, the "Penalty for Private Use, \$300" statement must be obliterated before mailing.

Q6. What wording is printed above the return address portion of envelopes, labels, and mailable forms ?

Q7. An ADTA maybe used for purchasing stamped envelopes. (T/F)

Government Printing Office (GPO) Contractors

All mailings by GPO contractors are coordinated through the Defense Automated Printing Service. For single job mailings, the GPO contractor will pay the postage cost indicated on the invoice for mail presented to USPS.

Q8. GPO contractors must coordinate all mailings through what office?

Repetitive Job Mailing

The serving Defense Automated Printing Service (DAPS) office will assist the mailings' sponsor in obtaining a permit imprint for mailing. The sponsor will establish an ADTA at the post office where the GPO contractor will deposit the mailings.

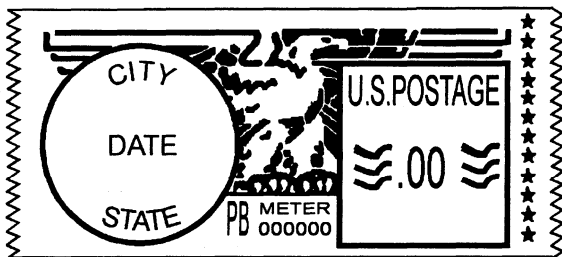
POSTAGE METERING SYSTEMS

Navy commands using postage meters should use them to the fullest extent possible.

Postage meters provide a means of achieving positive accountability in one of two ways. The exact amount of postage paid may be imprinted directly on an envelope or a postage meter tape (fig. 3-4). The meter records the value of the postage paid on official mailings.

Postage meters may not be owned, but must be leased from an authorized manufacturer. A license is required from the USPS for each postage meter leased to a command. The license identifies the civil or military post office where the postage meter is registered and the location and model number of the postage meter.

The postage is initially set on the meter, then reset each time additional postage is required. Only



OMMPC012

Figure 3-4.—Example of a postage meter tape.

authorized USPS representatives at the post office where the meter is registered, or the custodian of postal effects (COPE) in the case of a Military Post Office (MPO), may reset the meter. All postage used by Navy-operated postage meters is paid by the command.

Your command's postage meters are checked in and out of service daily. Each meter is reset quarterly for the estimated amount of postage to be used on that meter during the quarter. Each time the meter is set or reset, the clerk setting the meter will complete a Receipt for Postage Meter Setting, PS Form 3603 (fig. 3-5). A copy will be filed by the responsible official mail manager.

When the postage meter is used, complete a Daily Record of Meter Register Readings, PS Form 3602-A (fig. 3-6) at the beginning and ending of each day. When the meter is set or reset, add the amounts appearing in the ascending and descending registers before the meter is used. The resulting sum becomes a control number. At the close of business each day, these two registers must be added together. If their sum is not the same as the control number, the meter may have malfunctioned. Before the meter is used again, return the meter to the location from which it is leased. The leasing activity will either repair or replace the meter. If your command has a postage meter, it should also have the necessary directions on file to be followed if the equipment malfunctions.

U.S. Postal Service		Receipt No. 03				
Receipt for Postage Meter Setting		ORIGINAL to Customer (Retain for 1 Year)				
S T A R T	9	Posted to meter setting record <input type="checkbox"/>	DATE			
	8	Line 7 verified with Meter <input type="checkbox"/>	CHECK IF THIS IS FIRST SETTING AT THIS OFFICE <input type="checkbox"/>			
	7	Descending Register AFTER Setting				
	6	Postage Purchased (Same as 4)	UNIT VALUE	MFG. CODE	METER NO.	SERIAL NO.
	1	Descending Register BEFORE Setting	Received from: Name			
	2	Ascending Register BEFORE Setting	Address			
	3	Old Control Setting- (1 plus 2)	AMOUNT OF SETTING		TRUST FUND	\$
	4	Postage Purchased Units Set	CASH OR CHECK		Post Office and State	
	5	New Control Total (3 plus 4)	ZIP Code		POSTMASTER, per	
Thank you						
PS Form 3603, January 1990 PLEASE REVIEW THE REVERSE FOR IMPORTANT INFORMATION ON REGARDING METERED MAIL						

OMMPC013

Figure 3-5.—Example of a Receipt for Postage Meter Setting, PS Form 3603

To calculate the amount of postage used on any given day, subtract the descending register reading for the day from the descending register reading from the previous day. Your official mail control site will report these amounts when required for use in random surveys to report official mail costs.

Other postage metering systems are those mailing systems designed to meter postage on official mail. These postage metering systems consist of a mailing machine, electronic scale, an electronic interface, an accumulator, and the postage meter.

All components **except** the postage meter may be purchased outright, leased, or leased with an option to purchase. The mailing machine, depending on its specifications, can automatically feed, meter, seal, and stack a specified number of letter-size envelopes per minute.

The electronic scale should weigh mail in 1/2-ounce increments up to 70 pounds. It computes the required postage electronically. The interface sends the required postage electronically to the metering and mailing machine. Then the interface either prints the meter imprint directly on the envelope or produces a tape with the meter imprint on it.

The accumulator is a piece of electronic accounting equipment that is connected to the scale. It records official mailings of various commands, tenant activities, departments, divisions, or offices. The operator can print out information gathered in the accumulator for management use in analyzing and controlling official postal costs.

Q9. Official postage meters may not be owned by a command. (T/F)

Q10. What PS Form is used to set or reset your postage meter?

POSTAGE METERS

Commands desiring to obtain postage metering equipment will request approval from Naval Supply Systems Command (NAVSUP 54) via the chain of command and include the following information:

- Type, quantity, and estimated cost of postage metering equipment to be procured
- Estimated volume of official mail to be processed on a daily basis
- Current method of handling official mail
- Endorsement/recommendation of the host or senior command in the area and the command that operates the closest official mail metering site

Before operating a postage meter, consult OPNAVINST 5218.7, chapter 5, paragraph C1, to determine the correct procedure for applying for a meter license from the USPS.

The meter manufacturer's representative will assist commands served by civil post offices in completing and submitting an Application or Update for a License to Lease and Use Postage Meters, PS Form 360 1-A (fig. 3-7), to the local post office where the meter is inspected, set, and reset.

The image shows two identical examples of PS Form 3602-A, titled "Daily Record of Meter Readings". Each form is a grid with four main columns: "Day", "(A) Ascending Register", "(B) Descending Register", and "(C) Total of Columns (A) and (B)". The top of each form is labeled "Month of 19". The grid consists of 20 rows and 10 columns per main column, providing a detailed record for daily meter readings.

0MMPC014

Figure 3-6.—Example of a Daily Record of Meter Readings, PS Form 3602-A.

United States Postal Service
Application or Update for a License to Lease and Use Postage Meters

(Prepare and submit original signed form to the post office where metered mail will be deposited)

<input type="checkbox"/> New Post Office Where Metered Mail Will be Deposited (Complete items at right) State _____ ZIP Code _____	<input type="checkbox"/> Update Finance Number (As it appears on license certificate) (Complete items at right) Existing License Number (As it appears on license certificate) _____
---	---

A. Applicant		
1. Company Name (As it appears on license certificate for update)	2. Applicant Telephone Number ()	3. Applicant FAX Number ()
4. Mailing Address (No., street, suite no. or P.O. box no.)	5. Physical Street Address (No., Street, Suite No. - Only if different from item 4 - DO NOT show a post office box number)	
6. City, State, ZIP + 4	7. City, State, ZIP + 4	
8. Applicant Business Tax Identification Number, Employer Identification Number, or Social Security Number <input type="checkbox"/> Tax ID # <input type="checkbox"/> EIN <input type="checkbox"/> SSN (Check one) _____		
9. Corporate Business Agent (If applicable)		
10. Dun and Bradstreet Number	11. Federal Agency Code/Cost Code (For US official penalty indicia license)	

B. Business Profile										
1. Company's Primary Business Function										
2. Anticipated Annual Metered Postage (For all meters set or licensed at this licensing post office) <input type="checkbox"/> \$1 - \$2,000 <input type="checkbox"/> \$25,001 - \$100,000 <input type="checkbox"/> \$2,001 - \$25,000 <input type="checkbox"/> More than \$100,000	7. Does Your Business Currently Hold any Other USPS Meter Licenses at This or any Other Post Office? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES List License Number and Finance Number of Licensing Post Office. <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px dashed black; width:60%;">License Number</td> <td style="border-bottom: 1px dashed black; width:40%;">Finance Number</td> </tr> <tr> <td style="border-bottom: 1px dashed black;"> </td> <td style="border-bottom: 1px dashed black;"> </td> </tr> <tr> <td style="border-bottom: 1px dashed black;">License Number</td> <td style="border-bottom: 1px dashed black;">Finance Number</td> </tr> <tr> <td style="border-bottom: 1px dashed black;"> </td> <td style="border-bottom: 1px dashed black;"> </td> </tr> </table>		License Number	Finance Number			License Number	Finance Number		
License Number	Finance Number									
License Number	Finance Number									
3. Annual Percentage of Metered Mail (Must total 100%) Letters _____ % Flats _____ % Parcels _____ %	8. Have You or Your Business Ever Had a Meter License Revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, provide specific details (Including dates and licensing post office.)									
4. Does Your Business Anticipate Mailing Metered Mail at Discounted Rates? <input type="checkbox"/> Yes <input type="checkbox"/> No	5. Does Your Business Have an Authorization to Use Permit Imprints at This or any Other Post Office? <input type="checkbox"/> Yes <input type="checkbox"/> No									
6. Does Your Business Prepare and/or Mail for Other (Third) Parties? <input type="checkbox"/> Yes <input type="checkbox"/> No										

C. Certification		
This application must be signed and submitted to the US Postal Service by a corporate officer or a person within the business with the authority to sign checks. I hereby certify that all information furnished on this form is accurate and truthful.	Certifying Individual's Signature Printed Name and Title	Date Telephone Number ()

D. Privacy Act Notice

The collection of this information is authorized by 39 USC 401 and 404. This information will be used to administer postage meter activities. As a routine use, the information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the US Postal Service is a party or has an interest; to a government agency in order to obtain information relevant to a Postal Service decision concerning employment, security clearances, contracts, licenses, grants, permits, or other benefits; to a government agency upon its request when relevant to its decision concerning employment, security clearances, security or suitability investigations, contracts, licenses, grants, or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the Postal Service to fulfill an agency function; to the Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified public accountant during an official audit of Postal Service finances; to a labor organization as required by the National Labor Relations Act; and to disclose to any member of the public the identity and address of user and identity of agent. Completion of this form is voluntary; however, if this information is not provided, you may not receive meter services.

Figure 3-7.—Example of Application or update for a License to Lease and Use Postage Meters, PS Form 3601-A.

Commands served by an MPO should submit PS Form 3601-A to the gateway postmaster of the MPO where the meter will be set using the guidelines in *DOD Postal Manual*, Vol. 1, chapter 6, part 2.

Q11. What PS Form is used to apply for a postage meter license?

Payment for Postage Meter Settings

Payment for postage set on meters is made at the time of setting by cash, check, or withdrawal from an Advanced Deposit Trust Account (ADTA). ADTAs are not available at MPOs.

An ADTA can be established at a civil post office when the monthly dollar amount set on a licensed meter exceeds \$500.

Arrangements can be made, upon payment of a small additional on-site setting fee, for a USPS employee to set and examine postage meters at a customer's place of business.

Postage Meter Setting at Military Post Offices (MPOs)

Postage Meter Settings at MPOs will be accomplished by using the following procedures:

- The OMM prepares a Standard Form 1034 requesting postage meter setting and forwards it to the comptroller.
- The comptroller ensures the SF 1034 is properly prepared, verifies availability of funds, provides the accounting data, certifies the SF 1034 for payment, and forwards it to the disbursing officer (DO).
- The DO will prepare a Treasury check payable to the postal finance officer (PFO) or the accountable postmaster of the MPO where the meter is licensed.
- The OMM will take the postage meter head and the Treasury check to the custodian of postal effects (COPE) of the MPO where the meter is to be set.
- The COPE will set the meter and forward the Treasury check to the PFO or accountable postmaster.
- The OMM will provide the comptroller a copy of the Receipt for Postage Meter Setting (PS Form 3603), which was received from the COPE at the time meter was set.

Ž The comptroller attaches PS Form 3603 to the copy of the Standard Form 1034 (Public Voucher for Purchases and Services Other Than Personal) to serve as the receiving report.

Q12 What individual is required to set the postage meter at a military post office?

Postage Meter Setting at Civil Post Offices

Postage Meter Settings at Civil Post Offices will be accomplished by using the following procedures:

- The OMM will prepare an SF 1034 requesting postage meter setting or establishment/replenishment of meter setting and forward it to the comptroller. The exact amount to be set on the meter or deposited in an ADTA will be specified in the "ARTICLES OR SERVICES" section of the SF 1034.
- The comptroller will forward the SF 1034 to the disbursing officer after certifying it for payment.
- The DO prepares a Treasury check payable to the postmaster of the applicable civil post office.
- The OMM picks up and delivers or mails the Treasury check to the post office. Then the OMM provides the comptroller a copy of PS Form 3603 or a copy of the ADTA receipt received from the post office.
- The comptroller attaches the receipt to the OMM's copy of the SF 1034 to serve as the receiving report.

Setting Postage Meters by Telephone

Official mail centers that use postage meters are authorized to set and reset their meters by the Computerized Remote Postage Meter Resetting System (CMRS).

The benefits of setting postage meters by phone are as follows:

- Simplicity, reduces check processing costs
- Eliminates the need to have funds for postage on back-up meters
- Enables naval activities that use several meters to deposit funds for postage with one check
- Eliminates a trip to the post office

The initial step to "Postage by Phone" is to contact the local manufacturer of the meters currently on hand,

and request a representative meet with the command official mail manager. The representative will arrange for manually set meters to be exchanged for electronic meters that can be remotely set. The local post office will be informed that current meter licenses must remain in effect. Do not apply for a new license. This is not necessary and could cause problems.

Each activity desiring to set postage by phone must have an established "Postage by Phone" account number. For activities with more than one meter, a master account number will be established. This allows an activity to set all meters from one account. The representative from the meter manufacturer will provide USPS the CMRS lockbox address, and obtain the "Postage by Phone" account number for the OMM.

Activities will receive the new electronic meters after all USPS regulations have been satisfied and an account is properly set up. The meter manufacturer informs the OMM when all requirements have been met and then provides the account number.

To prepare for an initial deposit, the OMM determines how much postage will be needed for a three-month period. When the account number is known, an SF 1034 is completed by the OMM and sent to the local paying authority. The initial, and subsequent checks for postage will be made payable to the USPS and sent to the address provided by the meter manufacturer representative. The account number is shown on the SF 1034 and the Treasury check. For funds deposited by regular mail allow 5 business days for funds to be available. For overnight delivery by Express Mail or private carrier, allow 2 business days. Use overnight mail for deposits only when unplanned expenditures have depleted postage funds.

The command OMM will accompany the local meter manufacturer's technician to the post office where the meter(s) is/are licensed, and have the meter(s) checked out of service. The OMM will request the local post office to transfer the balance of postage left on the old style meters to the postage by phone account number. When the postage balance from the old style meter(s) has/have been transferred to the CMRS account, the OMM will set postage on the meter. The meter manufacturer will provide an instruction booklet that lists the step-by-step procedures required to set postage by phone.

Meters should be reset at least quarterly. To reset the meter(s), official mail managers will call the meter

manufacturer using the toll-free number provided by the representative. Enough funds must be in the account to cover the amount of postage that will be set on the meter.

Centralized Automated Payment System (CAPS)

The Defense Finance and Accounting Service (DFAS) has agreed to use the Centralized Automated Payment System (CAPS) as the standard method for paying USPS. The benefits of using this type of electronic system are as follows:

- Reduces the cost of doing business
- Availability of funds for use upon request within 2 business days
- Ability for mailers to determine the balance of and transactions in their individual CAPS account
- Eliminates the necessity of most local trust accounts

Refunds

The command may receive refunds for spoiled postage meter tapes or other unused postal services previously paid. To process the refund, you should:

- Request the post office issue a check or money order payable to the disbursing officer
- Immediately upon receipt, when a cash refund is received, take it to the DO for deposit as a cash collection

Q13. What should be done with spoiled postage meter tapes?

Requisitioning Postage Metering Equipment

Department of Defense (DOD) activities use postage meters at various locations overseas and aboard ship when applying postage to DOD official mail.

DOD commands using postage meters must have a postage meter license. The command submits PS Form 3601-A to the serving gateway postmaster to get the license. The command requiring the postage meter will submit a separate PS Form 3601-A for each license it requests.

More than one meter may be assigned to a license at any given location. MPOs are not authorized to issue licenses, but will maintain a supply of PS Forms 3601-A in case they are needed by a local agency. This form is completed by the requesting command and mailed to the appropriate gateway postmaster at the following locations:

- 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, NY 10199

- Locations served by Postmaster, San Francisco:

U.S. Postal Service

Office of Mailing Requirements

Attn: Meter Section

1300 Evans Ave., Room 303

San Francisco, CA 94188

The DOD command using meters is responsible for the operation and use of the meter. The COPE or postal finance officer (PFO) at each location where postage meters are in use keeps a copy of the Application or Update for a License to Lease and Use Postage Meters, PS Form 3601-A, for each official meter. Do not use meters without a valid license issued by the serving gateway postmaster.

Licenses will be canceled when not needed. The equipment should be returned to the location from which it was leased.

Q14. Postage meters may not be used without a valid license. (T/F)

COST-SAVING MAIL SERVICES

There are various money-saving methods for dispatching mail. The most economical method is the use of the guard mail system. This system is not a function of USPS and therefore no postage is required. The other mailing methods discussed will also save money because of the bulk mailing to other commands.

U.S. GOVERNMENT MESSENGER ENVELOPES (GUARD MAIL)

The following are general guidelines for the use of guard mail envelopes:

- Cross out or cover the last address appearing on the envelope.
- Include the name of the command where the envelope is to be delivered. Use approved, recognizable short titles in place of a full command name. You can include a particular person's name or a department/staff office code.
- Bundle all guard mail together.
- Use yellow guard mail envelopes. If yellow envelopes are not available, regular blank envelopes are acceptable, if "Guard Mail" is written on the envelope.
- Fill out signature log book at the consolidation center during drop off and pick-up of guard mail.
- Do not send Confidential and/or Secret material in guard mail envelopes. It is prohibited by the *Department of the Navy Information and Personnel Security Program Regulation, OPNAVINST 5510.1.*

PERMIT IMPRINT

Naval activities desiring to make permit imprint mailings will establish a permit imprint account.

Activities desiring to apply for a mailing permit imprint will submit a Mailing Permit Application and Customer Profile, PS Form 3615 (fig. 3-8), along with the appropriate fee, to the civil post office where the permit imprint mailings will be deposited. Permit imprint mailings cannot be made at military post offices.

A permit imprint account Advance Deposit Trust Account (ADTA) is established at each post office where permit imprint mailings are deposited. No minimum dollar amount is needed to open a permit imprint account ADTA; however, sufficient funds must be available to cover the complete cost of the mailing.

Payments for postage or deposits to a permit imprint ADTA will be made at each point designated by the postmaster.

United States Postal Service

Mailing Permit Application and Customer Profile

(See instructions on reverse)

A. Applicant Information (Please print or type)

1. Individual or Company Name	2. Applicant's Signature ▶	3. Date
4. Address (Street and number, apt. or suite no., city, state, and ZIP + 4)	5. Other Names Under Which Company Does Business (If applicable)	
6. Contact Person	7. Federal Agency Cost Code (If applicable) _____	
8. Telephone ()	9. Will Present Plant Verified Drop Shipment (PVDS)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

B. Check Type of Permit/Authorization Requested

For Postal Service Use

	Permit Number	Date Issued	Date Fee Paid	Date Canceled	Sample Approved
1. <input type="checkbox"/> Permit Imprint Authorization (Fee applies) <input type="checkbox"/> First-Class <input type="checkbox"/> Third-Class <input type="checkbox"/> Fourth-Class <input type="checkbox"/> Company Permit					
2. <input type="checkbox"/> Precanceled Stamp or Government Precanceled Stamped Envelope Authorization (No fee) Mailer Precanceled Postmark/Preprinted Rate Markings Authorizations (No fee)					
<input type="checkbox"/> Notification to Present Metered Mail in Bulk (No fee) Class of Mail <input type="checkbox"/> First <input type="checkbox"/> Third <input type="checkbox"/> Fourth					
3. <input type="checkbox"/> Business Reply Mail (BRM) Authorization (Fee applies) a. Post office where BRM will be received b. Post office where BRM permit number was issued and annual fee was paid, if applicable					
<input type="checkbox"/> BRM Advance Deposit Account <input type="checkbox"/> BRMAS Approved (Fee applies)					
4. <input type="checkbox"/> Merchandise Return Service (MRS) Authorization (Fee applies) a. Type of Application <input type="checkbox"/> Initial <input type="checkbox"/> Reapplication b. Return Location (See over) <input type="checkbox"/> Single <input type="checkbox"/> Multiple c. Advance Deposit Account <input type="checkbox"/> Each Location <input type="checkbox"/> Centralized d. Permit Applied For <input type="checkbox"/> First-Class/Priority <input type="checkbox"/> Third-Class <input type="checkbox"/> Special Fourth-Class <input type="checkbox"/> Parcel Post <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Rate					

PS Form 3615, July 1995

OMMPC016

Figure 3-8.—Example of Mailing Permit Application and Customer Profile, PS Form 3615.

When the amount on deposit is less than the amount required for an entire mailing, an additional deposit will be made before the mailing is dispatched.

Q15. Activities applying for a mailing permit imprint should submit what PS Form?

BULK MAILING PERMITS

The payment of postage for certain types of official mail may be accomplished by use of a mailing permit. In addition to First-Class Mail requirements, the correct ZIP or ZIP+4 Code will be used. Further requirements are found in the *Domestic Mail Manual*.

A Bulk Permit is best suited for large mailings of First-Class Mail weighing less than 11 ounces. Standard Mail (A) requires calculation of postage by both weight and distance. Use of the Bulk Mail Permit for these two categories requires presorting into ZIP Code zones for determination of cost.

The advantage of using the Bulk Mail Permit is the reduction in handling and processing time for the originator and USPS. This reduction in handling and processing provides a discount on the per-piece cost. Use of the proper permit can result in up to 24 percent savings in the total postage cost.

When Standard Mail (A) is authorized to be sent by permit imprint, you should prepare a PS Form 3602-R (fig. 3-9).

Commands/activities will ensure that the cost of all contractor mailings are reported and included in the quarterly reports.

The command OMM reviews and approves all requests to use mail permits.

The tenant activities' OMM maintains copies of mailing permit documents for 1 year. Mail volume and cost recorded on the documents will be reported quarterly.

Q16. What PS Form is used for bulk permit imprint mailings?

Types of permits authorized and their requirements are as follows:

- **First-Class Mail**

1. A minimum of 200 pieces or 50 pounds
2. All pieces must be identical by size and weight

- **Presorted First-Class Mail**

1. A minimum of 500 pieces
2. All pieces are identical by size and weight
3. Pieces must be presorted by ZIP Code before delivery to a U.S. Post Office

- **ZIP and ZIP+4 First-Class Presorted Mail**

All basic requirements for presorted First-Class Mail must bear a correct delivery point barcode for ZIP+4. Further requirements are found in the *Domestic Mail Manual*.

- **Periodicals**

All Periodical publications must be authorized mailing privileges under one of five

qualification categories: general publications, publications of institutions and societies, publications of state departments of agriculture, requester publications, and foreign publications. These publications are subject to the general standards outlined in the *Domestic Mail Manual* (DMM) for each respective category.

Sponsors of periodical mailings will ensure that the cognizant Defense Automated Printing Service (DAPS) office is provided with the appropriate permit number before using a printing and distribution contract. Similarly, DAPS will ensure that all sponsors of periodical mailings are promptly notified concerning any changes to these contracts, especially new vendors.

Commands possessing a periodical permit will:

1. Contact the USPS account representative to determine if any formatting changes are required.
2. Obtain authorization to mail a publication at periodical rates by filing an Application for Periodicals Mailing Privileges (Requester), PS Form 3511 (fig. 3-10), at the post office serving the office of publication.

Pay applicable periodical application fee, original entry fee, and reentry fee as necessary.
4. Pay the postage at the applicable Standard Mail (A) or(B) rate while the application is pending. If the application is approved, a refund of postage paid in excess of the periodical rate is provided.
5. Establish Periodical rated ADTAs at the original entry point and additional entry points.

MERCHANDISE RETURN SERVICE (MRS)

Navy activities desiring to use MRS will obtain an MRS mailing permit. .

To apply for a Merchandise Return Service permit, submit a Mailing Permit Application and Customer Profile, PS Form 3615 (fig. 3-8), to the post office where the MRS will be returned. A fee is charged annually on the date the permit was initially received. In addition to the postage, a per-parcel fee is currently charged for each item returned.

(FRONT)

United States Postal Service
Application for Periodicals Mailing Privileges (Requester)
 Section A - Completed by Applicant

1. Title of Publication _____

2. Full Name of Publisher _____

3. Full Name of Owner _____

4. If owned by a firm, give the name of the firm and the name of each member thereof. If owned by a corporation, give the name of each owner or holder of 1 percent or more of the stock. _____

5. Location of the Known Office of Publication (Street, City, County, State and ZIP + 4) (Show physical location, not mailing address) _____

6. Annual Subscription Price (If none, so state) _____ 7. Frequency of Issue _____ 8. No. Issues per Year _____ 9. Number of Issues which have been Published _____

10. Are any of the owners or stockholders interested financially in any business or trade represented by the publication? (Check one) If yes, what is the interest? _____
 Yes No

11. Have any of the persons or concerns which advertise in the publication any interest therein? (Check one) If yes, what is the interest? _____
 Yes No

12. In more than one copy of each issue furnished to any one advertiser therein? (Check one) If yes, state the number of copies furnished and the reasons therefor. _____
 Yes No

13. Will every issue of the publication contain 24 or more pages? _____
 Yes No

14. Will any issue of the publication contain more than seventy-five percent (75%) advertising? _____
 Yes No

15. Approximate weight per copy. _____ 15a. Approximate total weight of a mailing _____

16. I certify that the statements made by me above are correct and complete. Items 1 through 15 have been completed by me. Penalty for false evidence is up to \$500. (Section 1722, 18 U.S.C.)

16a. Signature _____ 16b. The _____ 16c. Date signed _____

16. Telephone Number (include area code) _____

Section B - Completed by Postmaster

17a. Date of first mailing under deposits after application was filed. _____ 17b. Cover date of issue _____ 17c. Amount of Application Fee Paid and Date Paid _____ 17d. Date received (initial) _____

20. List and describe publisher's records checked. (Specify exactly what records were reviewed. See DAM 6216.) _____

21. Print Name of Postal Employee to contact if there are any questions regarding the application _____

22a. Post Office Address _____ 22b. Telephone Number (include area code) _____

23. Signature of Postmaster _____ 24. Date _____

PS Form 3511, November 1986

OMMPC017

(BACK)

Section C - Requestor Data

Publisher to Complete Columns (A) and (B)

ITEMS (A)	NUMBER (B)	Postmaster's Complete Column NUMBER (C)
25. Total number copies printed of the issue accompanying this application	Issue Date _____ 19____	
26. Requests received by the publisher directly from the persons to whom the publication is sent and which are not paid subscription copies.		
27. Subscription copies paid for or promised to be paid for including those at or below a nominal rate.		
28. Copies furnished actual advertisements in this issue to prove insertion of advertisements. (One copy for each advertiser)		
29. Copies sent to exchanges with other publications, one copy for another.		
30. Copies sent to persons whose requests were submitted by others. (Attach a separate sheet showing: (1) who requested these copies, (2) the purpose for which the copies were sent, (3) whether requests were for specific individuals on a one-on-one basis.)		
31. Single copies requested or sold over publisher's counter.		
32. Copies sold by newscarriers.		
33. Copies purchased by news agents for resale without return privileges.		
34. Copies consigned to news agents with return privileges.		
a. Copies returned to publisher. (Check one) _____		
b. Number returned to publisher. (Check one) _____		
c. Number of copies sold by news agents. (a minus b) _____		
35. Copies requested in bulk by other than news agents or newscarriers. (Attach a separate sheet showing: (1) who requested these copies, (2) the purpose for which the copies were sent, (3) into the distribution receipts were)		
36. Copies sent in fulfillment of requests received in a manner other than covered above. These subscriptions were obtained in the following manner: _____		
37. TOTAL REQUESTED CIRCULATION		
38. Requests received more than 3 years ago and which have not been expressly renewed.		
39. Requests induced by a premium offer or by receipt of material consideration.		
40. Total sample copies distributed (in the mails or otherwise)		
41. Describe the disposition of the remaining copies here and enter amounts remaining in column (B)		

PS Form 3511, November 1986 (Reverse)

Figure 3-10.—Example of Application for Periodicals Mailing Privileges (Requester). PS Form 3511.

Merchandise Return Service permit holders are charged postage and fees on First-Class, priority, Standard Mail (A), or Standard Mail (B) received from personnel they have authorized use of their MRS permit. Payment for MRS will be made by check or through an MRS ADTA.

REPLY MAIL SERVICES

Reply mail service authorizes individuals and organizations to send First-Class Mail back to the permit holder. The postage and fees are paid by the permit holder.

Business Reply Mail

Business Reply Mail (BRM) requires specific information be preprinted on the return envelope or post card, along with barcoding.

To apply for a BRM permit, submit PS Form 3615 to the post office where the BRMs are returned along with the annual BRM permit and renewal fee.

BRM enables activities to receive First-Class Mail back from addressees on a distribution list by paying postage only on the mail that is returned to them.

Payment for BRM is made in cash through a regular postage-due account or a BRM ADTA. A BRM ADTA reduces the BRM fee collected. However, it requires payment of an annual accounting fee.

Business Reply and Prepaid Reply Mail are methods used to provide prepaid postage to activities or individuals when the return of requested information is required from a non-government agency or private individual not required by law to reply. The use of Business Reply and Prepaid Reply Mail have the following restrictions or requirements:

- Government agencies are expected to pay the postage when responding to another government agency.
- Individuals or organizations that are required by law to respond will pay the return postage themselves.
- Business Reply Mail (BRM) cannot be used by commands with an FPO mailing address.
- Evaluate each use of Business Reply Mail or Prepaid Reply Mail to estimate the total cost.
- BRM is charged at the First-Class postage rate plus a handling fee per piece returned to the originator.

- Charge Prepaid Reply Mail at the First-Class postage rate. The total cost is determined by the number of pieces sent.

Procedures for initiating BRM printing are as follows:

- Determine if you have a legal use for BRM.
- Estimate the percentage of return expected. If the estimated return percentage exceeds 50 percent, you should not use BRM.
- Forward request to the official mail manager (OMM) for approval and barcoding of a sample envelope or post card.
- Present your sample, along with the provided barcoding information, to the command or company who will do the printing.
- A permit will be filed at the USPS branch office servicing the activity holding the permit for using BRM.

Before distributing BRM, commands should perform the following steps:

- Coordinate with their USPS account representative to ensure BRM is formatted correctly.
- Evaluate BRM requirements to determine if it would be more cost effective to use premetered postage or postage stamps.
- Qualify BRM for Business Reply Mail Accounting System (BRMAS) whenever possible to take advantage of the lower surcharge.

Formal application for Navy activities to use the BRM permit is made at each civil post office where mailings are to be deposited, or make the formal application to the Director, Office of Mail Classification, Rates and Classifications, Washington, DC 20260. The application can be made by letter or memorandum. A separate application is required for each class of permit imprint mailing that will be made. As a minimum, the application will identify the post office where the mailings are to be deposited and include information as to the type of class and/or service desired and the name and telephone number of the person responsible for mailings under the permit.

Arrange all pieces with the address side facing the same direction. Permit mailings sent at one of the presort discount rates will be sorted by ZIP Code and

bundled, placed in trays, or sacked and labeled according to USPS requirements.

Permit mailings are taken to the drop office, branch, or station designated by the postmaster concerned. Permit mail will be accepted and verified by an authorized USPS employee. It may not be deposited in a mail collection (drop) box.

Prepaid Reply Mail

Prepaid Reply Mail requires preprinting of specific information on return envelopes or post cards. Pre-barcoding is not required. Procedures for initiating Prepaid Reply Mail printing are as follows:

- Forward a sample envelope or post card to the OMM for approval
- Present your sample to the command or company who will do the printing
- Make arrangements with the OMM to have the correct postage affixed to the prepaid envelopes or post cards before mailing. The meter site will perform this function for you.
- Prepaid postage should only be used for post cards, or when material being returned will be of a constant weight.

A single permit will be maintained by the consolidated mail facility or another metering activity

for all commands serviced. The plus 4 portion of the barcoded ZIP Code will be identical for all activities at a single installation.

POSTAGE DUE

Navy activities will accept postage due mail only from units operating in a hostile area by following OPNAVINST 5218.7, chapter 4, paragraph C.

Postage due mail is paid in cash before delivery. Postage due may be paid through the establishment of a postage due ADTA if postage due collections amount to \$10 or more every 60 days.

Q17. A postage due ADTA may be set up if postage due collections are equal to or greater than what dollar amount every 60 days?

SUMMARY

In this chapter we defined appropriated, nonappropriated, and Navy Working Capital Funds. We also discussed the accountable system for prepaid postage and the use of ADTAs. We talked about the use of the postage metering system, the use of meters, forms, mailing permits, and other cost-saving postal services.

Answers to Embedded Questions

Chapter 3

- A1. *U.S. Congress.*
- A2. *Official/Operational Mailings.*
- A3. *DD Form 577.*
- A4. *Postmaster of applicable local post office, Postal Finance Officer, San Diego, or Accountable Postmaster, New York.*
- A5. *Monthly.*
- A6. *Department of the Navy.*
- A7. *False.*
- A8. *Defense Automated Printing Service.*
- A9. *True.*
- A10. *PS Form 3603.*
- A11. *PS Form 3601-A.*
- A12. *COPE.*
- A13. *Request a refund check or money order be issued payable to the disbursing officer.*
- A14. *True.*
- A15. *PS Form 3615.*
- A16. *PS Form 3602-R.*
- A17. *\$10.*

CHAPTER 4

MAIL CLASSIFICATION AND SERVICES

MAIL CLASSIFICATION

Upon the completion of this chapter, you will know how to classify the different categories of mail, understand the Navy's mailing policy, what special services are available, and the restrictions that apply to each.

As the official mail manager (OMM) or assistant, you will be accepting many different types of articles, such as letters, merchandise, books, magazines, and other similar items. Before you accept any article for mailing, you should determine what class of mail it is and by what method it will be sent. Domestic mail is classified by weight, contents, and service. Domestic mail is divided into five classes: Express, First-Class, Periodicals, Standard Mail (A), and Standard Mail (B).

When you are ready to conduct business, determine what classes of mail you will be handling. You should be familiar with domestic mail, its classes, and the rates of postage.

Domestic mail as stated in the *Domestic Mail Manual* is defined as: "Domestic mail is mail transmitted within, among, and between the United States; its territories and possessions; the areas comprising the former Canal Zone; Army/Air Force post offices (APO) and fleet post offices (FPO); and mail for delivery to the United Nations, New York." To understand what the term *territories and possessions* means, refer to figure 4-1.

From figure 4-1, you can see it is possible to send a letter halfway around the world and be subject to the same rate of postage as you would for a letter being sent across town.

Domestic mail is divided into classes according to the contents and weight of the article being mailed, and the service desired by the sender.

To compute the postage and fees for domestic mail, you should use the *Domestic Mail Manual* (DMM) and the changes announced in the *USPS Postal Bulletin*. Use USPS Poster 123-L or 123-S with the Postal Zone Chart of the mailing post office to determine the postal zone. Compute the postage and fees for international mail according to the

U.S. TERRITORIES AND POSSESSIONS	
BAKER ISLAND	COMMONWEALTH OF THE
CANTON ISLAND	NORTHERN MARIANA ISLANDS
CAROLINE ISLANDS	PALAU
ENDERBURY ISLANDS	COMMONWEALTH OF
GUAM	PUERTO RICO
HOWLAND ISLAND	SAINT CROIX ISLAND
JARVIS ISLAND	SAINT JOHN ISLAND
JOHNSTON ISLAND	SAINT THOMAS ISLAND
KINGMAN REEF	SAMOA (AMERICAN)
MANUA ISLAND	SAND ISLAND
REPUBLIC OF THE	SWAIN'S ISLAND
MARSHALL ISLANDS	TRUST TERRITORY OF
MIDWAY ISLANDS	THE PACIFIC
NAVASSA ISLAND	VIRGIN ISLANDS (U.S.)
	WAKE ISLAND

OMMPC019

Figure 4-1.—List of U.S. territories and possessions.

International Mail Manual (IMM), the USPS Poster 51, and changes announced in the *USPS Postal Bulletin*. Properly programmed electronic scales may be used to meet all these postal computations.

Items mailed from one overseas military post office (MPO) to another overseas MPO in the same geographic theater will display the words *DOD official intratheater mail* in the area where the postage is usually affixed. The words *DOD official intratheater mail* can be typewritten, rubber stamped, or mechanically printed.

- Q1. When computing postage for domestic mail, you should refer to Poster 123-L or 123-S, the *USPS Postal Bulletin*, and what other publication?
- Q2. Items mailed from one overseas MPO to another overseas MPO in the same theater must have what words placed where the postage is normally affixed?

NAVY MAILING POLICY

The class of mail, service, and mode of transportation selected for official mail must meet the security, accountability, and delivery requirements of material when shipped at the lowest cost.

Parcels containing logistics material (for example: parts or supplies) are forwarded to the transportation officer for shipment by the most economical mode of transportation available.

Shipment of parcels containing administrative material not subject to the Private Express Statutes,

defined in U.S. Code, Title 39, (for example: books, reports, contracts, drawings, etc.) are coordinated with the transportation officer to ensure that the shipment is by the most economical mode of transportation available.

Ensure all mailings destined for the same addressee or area are consolidated by class into the fewest number of mailings possible.

Activities generating large quantities of mail on a consistent basis should take advantage of available postal rate/work sharing discounts.

Q3. Mail destined for the same address or area should be consolidated by using what method?

EXPRESS MAIL

Express Mail is the most expensive class of mail service offered and normally exceeds the need of most Navy mailings. The use of this mail service should be restricted to the following circumstances:

- A mission failure will result; the Navy will incur a significant monetary penalty; or the command/activity has determined that extreme adverse effect to operations or personnel would occur if the item is not received within 24 hours by addressees within the Continental United States (CONUS), Alaska, and Hawaii; or 72 hours for those APO/FPO addressees to whom Express Mail service is provided.
- Failure to report on time because of emergency orders, missing schedules, transportation arrangements, and so forth, would occur if the item is not received within 24 hours by addressees within CONUS, Alaska, and Hawaii.
- Compelling circumstances have prevented the item from being ready for shipment so that it can be delivered in time using regular mail, and the item must be received within 24 hours by addressees within CONUS, Alaska, and Hawaii; 72 hours for those APO/FPO addressees to whom Express Mail service is provided.
- Request for the item was not received in time to prepare shipment for arrival by the due date using regular mail service.
- Use of alternative shipping methods, such as Federal Express, United Parcel Service, Airborne Express, and so forth, were considered

and were deemed unsatisfactory because of one of the following reasons:

- Inability to be delivered within the required time
- Cost exceeds that of USPS Express Mail
- Service to the addressee cannot be provided
- Item being shipped is classified material
- Other shipping methods are not available

USPS Express Mail will not be dispatched to another government agency located within CONUS, Alaska, or Hawaii on Friday or Thursday if Friday is a national holiday. The only exception to this rule is when the originator certifies in writing that the material being shipped will be received by the addressee and is required for work to be performed before the next normal working day. Official mail managers authorizing a shipment with this certification will include a self-addressed, stamped envelope marked attention OMM, and a card serving as a receipt verifying actual time and date the package was delivered. Upon return, this card will be attached to the authorization memo and retained for 1 year.

Commands requiring expedited transit and delivery of material that does not qualify for Express Mail should examine the use of priority mail.

The OMM reviews the request to determine if a valid requirement exists, if service is available to the addressee, and if the packaging and labels are properly prepared before signing as the approving official. A copy of the request will be maintained for 1 year.

Express Mail may **not** be sent to ships, squadrons, or deployable staffs/units whose official mailing address contains an APO/FPO address.

The USPS does not deliver Express Mail directly to the addressee at a military address. On normal working days, USPS delivers Express Mail to the branch post office or central Navy mail facility that services a naval installation. Guaranteed next day delivery is considered accomplished at this point.

On weekends and holidays, when most branch post offices on naval installations, or central Navy mail facilities are closed, Express Mail will be held at the USPS central mail facility and delivered the next normal working day.

Commands/activities using Express Mail on a regular basis, to the same addressee, should periodically monitor their delivery to ensure the

sservice is being provided. The USPS is required to refund all charges if guaranteed delivery is not accomplished.

Express Mail will be controlled by the OMM of the host command or the command affixing the postage using OPNAVINST 5218.7, chapter 3, paragraph K.

Postage will be prepaid on all express mailings by affixing regular commercial postage stamps, commercial postage meter imprints, or through the establishment of an Express Mail Corporate Account.

Express Mail Corporate Accounts

Activities desiring to establish an Express Mail Corporate Account will submit an Express Mail Corporate Account Application, PS Form 5639, (fig. 4-2), to the post office where the express mailings will be made. An Express Mail Corporate Account cannot be established at a military post office. A simpler version of this form can be found in *Express Mail Services*, USPS publication 543.

An initial deposit must be sufficient to cover two weeks' average postage or \$100, whichever is greater. Thereafter, the minimum balance will equal the amount of postage and fees for 1 week or \$50, whichever is greater.

Q4. Express Mail may NOT be sent to a ship with an FPO address. (T/F)

Q5. Activities desiring to establish an Express Mail Corporate Account should submit what PS Form?

FIRST-CLASS MAIL

First-Class Mail may be used for mailing the following materials:

- Official handwritten or typewritten correspondence
- Material, less periodicals (including newsletters) and newspapers, weighing 11 ounces or less, which cannot be mailed more economically at a lower class of postage

Priority Mail/Priority Service

Priority is not a class of mail. It is a division, by weight and payment, of First-Class Mail. All First-Class Mail exceeding 11 ounces is charged at the

priority rate. The priority rate is determined by weight and distance. The following requirements apply:

- Mark all First-Class Mail charged at the priority rate "Priority Mail," using a USPS approved priority sticker or tape. The use of priority rubber stamps or the written word *Priority* on a mail piece will not be recognized by the USPS, and could cause the piece to be included in Standard Mail (A) or Standard Mail (B) shipments. A "priority mail" sticker should be placed on both sides of large envelopes and on all four sides of boxes or large packages to ensure they are processed using the postage rate paid.
- Use of a "Priority Mail" sticker on any mail piece automatically denotes a minimum postage charge equal to a 2-pound priority parcel.
- Use of a specialized Priority Mail Envelope enhances processing and reduces delivery time. This envelope is easily recognizable by its size and bright red, white, and blue colors. Mail dispatched in this manner is delivered within 2 or 3 working days in 90-95 percent of all instances to addresses within the Continental United States. Cost is considerably less than Express Mail and is usually "piggy backed" on Express Mail shipments. Commands/activities are authorized to use the special Priority Mail Envelope for items requiring expedited handling and delivery. These envelopes can be obtained from USPS.

Priority mail may be used for mailing the following materials:

- Official handwritten or typewritten correspondence normally sent as First-Class mail will be sent as priority mail if the weight exceeds 11 ounces
- High-priority shipments, such as Defense Joint Military Pay System (DJMS) documents, not mission capable supply (NMCS), partial mission capable supply (PMCS), casualty reports (CASREPs), or other items critical to flying or marine safety
- Items mailed under the Uniform Material Movement and Issue Priority System (UMMIPS) with a priority designator 01 through 08 consigned to addressees located more than 300 miles from the sender



Express Mail Corporate Account Application

- Scope of Service** The Express Mail Corporate Account enables customers to have the postage and fees for all Express Mail shipments, both domestic and international, withdrawn from one centrally-located account. Customers may deposit Express Mail shipments paid under a Corporate Account at any designated acceptance office, Express Mail collection box, give shipments to designated collection personnel, or call 1-800-222-1811 for pickup.
- Express Mail Service** The United States Postal Service (Postal Service) is hereby requested to provide Express Mail Service under a Corporate Account subject to the provisions set forth below:
- General Provisions**
1. The Postal Service will assign an Express Mail Corporate Account number to be used on Express Mail shipments in lieu of affixing postage.
 2. A deposit estimated as equivalent to two weeks' postage charges or \$100.00, whichever is higher, is required to open a Corporate Account. A minimum balance sufficient to cover average charges incurred within a one-week period or \$50.00, whichever is higher, will be maintained in the account. The Corporate Account will be debited for postage and fees resulting from all Express Mail shipments bearing the designated account number up to 30 days after the account has been closed. Subsequent shipments bearing the account number will be refused.
 3. Express Mail service provided under a Corporate Account may be terminated by the Postal Service upon ten (10) days written notice to the account holder at the address set forth below if for three consecutive postal accounting periods (approximately three months): (1) the account holder fails to maintain the minimum balance required; or (2) the account holder does not use the account. The account holder may terminate the Corporate Account for any reason by giving written notice to the Postal Service.
 4. At the end of each postal accounting period, the Postal Service will provide a Corporate Account mailing statement showing a beginning balance, deposits, a listing of each shipment mailed and date, office of mailing, number of shipments, postage and fees, and the ending balance in the account.

Name _____

Title _____

Company Name _____

Address _____
(Include Apt./Suite No.)

City _____

State _____ Zip + 4 _____

Telephone No. _____
(Area Code)

Signature _____

Date _____



Accepted By _____
(U.S. Postal Service)

Title _____

Date _____

PS Form 5639, June 1994

OMMPC020

Figure 4-2.—Example of an Express Mail Corporate Account Application, PS Form 5639.

- Shipments of supply issue group I or II material consigned to mobile units and overseas activities served by FPO or APO addresses

Endorse official mail with the word *airmail* only when addressed to a geographical address located in a foreign country. The official mail is then considered to be international mail.

Q6. First-Class Mail weighing over 11 ounces should be sent by what class of mail?

Q7. How is the wording "Priority mail" placed on a package?

PERIODICALS

Periodical mailings are published at a stated frequency with the intent to continue publication indefinitely. These publications are subject to the general standards listed in the *Domestic Mail Manual*, section E200.

STANDARD MAIL (A) AND STANDARD MAIL (B)

Official mailings not qualifying as First-Class or priority mail and weighing more than 4 ounces, but less than 16 ounces, must be endorsed and sent as Standard Mail (A). Standard Mail (B) is matter weighing 16 ounces or more, not mailed or required to be mailed as First-Class Mail, and not mailed as Periodical mail. Official mailings not required to be mailed First-Class or priority mail and weighing more than 16 ounces, but not exceeding 70 pounds or 108 inches in length and girth combined, will be endorsed and sent as Standard Mail (B).

Official mailings having a critical required delivery date (RDD) that do not qualify for transmission as First-Class or priority mail and destined for addresses out of CONUS, including Alaska and Hawaii, may be sent as Military Ordinary Mail (MOM). Such official mailings, in addition to the class of mail endorsement, Standard Mail (A) or Standard Mail (B) as appropriate, must have the abbreviation MOM boldly rubber-stamped or printed on the address side of the envelope or mail container.

SPECIAL POSTAL SERVICES

The four classes of special postal services will be discussed in the following paragraphs.

Registered Mail —The most secure method of transmitting material. A continuous chain of receipts

is maintained from originator to addressee. This security also increases transit times. Registered mail is authorized for the transmission of the following items:

- All classified documents as required by DODINST 5200.1-R
- High value items that are one-of-a-kind, irreplaceable, sensitive, controlled, rare or pilferable, and items having a replacement cost in excess of \$20,000
- Mailable shipments of government owned firearms*
- Criminal investigation evidence
- Cash, original vouchers (disbursing and collecting), and voided or canceled checks
- Commercial transportation tickets, boarding passes, and Air Mobility Command authorizations
- Environmental samples*
- Notification of radiation exposure*
- Mailing former evidence to its owner*
- Mobilization pre-assignment orders to international addresses where this service is authorized*
- Items required by law, regulation, or other government agency rules with which the Navy must comply
- Items specifically authorized by the Chief of Naval Operations (CNO)

*Use of a USPS Return Receipt is authorized for these items.

Certified Mail —The post office provides a record of receipt for certified mail when delivered directly to an addressee or his/her agent. No continuous chain of receipts are maintained for certified mail. Certified mail is handled the same as First-Class or priority mail while in the Postal Distribution System.

Certified mail is authorized for the transmission of the following items:

- Confidential material to facilities cleared for access to classified information under the DOD Industrial Security Program or any non-DOD agency of the Executive Branch

- Letters notifying obligated reservists of unsatisfactory participation in drills, or active duty orders to reservists
- Letters to establishments being declared “Off Limits”
- Equal Employment Opportunity case material mailed to complainants and their representatives*
- Reduction-in-Force notices sent to civilian employees on authorized absence*
- Final decisions of a contracting officer issued under a dispute clause of a government contract
- Other communications for which a receipt is essential to create or preserve rights granted to the United States under a government contract*
- Show cause or cure notices issued under the default clause of a government contract*
- Debarment letters*
- Traffic or driving violations
- Letters of revocation or suspension of installation privileges*
- Adverse personnel actions for military and civilian personnel*
- Illegally held identification cards*
- Questionnaires to injured persons*
- Dishonored checks*
- Legal matters*
 1. Record of trial for all special and general courts-martial
 2. Decisions of the courts of military review
 3. Officer elimination cases
- Items required by law, regulation, or other government agency rules with which the Navy must comply
- Items specifically authorized by the CNO

* Use of a USPS Return Receipt is authorized for these items

Insured Mail —Under the Government Losses in Shipment Act, U.S. Code, Title 40, Section 726, federal agencies are prohibited from insuring articles for the purpose of obtaining indemnity. The Navy will not be reimbursed for the loss or damage to items sent through the United States Postal Service.

Insured mail is authorized for the transmission of the following items:

- Commissary store mailings of vendor coupons to a clearinghouse*
- Motion pictures sent from or to the Navy Motion Picture Exchange*
- Items of value being returned to commercial activities* *
- For accountability reasons when proof of delivery is required for valuable administrative or logistical equipment, supplies, and printed matter* *
- To return borrowed library materials and similar items when required by a non-DOD lender

*Items authorized to be sent via First-Class/priority mail

**Items weighing 2 pounds or more will be sent Standard Mail (B)

No other special postal service will be used in conjunction with insured mail. Mail being sent Registered or Certified will not be insured.

Return Receipts —USPS Return Receipts are used:

- When proof of delivery of official mail to a non-government address is required. If a proof of delivery to another government agency is required, an internal receipt (for example: OPNAV Form 5511/10 for classified material shown in figure 4-3) is used. The addressee is then instructed to acknowledge receipt of the mailing by completing the form and returning it immediately.
- For First-Class/priority mail
- For specific items sent Registered or Certified mail
- When required by law, regulation, or rules of another government agency with which the Navy must comply
- For items specifically authorized by the CNO

Return Receipts will be prepared by the originator. All information on the receipt will be typed, not handwritten. The return address will be the command’s complete mailing address, including the ZIP+4.

OPNAV 5511/10 (Rev 12-89) S/N 0107-LF-008-8000		RECORD OF RECEIPT (REFERENCE OPNAVINST 5510.1H)		THIS RECEIPT MUST BE SIGNED AND RETURN	
ORIGINATOR'S CODE	FILE OR SERIAL NO.	DATE OF MATERIAL	UNCLASSIFIED DESCRIPTION	COPY NO.	NO. OF ENCLS TO MAT'L RCD
ADDRESSEE (Activity Receiving Material)				REGISTERED NUMBER	
SIGNATURE (Authorized Receipt)				DATE	

OMMPC021

Figure 4-3.—Example of a Record of Receipt, OPNAV Form 5511/10.

Return Receipts are not a reliable form of proof of delivery. Return Receipts are signed at the post office point of delivery at the same time a signature is obtained for the Registered or Certified item. Return Receipts often become detached from the item before delivery or lost in the mail while being returned to the originator.

- Q8. *What special service offers a chain of receipts from the originator to addressee?*
- Q9. *Certified mail is handled the same as what other class of mail?*
- Q10. *Under the Government Losses in Shipment Act, federal agencies are prohibited from using what*

special service for the purpose of obtaining indemnity?

- Q11. *When proof of delivery is required on an article mailed to another government agency, what form should be enclosed?*

SUMMARY

In this chapter we examined the different mail classifications used by the United States Postal Service. We talked about the Navy mailing policy and explained the special mailing services available for use on official mail.

ANSWERS TO EMBEDDED QUESTIONS

CHAPTER 4

- A1. *The Domestic Mail Manual.*
- A2. *“DOD official intratheater mail.”*
- A3. *By class.*
- A4. *True.*
- A5. *PS Form 5639.*
- A6. *Priority mail.*
- A7. *Priority mail sticker or tape.*
- A8. *Registered mail.*
- A9. *First-Class.*
- A10. *Insured mail.*
- A11. *OPNAV Form 5511/10.*

CHAPTER 5

MAIL PROCESSING PROCEDURES

This chapter describes the processing of outgoing official mail through the collection, postmarking, sorting, pouching, sacking, and traying. You will recognize the importance of monitoring official mail operations in detecting abuse and determining cost saving methods that should be implemented. You will learn the proper addressing format for official mail. At the end of this chapter, you should understand how to prepare the prepaid postage report. You will be given guidance on conducting inspections and the significance of maintaining proper security of registered mail and postal effects.

PROCESSING OFFICIAL MAIL

At the end of each day you should collect, consolidate, classify, and dispatch outgoing official mail to the local post office or military post office (MPO) for further processing.

COLLECTION

Official mail must not be deposited in U.S. Postal Service (USPS) collection boxes. If official mail is found in mail collection boxes, postal personnel will return official mail to the local Official Mail Consolidation Office (OMCO) for further disposition. The OMCO returns the official mail to the office personnel who put the mail in the USPS mail collection box. The OMCO should then decide if those office personnel dealing with official mail require further training in official mail procedures. As the host command official mail manager (OMM), you should explain to office personnel the importance of collecting official mail from unit mail orderlies, clerks, or other official mail distribution centers.

Q1. Official mail may be deposited in USPS collection boxes. (T/F)

POSTMARKING

Postmark official mail along with ordinary outgoing mail. Do not postmark mail deposited after the last scheduled collection until the following day. Postmark missent official mail on the back to show the

date received before dispatching it to its final destination.

Q2. You should not postmark mail deposited after the last scheduled collection until the following day. (T/F)

SORTING

Official mail is sorted, bundled, and dispatched with ordinary outgoing mail. Handle official mail the same as ordinary outgoing mail, provided the official mail has no registered mail or special services added. Registered mail is always handled with more security than ordinary mail.

Incorrect sorting or bagging of mail will result in mail delays. Strict adherence to proper procedures is of the utmost importance and will help prevent unnecessary mail delays. Place certified mail and balloting materials on top of working letter bundles. Never place this mail in firm or unit direct letter bundles.

Military and civilian employees are responsible for depositing personal mail at a USPS branch office or an authorized USPS mail receptacle. Outgoing personal mail found in an official mail receptacle will be returned to the originator for proper disposition.

Q3. Official mail should never be sorted, bundled, and dispatched with ordinary outgoing mail. (T/F)

Q4. Personal mail found in an official mail receptacle should be dispatched with the official mail. (T/F)

POUCHING, SACKING, OR TRAYING OUTGOING OFFICIAL MAIL

A pouch is a mailbag that is identified by a leather strap and locking device on the neck of the pouch. The leather strap and locking device are used to secure the pouch. The pouch is commonly used for First-Class Mail and registered mail. Use the special blue and orange pouch for Express Mail service.

A sack is a bag used to transport nonpreferential Periodicals, Standard Mail (A) and Standard Mail (B). It is closed with a draw cord and fastener.

A tray is used for flats or letters, depending on the tray dimensions.

Outgoing official mail is pouched, sacked, or tray as ordinary outgoing mail before any of the mail is dispatched. All mail must be pouched, sacked, or trayed by classification and service, considering priorities, transportation policies, and cost. All mail centers and military post offices (MPOs) will use the following general guidelines:

- Dispatch priority mail in orange air priority parcel pouches and First-Class letter mail in letter trays or orange air number 1 or 2 pouches.

- Dispatching activities must not commingle First-Class Mail or Priority Mail with Standard Mail (A), Standard Mail (B), or other classes of mail.

- Dispatch directory service letter mail with other letter mail.

- Items that could possibly damage mailbags or other mail may not be pouched or sacked, but will be dispatched as outside pieces (OSPs).

Place all mail in sacks, pouches, or trays, then properly label and tag them. When labeled and tagged correctly, the least amount of mail delay can be expected if the mail is handled correctly. Since slide labels and tags are the only external identifiers of end destinations for mail contained in the pouch or sack, be careful to label all mail correctly before dispatching.

Q5. A pouch is a mailbag identified by what characteristics?

MONITORING OFFICIAL MAIL

Monitoring your official mail operations is a necessary requirement. By doing this, it should save you time and problems. You may even learn new ways to save the Navy money. If you learn new ways of official mail-management cost-saving practices, share them with other official mail managers. Observe your official mail operations to detect abuse of the program. The following suggestions are some of the ways you can monitor the Official Mail Management Program:

- Randomly survey outgoing official mail by checking for proper preparation, address format, address application, and proper postage and fees applied

- Ensure registered, certified, and/or official mail/material with Return Receipts complies with current instructions. Inspection may include opening of official material/mail to determine the contents

- Return official mail/material in noncompliance with existing regulations to the originating command/activity

- Use the Official Mail Manager's Inspection Checklist, found in OPNAV Instruction 5218.7, as a guide to help you monitor your official mail program

The official mail manager or assistant official mail manager (AOMM) are the only persons authorized to open official material before the application of postage. The inner wrapper of classified material is never authorized to be opened. The OMM/AOMM will maintain a log to document anytime a piece of official material is opened for inspection purposes. The log will contain the following information:

1. Date
2. Full name of command/activity originating the material
3. Command to which material is addressed
4. Registered/Certified number, if applicable
5. Signature of OMM/AOMM who opened the material

ADDRESS FORMAT

To be compatible with USPS automation requirements, the Department of Defense (DOD) has directed that the delivery line include a street address or post office box for all official mail addresses located in areas served by USPS. In addition, except for invitations to social functions where handwritten addresses are prescribed by social custom, the delivery address on official mail will be typed or printed by mechanical means in upper case (capital) letters and contain no punctuation except for the hyphen in the ZIP+4 Code.

Commanders/commanding officers of activities located within the United States and its territories and possessions, except those having an MPO address or approved by Congress for closure, who have not done so already, will:

- Coordinate with local USPS officials to revise/reformat their official mailing address and those of their tenant commands

- Assign street addresses and/or numbers to all buildings to which USPS currently delivers mail
- Provide tenant activities and local USPS officials with new official addresses
- Provide new official mailing addresses (including tenant activities addresses) to CNO (N09B22) for inclusion in the Standard Navy Distribution List (SNDL)

Official mail addresses (both delivery and return) will be typed in uppercase letters, limited to five lines, formatted with a uniform left margin, and be limited to a maximum of 47 characters per line including spaces. The only authorized punctuation is the hyphen (-) in the ZIP+4 Code. Following is an example of an official mail address:

TITLE OF OFFICIAL IN CHARGE
OPTIONAL LINE
NAME OF ACTIVITY
DELIVERY ADDRESS
CITY STATE ZIP+4 CODE

The lines of an official mail address are discussed in the following paragraphs:

Title of Official in Charge —Navy correspondence will be addressed to the official in charge of the activity (such as Director, Commander, Commanding Officer, and so forth). When known, the action officer’s name may be placed at the end of this line or an optional line may be used to identify a specific person or section within the activity.

Optional Line —This line may be used to direct mail to a specific person or section when the name of the activity line and the title of official in charge line do not adequately identify the addressee.

Name of Activity —Although the long title will still appear in the Standard Navy Distribution List (SNDL), for addressing purposes, the short title Plain Language Address (PLA), less city and state, will be used. For example, the activity line for Commander, Naval Supply Systems Command, will be addressed “COMNAVSUPSYSCOM.”

Delivery Address—This line, except for ships, will consist of either a street address, post office box number, postal service center number, and box number or unit number.

Examples

Street Address: 1775 JOHN PAUL JONES BLVD

Post Office Box Number: PO BOX 405

Postal Service Center Number: 4 PSC 467 BOX 291

Unit Number: UNIT 30001

Unit Number with Box Number: UNIT 62001 BOX 426

City, State, ZIP+4 Code —The post office (city), state and ZIP+4 will appear in that order on the bottom line of the address. Except for MPO addresses, the standard two-letter abbreviation will be used for the state. In the case of MPO addresses, APO or FPO is used instead of the city and “AE” (Armed Forces Europe), “AA” (Armed Forces Americas), or “AP” (Armed Forces Pacific) rather than the state.

Examples

Civilian Post Office Address: NORFOLK VA 23511-5218

Military Post Office Address: FPO AE 09501-4665

FPO AA 34093-2329

FPO AP 96349-1100

Q6. The delivery address on official mail will be typed or printed by mechanical means with what exception?

Q7. Official mail addresses are limited to how many lines?

Q8. In the case of MPO addresses, what acronyms are used in place of the state?

PREPAID POSTAGE REPORT

Semiannually, 1 October through 31 March and 1 April through 30 September, all commands having direct financial dealings with USPS will report all official mail purchases to their major claimant using the *Navy Official Mail Management Instructions*, OPNAVINST 5218.7, chapter 2, paragraph C6.

Major claimants will consolidate the official mail purchase information pertaining to their claimancy into a single report and forward it to COMNAVSUPSYSCOM (SUP 54) to arrive by 15 May and 15 November of each year.

COMNAVSUPSYSCOM will consolidate the information received from the major claimants and

forward a single Navy Prepaid Postage Report to the DOD Official Mail Manager.

In addition to the information required by OPNAVINST 5218.7, major claimants will add the following items to their prepaid postage report using the mail codes indicated in parenthesis:

- Funds Remaining on Postage Meters (2001). Report total funds remaining on postage meters.
- Funds Expended with Commercial Carriers (2002). Report funds expended for shipping material with commercial carriers (i.e., United Parcel Service, Federal Express) that previously would have been sent by mail.
- Support Provided to Other Claimants (2003). Report the total dollar value of support, by claimancy, provided to other commands.

INSPECTIONS

The OMM is also responsible for the inspection of official material/mail handling at all activities under his or her authority.

Official mail management regulations, policies, and procedures are generated by the *Navy Command Inspection Program*, SECNAVINST 5040.3.

Component headquarters, major commands (MACOMs), and intermediate commands must conduct internal headquarters OMM inspections at least once a year. Conduct inspections of subordinate installations and activities at least every 3 years. These inspections may be combined with other inspections and staff assistance visits.

Installation or equivalent OMMs will annually inspect all staff activities, subordinate activities, and tenant activities. These inspection reports will be made available for review during MACOM and Inspector General inspections and staff assistance visits. Staff, subordinate, and tenant activities must keep all previous inspection reports on file for a period of 3 years.

Q9. Upon completion of the OMM inspection, a copy should be filed and the previous year's inspection checklist disposed of (T/F)

CHECKLIST

You should use the applicable Official Mail Manager's Inspection Checklist, provided in OPNAVINST 5218.7, for inspections. Local

reproduction is authorized. Be sure you understand the references shown at the end of each inspection item listed on the applicable form.

To control DOD official mail costs and prepare for inspections, all OMMs must do the following:

- Make sure official mail users know when and how to contact their OMM.
- Supervise mailing practices.
- Report any misuse of official mail to the commanding officer of the alleged violators.
- Set up controls on postal expenses to create a cost-effective mail management program.

Command OMMs are required to do the following:

- Keep their commanders informed of the effectiveness of the Official Mail Cost Control Program (OMCCP) and any problem areas.
- Supervise the command's OMCCP.
- Annually contact, provide assistance, guidance, and training. Discuss mailing requirements with activities within their jurisdiction that produce forms, publications, and periodicals. (Keep records of these discussions to make future inspections easier.)
- Inspect incoming mail at least once a week and report discrepancies to the originating command's OMM.
- Inspect outgoing mail at least once a week at the final preparation point (1) to decide who needs additional training and what policies and procedures need more emphasis and (2) to make sure outgoing official mail with discrepancies in preparation is returned for correction.
- Review spoiled postage meter tapes and establish procedures to reduce their occurrence and ensure proper disposition has been made.
- Analyze the use of commercial postage and use the results to make your official mail usage program more cost-effective.
- Coordinate with supporting supply and procurement activities to ensure postal-related items being procured such as envelopes, cards, and labels meet the following standards:
 - USPS regulations

- *The Navy Official Mail Management Instructions*, OPNAVINST 5218.7
- Your command’s postal Standard Operating Procedures
- Know USPS account representatives and other appropriate USPS officials.
- When possible, belong to and attend meetings of the local USPS-sponsored Postal Customer Council. The OMM should start a Postal Customer Council if one does not exist in the area.

Q10. In what publication can you find the Official Mail Manager’s Inspection Checklist?

SECURITY

Adequate security must be provided for official mail received from collection to delivery. Handle and treat all official registered mail as if it contained Secret material.

All personnel are responsible for preventing the theft, misuse, waste, or loss of commercial postage stamps. Secure postage stamps in locked containers such as safes, lockable file cabinets, lockable desk drawers, and locked rooms that only the custodian has access to.

Security of postage stamps and postage metering equipment is the responsibility of all personnel who work with or near official mail. Activities may establish additional controls as necessary at the local level.

Postage stamps and postage metering equipment will be given the best possible protection against loss or theft. The Official Mail Consolidation Office will maintain records reflecting the number and cost of postage stamps requisitioned, used, and remaining on hand. This procedure also prevents the unauthorized use of postage stamps.

SUMMARY

In this chapter we talked about mail processing procedures through the collection, postmarking, sorting, pouching, sacking, and traying of outgoing official mail. We discussed monitoring official mail operations, explained correct addressing format, and concluded the chapter by reemphasizing the need for adequate security. You should now realize the importance of monitoring your official mail operations. By monitoring each operation, you can avoid problems that can cost you time and money. Share learned cost-saving practices with others involved in official mail management. With the knowledge you gain in this chapter, you can detect and eliminate the abuse of the Official Mail Management Program.

ANSWERS TO EMBEDDED QUESTIONS

CHAPTER 5

- A 1 . *False.*
- A 2 . *True.*
- A 3 . *False.*
- A 4 . *False.*
- A 5 . *Leather strap with locking device.*
- A 6 . *Invitations to social functions where handwritten addresses are prescribed by social custom.*
- A7. 5 .
- A8. *AE, AA, AP.*
- A9. *False.*
- A10. *OPNAVINST 5218.7.*

APPENDIX I

ACRONYMS

The United States Postal Service and the U.S. Navy use numerous acronyms in providing postal services. An assortment of these acronyms are listed in this appendix for your use in understanding the language of the job. We recommend you learn and use them while performing your duties.

ACCT —Account	MPSA —Military Postal Service Agency
ADTA —Advance Deposit Trust Account	MRS —Merchandise Return Service
AOMM —Assistant Official Mail Manager	N —Navy
BRM —Business Reply Mail	NMCS —Not Mission Capable Supply
BRMAS —Business Reply Mail Accounting System	OMCCP —Official Mail Cost Control Program
CASREP —Casualty Report	OMCO —Official Mail Consolidation Office
CMF —Consolidated Mail Facility	OMM —Official Mail Manager
CNO —Chief of Naval Operations	OMMP —Official Mail Management Program
CO —Commanding officer	OPNAV —Office of the Chief of Naval Operations (form)
CONUS —Continental United States	PFO —Postal Finance Officer
COPE —Custodian of Postal Effects	PMCS —Partial Mission Capable Supply
DAPS —Defense Automated Printing Service	PO —Post Office
DD —Defense Department (form)	POP —Postal Operating Procedures
DJMS —Defense Joint Military Pay System	PS —Postal Service (form)
DMM —Domestic Mail Manual	RDD —Required Delivery Date
DO —Disbursing officer	SF —Standard Form
DOD —Department of Defense	SNDL —Standard Navy Distribution List
DSN —Defense Switched Network	SOP —Standard Operating Procedures
FFT —For Further Transfer	UMMIPS —Uniform Material Movement and Issue Priority System
GPO —Government Printing Office	USPS —United States Postal Service
IMM —International Mail Manual	XO —Executive officer
MACOM —Major Command	ZIP Code —Zoning Improvement Plan Code
MPO —Military Post Office (APO or FPO)	

APPENDIX II

REFERENCES USED TO DEVELOP THE TRAMAN

Department of Defense Official Mail Manual, DOD 4525.8-M, Office of the Assistant Secretary of Defense, Washington, DC, December 1995.

Department of Defense Postal Manual, DOD 4525.6-M, two volumes, Office of the Assistant Secretary of Defense, Washington, DC, March 1990.

Department of The navy Information and Personal Security Program Regulation, OPNAVINST 5510. IH, Office of the Chief of Naval Operations, Washington, DC, April 1988.

Department of the Navy Mail Management Instructions, OPNAVINST 5218.7A CH- 1, Office of the Chief of Naval Operations, Washington, DC, September 1992.

Directives and Forms Catalog, Publication 223, U.S. Postal Service, Washington, DC, December 1995.

Domestic Mail Manual, Issue 50, U.S. Postal Service, Washington, DC, July 1996.

Glossary of Postal Terms, Publication 32, U.S. Postal Service, Washington, DC, April 1988.

National Five-Digit ZIP Code and Post Office Directory, Publication 65, U.S. Postal Service, Washington, DC, 1996.

Postal Agreement, between the U.S. Postal Service and the Department of Defense, Washington, DC, September 1980.

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Assignment Questions

Information: The text pages that you are to study are provided at the beginning of the assignment questions.

ASSIGNMENT 1

Textbook Assignment: "Official Mail Management Program," chapter 1, pages 1-1 through 1-7; "Security," chapter 2, pages 2-1 through 2-9; and "Funding," chapter 3, pages 3-1 through 3-6.

- 1-1. Positive control of the OMMP is gained by performing what type of task?
1. Collecting and canceling all mail
 2. Allowing Postal Clerks to handle all official mail
 3. Monitoring all outgoing and incoming official mail
 4. Securing the XO approval on all special services for official mail
- 1-2. The Navy Cost Control Program is designated by what OPNAV instruction?
1. 5212.8
 2. 5218.7
 3. 5112.6
 4. 5112.4
- 1-3. What manual is NOT used in the preparation of official mailings?
1. IMM
 2. DMM
 3. DOD 4525.8-M
 4. DOD 4525.6-C
- 1-4. An OMM may be a DOD civilian, GS-7 minimum, or an active duty military person of what minimum paygrade?
1. O-2
 2. O-3
 3. E-6
 4. E-7
- 1-5. The OMM should conduct mandatory training for tenant command or activity OMMs at least how often?
1. Biannually
 2. Annually
 3. Semiannually
 4. Quarterly
- 1-6. Consolidated mail reduces the number of individual official mailings and reduces what other factor?
1. Mail handling
 2. Individual accountability
 3. Overall postage costs
 4. Mishandling of the mail
- 1-7. You should use guard mail courier service for delivery to what type of activities in your local area?
1. Military commands
 2. Medical facilities accepting TRICARE/CHAMPUS claims
 3. Civilian contracting agencies
 4. All of the above
- 1-8. Envelopes larger than 11 1/2 inches by 6 1/8 inches, or 1/4 of an inch thick are assessed a surcharge if the weight is equal to or less than how many ounces?
1. 1
 2. 2
 3. 3
 4. 4
- 1-9. Official mail addresses are printed by mechanical means with uppercase letters and without punctuation with which of the following exceptions?
1. A hyphen in the ZIP+4 Code
 2. A comma after the city
 3. A period after the state acronym
 4. The periods used in the abbreviation for post office box

- 1-10. A daily record reflecting the number and cost of commercial postage stamps procured, used, and on hand is kept on what PS Form?
1. 3369
 2. 3295
 3. 2259
 4. 2257
- 1-11. Which of the following agencies is/are rated as second to none in providing security for military mail?
1. MPS only
 2. USPS only
 3. MPS and USPS only
 - 4.
- 1-12. Registered mail may be transported outside CONUS and Canada only in U.S. flag certified cargo air carriers.
1. True
 2. False
- 1-13. Properly prepared registered mail containing classified material that is sent from outside CONUS may be expected to arrive at its destination in what manner?
1. Compromised
 2. Safely
 3. With the ordinary mail
 4. Only with an armed forces courier
- 1-14. Responsibility for informing key recipients of their obligation to safeguard their key rests with which of the following individuals?
1. Department head
 2. Commanding officer
 3. Official mail manager
 4. Leading chief petty officer
- 1-15. Distribution of mail room keys to duty personnel is accomplished by what method?
1. Letter from the CO
 2. Daily log book entry
 3. Page 13 entry
 4. Using PS Form 1096
- 1-16. At which of the following times should safe combinations be changed?
1. When the safe is initially received and annually thereafter
 2. when a compromise may have taken place
 3. Both 1 and 2 above
 4. A minimum of every 6 months
- 1-17. Due to increased worldwide terrorist activities, mail bombs are a fact of life that must be dealt with seriously. Mail bombs are identified by which of the following methods?
1. May appear lopsided
 2. Always has the correct postage affixed
 3. Does not have restricted postal endorsements
 4. All of the above
- 1-18. A bomb could be enclosed in which of the following types of packaging?
1. Envelope
 2. Box
 3. Shipping tube
 4. All of the above
- 1-19. If you find an article that you suspect is a mail bomb, what action should you take?
1. Evacuate the area immediately
 2. Move the suspected bomb to a confined space
 3. Place the suspected bomb in a file cabinet or drawer
 4. Place suspected bomb in a bucket of water

- 1-20. For handling and reporting articles suspected of being a mail bomb, you should refer to what postal publication?
1. *DOD Activity Address Directory*
 2. *DOD Postal Manual*
 3. *DON Postal Instructions*
 4. *USPS Domestic Mail Manual*
- 1-21. Policies relating to security of Department of the Navy classified information is the responsibility of what official?
1. Chief of Naval Information
 2. Chief of Naval Operations
 3. Director of Naval Intelligence
 4. Secretary of the Navy
- 1-22. Classified information is protected by which of the following persons?
1. The classified material officer only
 2. The commanding officer or officer in charge at each military command only
 3. The security manager only
 4. Every individual having access to classified information
- 1-23. Procedures to be followed in safeguarding classified information are found in which of the following publications?
1. USPSINST 5840.12
 2. DOD Directive 5300.2
 3. OPNAVINST 5510,1
 4. SECNAVINST 5400.6
- 1-24. Which of the following descriptions best defines the term access?
1. Being where classified information is kept
 2. The opportunity and ability to obtain knowledge of classified information
 3. The ability to obtain classified documents
 4. Taking possession of classified information
- 1-25. Which of the following items are termed as classified material?
1. Documents containing classified information
 2. Products in which classified information is recorded
 3. Substances that are classified
 4. All of the above
- 1-26. The release of classified information to an unauthorized person is best described by which of the following terms?
1. Disclosure
 2. Declassification
 3. Compromise
 4. Improper transmission
- 1-27. To protect national security, Navy information is classified by category. At present the Navy security information program consists of what type of information categories?
1. Top Secret, Secret, Confidential, and Restricted Data
 2. Top Secret, Secret, Confidential, and For Official Use Only
 3. Top Secret, Secret, and Confidential
 4. Secret, Confidential, and Restricted Data

- 1-28. Classified information that, if compromised, would cause exceptionally grave damage to the nation is found in which of the following categories?
1. Top Secret
 2. Secret
 3. Confidential
 4. For Official Use Only
- 1-29. To prevent compromise of classified information, you should take which of the following security measures?
1. When vacating your space during working hours, classified matter should be stored as if you were securing at the end of the work day
 2. When classified documents are on your desk, but not in use, they should be kept either facedown or covered
 3. Do not discuss classified information over the telephone
 4. All of the above
- 1-30. You are mailing a document marked Confidential from the Fleet Mail Unit, Norfolk, Virginia, to a ship in care of FPO, AP. What special category of mail should you use for this purpose?
1. Special handling
 2. Certified mail
 3. Registered mail
 4. Insured mail
- 1-31. When sent through the U.S. mail, Confidential material must be enclosed in an envelope or a container that is double sealed to minimize the possibility of which of the following problems?
1. Disclosure
 2. Compromise
 3. Mishandling
 4. All of the above
- 1-32. In addition to burning, which of the following methods may be used to destroy classified material?
1. Jettisoning
 2. Pulping
 3. Smashing
 4. All of the above
- 1-33. What government office appropriates the funds used for official postage dollars?
1. U.S. Congress
 2. U.S. Senate
 3. Joint Military Postal Agency
 4. Military Postal Service Agency
- 1-34. The OMM files a Signature Card with the Disbursing officer. What DD Form is used for this purpose?
1. 577
 2. 285
 3. 2259
 4. 1096
- 1-35. When purchasing commercial postage for official mail, the disbursing officer will make Treasury checks payable to what official?
1. Accountable Postmaster, New York
 2. Postal Finance Officer, San Diego
 3. Postmaster of applicable local post office
 4. All of the above
- 1-36. A certified "Public Voucher for Purchases and services Other Than Personal," describes the postal services to be procured through an ADTA. What form is used for this voucher?
1. OF 1017-G
 2. SF 1034
 3. PS form 3603
 4. PS form 3610

- 1-37. After receiving the requested service, the OMM delivers the post office receipt (SF 1034) to which of the following persons?
1. Comptroller
 2. Disbursing officer
 3. Commanding officer
 4. Postal finance officer
- 1-38. What officials are responsible for reviewing all ADTA balances and transferring funds between ADTAs?
1. Disbursing officer and COPE
 2. Comptroller and disbursing officer
 3. OMM and comptroller
 4. OMM and disbursing officer
- 1-39. How often should ADTA balances and fund transfers be reviewed?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly
- 1-40. What form is used to document the transfer of funds between ADTAs ?
1. OF 1017-G
 2. SF 1034
 3. PS form 3603
 4. PS form 3610
- 1-41. What specific wording is printed above the return address portion of official envelopes, labels, and mailable forms?
1. "Official Business"
 2. "Penalty for Private Use"
 3. "Military Department"
 4. "Department of the Navy"
- 1-42. An ADTA may be used for the purchase of stamps, stamped envelopes, and stamped cards.
1. True
 2. False
- 1-43. GPO contractors coordinate all mailings through what office?
1. USPS
 2. MPSA
 3. JMPS
 4. DAPS
- 1-44. Official postage meters may not be owned by a command.
1. True
 2. False
- 1-45. The official postage meter's registration, location, and model number is identified on what document?
1. Meter license
 2. Meter sales receipt
 3. Receipt for postage meter settings
 4. Contractor lease agreement
- 1-46. What official(s) is/are authorized to reset the official postage meter?
1. COPE only
 2. USPS authorized representative only
 3. COPE and USPS authorized representative only
 4. COPE, USPS authorized representative, and disbursing officer
- 1-47. How often are official meters checked in and out of service?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly
- 1-48. How often should official postage meters be reset?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly

1-49. Each time a meter is set or reset, the clerk will complete what PS form as a "Receipt for Postage Meter Settings"?

1. PS Form 3601-A
2. PS Form 3602-A
3. PS Form 3603
4. PS Form 3610

1-50. At the close of business each day, the ascending and descending register readings should equal the sum of the control number. What mathematical operation is used?

1. Multiplication
2. Division
3. Addition
4. Subtraction

ASSIGNMENT 2

Textbook Assignment: "Funding," chapter 3 (continued), pages 3-6 through 3-17; "Mail Classification and Services," chapter 4, pages 4-1 through 4-7; and "Mail Processing Procedures," chapter 5, pages 5-1 through 5-5.

- 2-1. What PS Form is used as a daily record of meter register readings?
1. 3600
 2. 3601-A
 3. 3602-A
 4. 3603
- 2-2. To calculate the amount of official postage used on any given day, you would subtract the descending register reading for today from what other reading?
1. Descending register reading of the previous day
 2. Ascending register reading of the previous day
 3. Ascending register reading of today
 4. The previous day's subtotal
- 2-3. When applying for a meter license, you should consult chapter 5, paragraph C1, of what publication?
1. OPNAVINST 5510.1
 2. OPNAVINST 5112.4
 3. OPNAVINST 5112.6
 4. OPNAVINST 5218.7
- 2-4. An MPO desiring to set a meter should follow the guidelines outlined in chapter 6, part 2, of what publication?
1. OPNAVINST 5510.1
 2. DOD Postal Manual
 3. Domestic Mail Manual
 4. OPNAVINST 5218.7
- 2-5. An ADTA is established at a civil post office when the monthly amount exceeds what minimum dollar value?
1. \$300
 2. \$500
 3. \$800
 4. \$1000
- 2-6. What agency authorizes use of the Centralized Automated Payment System for paying USPS?
1. DFAS
 2. MPSA
 3. JMPA
 4. DAPS
- 2-7. Meters without a valid PS Form 3601-A should only operate on a temporary or emergency basis.
1. True
 2. False
- 2-8. White envelopes may be used for Guard Mail when what annotation is made on the envelope?
1. "For Official Use Only"
 2. "Not USPS Mail"
 3. "Military Official Mail"
 4. "Guard Mail"
- 2-9. Confidential material can be sent through the guard mail system.
1. True
 2. False
- 2-10. Permit Imprint mailings are made at MPOs using PS Form 3615.
1. True
 2. False

- 2-11. Tenant activity OMMs will maintain copies of mailing permit documents for what minimum length of time?
1. 1 year
 2. 2 years
 3. 3 months
 4. 6 months
- 2-12. Mail volume and cost recorded on mailing permit documents will be reported at least how often?
1. Annually
 2. Semiannually
 3. Quarterly
 4. Monthly
- 2-13. To apply for a Merchandise Return Service (MRS) permit, you should submit what PS Form?
1. PS Form 3601
 2. PS Form 3603
 3. PS Form 3610
 4. PS Form 3615
- 2-14. How often is a fee charged for an MRS permit?
1. Annually
 2. Semiannually
 3. Quarterly
 4. Monthly
- 2-15. Business Reply Mail can only be used by commands with an FPO address.
1. True
 2. False
- 2-16. To establish a postage due ADTA, what minimum amount of postage due collection is required for a 60-day period?
1. \$5
 2. \$10
 3. \$15
 4. \$20
- 2-17. Domestic mail is divided into classes according to what factors?
1. Size and shape
 2. Size and contents
 3. Weight and size
 4. Weight and contents
- 2-18. To compute postage and fees for international mail, you should use what publication(s)?
1. Domestic Mail Manual
 2. International Mail Manual
 3. USPS Poster 123-L
 4. Both 2 and 3 above
- 2-19. Official mail destined for the same address or area should be consolidated by using what method?
1. Class
 2. Size
 3. Weight
 4. Shape
- 2-20. Which class of mail is the most expensive and normally exceeds the need of most Navy mailings?
1. Standard Mail (A)
 2. Periodical
 3. Priority
 4. Express
- 2-21. Commands requiring expedited transit and delivery of material that does not qualify for Express Mail should use what other class of mail?
1. Priority
 2. Periodical
 3. Standard Mail (A)
 4. Standard Mail (B)
- 2-22. Express Mail may NOT be sent to which of the following addresses?
1. USCG Jarvis/Honolulu, HI
 2. USNS Mars/Agana, Guam
 3. USS Beaufort/Sasebo, Japan
 4. Air Wing Six/FPO AA 34001s
- 2-23. Activities desiring to establish an Express Mail Corporate Account will submit what form?
1. OPNAV Form 5511/10
 2. PS Form 5639
 3. PS Form 3295
 4. DD Form 577

- 2-24. First Class mail exceeding 11 ounces is charged at what rate?
1. First Class
 2. Priority
 3. Standard Mail (A)
 4. Standard Mail (B)
- 2-25. A "Priority Mail" sticker on any mail piece automatically denotes a minimum postage charge equal to what priority parcel weight?
1. 1 pound
 2. 2 pounds
 3. 3 pounds
 4. 4 pounds
- 2-26. Priority mail envelopes may be obtained from what supply source?
1. Government Printing Office
 2. Local supply office
 3. U.S. Postal Service
 4. Servmart
- 2-27. Which special postal service offers the most secure method of transmitting material?
1. Registered
 2. Certified
 3. Insured
 4. Express
- 2-28. Which special postal service should be used to send letters notifying reservist of unsatisfactory participation in drills?
1. Registered
 2. Certified
 3. Insured
 4. Express
- 2-29. Legal matters concerning records of trial for all special and general courts-martial should be sent using what special postal service?
1. Registered
 2. Certified
 3. Insured
 4. Express
- 2-30. Federal agencies are prohibited from using what special postal service that is generally used for obtaining indemnity in case of loss?
1. Registered
 2. Certified
 3. Insured
 4. Express
- 2-31. Official correspondence and/or material may be deposited in USPS collection boxes.
1. True
 2. False
- 2-32. You should not postmark mail deposited after the last scheduled collection until the following day.
1. True
 2. False
- 2-33. Official mail should never be sorted, bundled, and dispatched with ordinary outgoing mail.
1. True
 2. False
- 2-34. The neck of a mailbag pouch is secured by what method?
1. A tin band seal
 2. A draw cord and fastener
 3. A leather strap and locking device
 4. A USPS lock through the grommets
- 2-35. A mail tray is used to transport what type of mail?
1. Flats
 2. Express Mail
 3. Registered mail
 4. Nonpreferential periodicals
- 2-36. When dispatching First-Class letter mail in an orange number 1 pouch, what other type of mail may be enclosed?
1. Periodicals
 2. Standard Mail (A)
 3. Standard Mail (B)
 4. Directory service letter mail

- 2-37. What form of correspondence does NOT require the address on official mail to be typed or printed by mechanical means?
1. An OMBUDSMAN newsletter
 2. Invitations to sports events
 3. News release articles of command functions
 4. Invitations to social events where handwritten addresses are prescribed by social custom
- 2-38. Which of the following examples of punctuation marks may be used in the address of official mailings?
1. P.O. Box
 2. 32509-5237
 3. Pensacola, FL
 4. Bldg. 2435/Rm. 2276
- 2-39. The address on official mail is limited to how many lines?
1. 7
 2. 6
 3. 5
 4. 4
- 2-40. The optional line of an address may be used for which of the following types of information?
1. A specific person only
 2. A specific section only
 3. Both 1 and 2 above
 4. The name of the foreign country to which the military base is located
- 2-41. Mail is sent to a ship stationed in Mayport, Florida. What acronym is used in place of the state?
1. AA
 2. MPO
 3. FPO
 4. FPO AA
- 2-42. All commands having direct financial dealings with USPS will report all official mail purchases how often?
1. Weekly
 2. Monthly
 3. Quarterly
 4. Semiannually
- 2-43. Major claimants consolidate the official mail purchase report, then forward it to what office or official?
1. OMCCP-MPSA
 2. COMNAVSUPSYSCOM (SUP 54)
 3. Accountable Postmaster, USPS
 4. Disbursing officer, USPS
- 2-44. Major claimants will report total funds remaining on postage meters using what mail code?
1. 2001
 2. 2002
 3. 2003
 4. 2004
- 2-45. Major claimants will report the total dollar value of support provided to other commands using what mail code?
1. 2001
 2. 2002
 3. 2003
 4. 2004
- 2-46. MACOMs conduct internal headquarters OMM inspections at least how often?
1. Quarterly
 2. Annually
 3. Biannually
 4. Semiannually
- 2-47. Upon completion of the OMM inspection, a copy of the report should be filed. What is done with the previous year's report?
1. Keep report on file
 2. Dispose of as waste
 3. Send to the military OMM at the MPSA for filing
 4. Turn report over to the command supply officer for report consolidation
- 2-48. What instruction contains the Official Mail Manager's Inspection Checklist?
1. OPNAVINST 5112.4
 2. OPNAVINST 5112.6
 3. OPNAVINST 5218.7
 4. SECNAVINST 5210.11

- 2-49. Postage stamps should be secured by which of the following means?
1. A locked file cabinet
 2. A locked desk drawer
 3. A locked safe
 4. All of the above

- 2-50. What individual(s) are responsible for the security of postage stamps and postage metering equipment?
1. The DO only
 2. The OMM only
 3. All personnel who work with or near official mail
 4. Only the official postage metering clerk is held responsible

