

ADMINISTRATIVE MESSAGE

ROUTINE

R 171252Z JAN 03 ZYB

FM COMNAVSUPSYSCOM MECHANICSBURG PA//54//

TO COMLANFTLT NORFOLK VA//N425D//
COMPACFLT PEARL HARBOR HI//N4142//
COMUSNAVEUR LONDON UK//N41P//
COMUSNAVCENT//N4/002A//

INFO CDRUSASSI FT JACKSON SC//ATSG-PSTLMSG//
COMFAIRMED NAPLES IT//N84P//
FISC NORFOLK VA//03//
FISC SAN DIEGO CA//750//
FMC MUHARRAQ BA//MR/PFO/PO//
FOSSAC NORFOLK VA//03//
NAVSCSCOL ATHENS GA//00E//
NETPDTC PENSACOLA FL//N313//

BT
UNCLAS

MSGID/GENADMIN/COMNAVSUPSYSCOM//

SUBJ/PD FLASH 03-03, POSTAL BULLETIN 22093, DTD 9 JAN 03//

RMKS/1. THE FOLLOWING ITEMS PERTAIN TO NAVY POST OFFICES:
A. PAGES 22-24, USE NEW PS FORM 3533 FOR REFUNDS OF UNUSED METER INDICIA-IN THIS ARTICLE THE USPS REMINDS POST OFFICES THAT CUSTOMERS REQUESTING A REFUND FOR UNUSED, DATED METER INDICIA MUST REQUEST A REFUND WITHIN 60 DAYS FROM THE DATES SHOWN ON THE INDICIA, AND THE CURRENT VERSION OF PS FORM 3533 WITH AN EDITION DATE OF JULY 2002 MUST BE USED. NAVY POST OFFICES ACCEPTING REQUESTS FOR REFUNDS OF METERED POSTAGE FROM OFFICIAL MAIL MANAGERS MUST BE AWARE OF THE REQUIREMENTS OUTLINED IN THIS ARTICLE.
B. PAGES 25-30, OVERSEAS MILITARY MAIL-CONDITIONS APPLIED TO MAIL ADDRESSED TO MILITARY POST OFFICES OVERSEAS-POST AT ALL FINANCE WINDOWS.
C. PAGES 44-46, INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS-POST AT ALL SHORE BASED FINANCE WINDOWS.
D. PAGES 47-54, MISSING, LOST, OR STOLEN U.S./CANADIAN MONEY ORDER FORMS-POST AT ALL FINANCE WINDOWS.
E. PAGE 88, BOUND PRINTED MATTER ITEMS WITH NO ENDORSEMENT-READ THIS ARTICLE AND ENSURE ALL DIRECTORY CLERKS DISPOSE OF BOUND PRINTED MATTER (BPM) AS WASTE IF THE ITEMS DO NOT HAVE AN ANCILLARY SERVICE ENDORSEMENT OR DO NOT BEAR A SPECIAL SERVICE//

BT
#0001
NNNN