

ADMINISTRATIVE MESSAGE

ROUTINE

R 291230Z JAN 03 ZYB

FM COMNAVSUPSYSCOM MECHANICSBURG PA//54//

TO COMLANFTLT NORFOLK VA//N415D//  
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//308//  
FISC SAN DIEGO CA//071//  
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 04-03, POSTAL BULLETIN 22094, DTD 23 JAN 03//

RMKS/1. THE FOLLOWING ITEMS PERTAIN TO NAVY POST OFFICES:

- A. PAGES 26-29, ADDRESS CHANGE SERVICE-NEW ANCILLARY SERVICE OPTIONS FOR FIRST-CLASS MAIL AND PRIORITY ITEMS-THE USPS HAS REVISED DMM F010, F030, AND M013 TO EXPAND AND CLARIFY THE STANDARDS RELATED TO THE USE OF ADDRESS CHANGE SERVICE (ACS). READ THIS ARTICLE AND ENSURE FIRST-CLASS AND PRIORITY MAIL ITEMS BEARING ACS ENDORSEMENTS RECEIVED IN THE DIRECTORY SECTION ARE PROCESSED IAW F010.5.0 ON PAGE 27 OF THIS ARTICLE AND EXHIBIT 5.1 ON PAGE 28. ALSO, POST THESE CHANGES TO THE DMM, ISSUE 57,
- B. PAGE 29, MAILPIECES TO GUAM WEIGHING 16 OUNCES OR MORE EFFECTIVE IMMEDIATELY CUSTOMERS MAILING ARTICLES TO GUAM MUST AFFIX EITHER PS FORM 2976 OR 2976-A ON ALL MAILPIECES WEIGHING 16 OUNCES OR MORE. ENSURE ALL FINANCE CLERKS ARE AWARE OF THIS REQUIREMENT.
- C. PAGES 30-35, OVERSEAS MILITARY MAIL-CONDITIONS APPLIED TO MAIL ADDRESSED TO MILITARY POST OFFICES OVERSEAS-POST AT ALL FINANCE WINDOWS.
- D. PAGES 60-62, INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS-POST AT ALL SHORE BASED FINANCE WINDOWS.
- E. PAGES 63-70, MISSING, LOST, OR STOLEN U.S./CANADIAN MONEY ORDER FORMS-POST AT ALL FINANCE WINDOWS.
- F. PAGES 75-81, PHILATELY STAMP ANNOUNCEMENTS 03-01, 03-02, AND 03-03-INFORMATION FOR COPES AND PFOS ON THE NEW YORK PUBLIC LIBRARY LION STAMP, THE U.S. FLAG STAMP, AND THE SPECIAL OLYMPICS COMMEMORATIVE STAMP.

G. PAGES 84-85, UPDATED ANNOUNCEMENT 03-B, 2003 STAMPS AND POSTAL STATIONERY-INFORMATION FOR COPEs AND PFOS ON THE 2003 STAMPS AND POSTAL STATIONARY ITEMS SCHEDULED FOR ISSUANCE DURING CALENDAR YEAR 2003. RECOMMEND POST THE LIST ON PAGE 85 TO POST OFFICE BULLETIN BOARDS.

H. PAGES 87-89, PUBLICATION 65, NATIONAL FIVE-DIGIT ZIP CODE AND POST OFFICE DIRECTORY-THE NEW PUB 65 WILL BE AVAILABLE IN FEBRUARY 2003. NAVY POST OFFICES ARE ON AUTOMATIC DISTRIBUTION AND SHOULD RECEIVE PUB 65 SOMETIME IN MARCH.

I. PAGES 93-94, PROCESSING REFUND REQUESTS FOR UNUSED METER STAMPS-COPES MUST FAMILIARIZE THEMSELVES WITH THE PROCEDURES TO FOLLOW WHEN OFFICIAL MAIL MANAGERS REQUEST REFUNDS OF POSTAGE FOR UNUSED METER STAMPS. MOST IMPORTANTLY PAY PARTICULAR ATTENTION TO THE 60-DAY TIME LIMIT FOR REQUESTING A REFUND OF POSTAGE AND ENSURE ONLY THE JULY 2002 VERSION OF PS FORM 3533 IS USED. DO NOT CHARGE THE CUSTOMER FOR PROCESSING THE REFUND AND FORWARD COMPLETED PS FORMS 3533 TO POSTMASTER NEW YORK, OR SAN FRANCISCO AS APPLICABLE.

J. PAGES 105-127, POSTAL BULLETIN ANNUAL INDEX-THIS ARTICLE CONTAINS A LIST OF ARTICLES PUBLISHED IN PB 22067-22092 FOR THE PERIOD JANUARY-DECEMBER 2002-REFER TO AS NECESSARY.//

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