

ADMINISTRATIVE MESSAGE

ROUTINE

R 091743Z MAY 03 ZYB PSN 789859M46

FM COMNAVSUPSYSCOM MECHANICSBURG PA

TO COMLANFLT 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//07//
FMC MUHARRAQ BA//MR/PFO/PO//
FOSSAC NORFOLK VA//03//
NAVSCSCOL ATHENS GA//00E//
NETPDTC PENSACOLA FL//N313//

BT

UNCLAS //N05110//

MSGID/GENADMIN/COMNAVSUPSYSCOM//

SUBJ/PD FLASH 13-03, POSTAL BULLETIN 22101, DTD 1 MAY 03//

RMKS/1. THE FOLLOWING ITEMS PERTAIN TO NAVY POST OFFICES:
A. PAGES 6-9, DIRECTIVES AND FORMS UPDATE-NEW DIRECTIVE IS
POS 84, EDITION DATE 3/03; REVISED DIRECTIVES ARE POS 123L,
EDITION DATE 4/03; PUB 95, EDITION DATE 4/03; PUB 122,
EDITION DATE 3/03; REVISED FORMS ARE PS 1412-B, EDITION AND
OLDEST USABLE DATE OF 4/03; AND PS 3533, EDITION AND OLDEST
USABLE DATE OF 2/03. NAVY POST OFFICES MUST ORDER THESE
ITEMS FROM MDC, TOPEKA, KS, AND UPON RECEIPT RECYCLE
OBSOLETE FORMS.
B. PAGE 18, U.S. ARMED FORCES FREE MAIL PROGRAM-THIS
ARTICLE PROVIDES A LIST OF ALL MILITARY
OPERATIONS/LOCATIONS WHERE MEMBERS OF THE U.S. ARMED FORCES
AND DESIGNATED CIVILIANS ARE AUTHORIZED FREE MAIL SERVICE.
THIS LIST INCLUDES THE RECENT ADDITION OF FREE MAIL SERVICE
FOR PERSONNEL DEPLOYED TO IRAQ IN SUPPORT OF OPERATION
IRAQI FREEDOM. NAVY ACTIVITIES AT THE LOCATIONS SPECIFIED
IN THIS ARTICLE ACCEPTING FREE MAIL MUST ENSURE ONLY
AUTHORIZED ITEMS ARE ACCEPTED AND PREPARATION REQUIREMENTS
MET. READ THIS ARTICLE FOR DETAILED INFORMATION.
C. PAGES 19-23, OVERSEAS MILITARY MAIL-CONDITIONS APPLIED
TO MAIL ADDRESSED TO MILITARY POST OFFICES OVERSEAS-POST AT
ALL FINANCE WINDOWS.
D. PAGE 27, REVISED PS FORM 3533, APPLICATION AND VOUCHER
FOR REFUND OF POSTAGE, FEES AND SERVICES-EFFECTIVE 1 MAY 03

ALL POST OFFICES MUST USE THE REVISED PS FORM 3533 DATED FEB 03. AN EXAMPLE OF THIS FORM IS ON PAGES 45-46. ALL PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE AND MUST BE DISCARDED.

E. PAGES 34-36, INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS-POST AT ALL SHORE BASED FINANCE WINDOWS.

F. PAGES 37-44, MISSING, LOST, OR STOLEN U.S./CANADIAN MONEY ORDER FORMS AND COUNTERFEIT CANADIAN MONEY ORDER FORMS-POST AT ALL FINANCE WINDOWS.

G. PAGES 68-69, PHILATELY STAMP ANNOUNCEMENT-INFORMATION FOR COPEs, PFOS, AND STAMP COLLECTORS ON THE NEW PURPLE HEART COMMEMORATIVE STAMP.

H. PAGE 70, PHILATELY STAMP ANNOUNCEMENT-INFORMATION FOR COPEs, PFOS, AND STAMP COLLECTORS ON CHANGE OF FIRST DAY ISSUE FOR THE AUDREY HEPBURN COMMEMORATIVE STAMP FROM MAY TO 11 JUNE 03.

I. PAGE 84, RETAIL-MERCHANDISE INSURANCE COVERAGE-IN THIS ARTICLE THE USPS REMINDS CLERKS THE MERCHANDISE INSURANCE COVERAGE INCLUDED IN THE BASE PRICE OF EXPRESS MAIL SERVICE POSTAGE WAS REDUCED FROM \$500 TO \$100. CLERKS SHOULD READ THIS ARTICLE AND ADVISE CUSTOMERS THAT \$100 IS THE MAXIMUM INSURANCE COVERAGE INCLUDED WITH THE POSTAGE.//