



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 5218.7B  
SUP 54  
21 Oct 98

OPNAV INSTRUCTION 5218.7B

From: Chief of Naval Operations  
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)  
Subj: NAVY OFFICIAL MAIL MANAGEMENT INSTRUCTION  
Ref: (a) DOD 4525.8-M, Department of Defense (DOD) Official Mail Manual of 30 Jul 87 (NOTAL)  
(b) OPNAV PO9B2-105(90), Standard Navy Distribution List, Part 2  
(c) NAVEDTRA 12053, Official Mail Management Training Manual (TRAMAN) and Nonresident Training Course (NRTC) (NOTAL)  
(d) NAVSUPINST 4200.85C (NOTAL)  
(e) OPNAVINST 5112.4B (NOTAL)  
(f) OPNAVINST 5112.6C  
Encl: (1) Official Mail Manager's Inspection Checklist  
(2) Journal Voucher  
(3) Daily Stamp Usage Worksheet  
(4) Official Stamp Audit

1. Purpose

a. To provide instructions to implement the Navy Official Mail Cost Control Program (NOMCCP) which emphasizes the use of the class of mail, and special and supplemental postal services that meet the security, accountability, and delivery requirements of the material being shipped at the most economical cost to the Government. Since this is a major revision, changes are not indicated. This instruction should be reviewed in its entirety.

b. To further supplement the policies and procedures set forth in reference (a).

c. To establish metrics reporting requirements for mail center operations.

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d. To provide additional guidance for processing, receipt, and dispatch of Navy official mail.

2. Cancellation. OPNAVINST 5218.7A. and OPNAV 5218-6.

3. Action. All Naval activities, including consolidated mail facilities (CMFs), other mail centers, and mail metering sites must adhere to applicable provisions of this instruction.

4. Discussion. Reference (a) is the basic directive governing the Department of Defense Official Mail Program. The objective of the program is to control official mail costs through proper and cost-effective use of the United States Postal Service, international mail, postage of other countries, and alternate carriers when cost effective; existing regulations permit, and accountability and delivery requirements are met.

5. Policy and Operational Channels

a. Official mail management within the Navy is directed for the Chief of Naval Operations (CNO) by the Deputy Chief of Naval Operations (Logistics) (CNO (N4)) through Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM (SUP 05)) and the chain of command set forth in reference (b), section 3.

b. COMNAVSUPSYSCOM (SUP 54) shall be the single point of contact with the Military Postal Service Agency (MPSA) on official mail policy matters and with the Headquarters, U.S. Postal Service (USPS) on official mail operational matters.

c. Adherence to official mail management regulations, policies, and procedures shall be accomplished under the auspices of the Navy Command Inspection Program and reference (a), chapter 2, paragraph C4.

(1) Enclosure (1), NAVSUP 5218 (4-98), will be used by the major claimants and other activities when inspecting official mail operations. In accordance with reference (a), chapter 2, paragraph C4a, internal headquarters inspections will be conducted once a year. Inspections of subordinate installations and activities will be conducted at least every 3 years.

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(2) Inspections of claimancy official mail programs will be conducted, at a minimum, once every 3 years by the Department of the Navy Official Mail Manager (DON OMM).

6. Navy Official Mail Cost Control Program (NOMCCP)

a. Each major claimant is responsible for implementation of the NOMCCP within their claimancy via the organizational chain of command.

b. Each major claimant will appoint an official mail manager (OMM) to be responsible for issuance and implementation of all NOMCCP policy. A copy of appointment letters will be provided to COMNAVSUPSYSCOM (SUP 54).

c. Where practical, it is recommended that major claimants appoint a senior command within specific geographical boundaries to act as the area official mail manager. These geographical areas can correspond to those of the regional area commander.

d. In areas where a single, or host command is providing official mail support to other area commands, the single, or host command is responsible for administering the NOMCCP for that installation or area. The designated command is responsible for providing training to all area designated official mail managers.

e. In accordance with reference (a), chapter 2, paragraph C1, each command will designate an OMM. The command OMM is responsible to the commanding officer for the official mail functions of the command. The command OMM is responsible for providing official mail training within his/her own command. The host installation OMM will be the primary point of contact for tenant command OMMs. The director of postal operations at a consolidated mail facility (CMF) can also be the command OMM. Mobile commands should designate an officer or a chief petty officer as the command OMM. A copy of the letter of appointment will be forwarded to the major claimant OMM, or type commander OMM when directed.

(1) Personnel designated as military postal clerks who are assigned duty in a military post office (MPO), may not be designated as OMM for the command since a conflict of interest could result.

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f. Major claimant OMMs will develop a training program for headquarters staff personnel who prepare correspondence for mailing. Training should at a minimum cover proper addressing of mail, cost savings methods, and protection of mail.

g. Completion of the training manual (TRAMAN) and Nonresident Training Course (NRTC) on Official Mail Management, reference (c), is mandatory for OMMs and other personnel involved in the handling of official mail who are assigned to mobile commands and overseas activities. For all Continental United States (CONUS) activities, completion of this course is recommended for the command OMM and personnel who handle official mail.

#### 7. Payment of Navy Official Mail Costs

a. Major claimants budget for postal expenditures and reallocate monies within their claimancy based on the following policies:

(1) The host or senior command in an area shall coordinate mail support within the area to ensure that:

(a) All naval commands receive postage metering support from the CMF or host installation metering site serving their area.

(b) Intra-area mail systems are available and integrated so that both classified and unclassified material can be transported between Navy activities located on the same installation or within the same geographic area without postage having to be affixed.

(c) The establishment of permit imprints, business reply mail (BRM) permits and merchandise return service (MRS) permits are kept to a minimum consistent with area needs and to avoid the cost of establishing separate permits.

(2) Host commands shall provide official mail support on a nonreimbursable basis to:

(a) Tenant Navy commands.

(b) Tenant Marine Corps commands.

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(c) Squadrons, Seabee Battalions, and other mobile Navy commands that routinely embark with, or to the host command for deployments.

(3) Official mail support for other Department of Defense (DoD) component tenant commands and all Navy Working Capital Fund (NWCF) activities (including Navy and Marine Corps) will be provided on a reimbursable basis.

(4) Marine Corps host commands will provide official mail support to Navy tenant activities on a nonreimbursable basis.

(5) Commands providing official mail support shall maintain records reflecting the total cost of the support provided to each activity served.

b. Funds control and accounting procedures:

(1) OMM shall prepare SF 1034, Public Voucher for Purchases and Services Other Than Personal, and forward it to the comptroller or other funds verifying official. The OMM should, to the maximum extent possible, combine all postage requirements on one SF 1034. The SF 1034 must explain in detail what postal items or services are being procured. (NAVCOMPT 2277, Voucher for Disbursement and/or Collection, or other form mutually agreeable to the OMM, comptroller or other funds-verifying official, and disbursing officer (DO), may be substituted for SF 1034 when appearing in this instruction.)

(2) Comptroller or other funds-verifying official will ensure the SF 1034 is properly prepared, verify the availability of funds, provide the accounting data, certify the SF 1034 for payment and forward it to the DO.

(3) DO will prepare treasury check payable to Postmaster USPS, for pick up by OMM and delivery to USPS as indicated below:

<u>POSTAL FACILITY</u>	<u>SOURCE</u>	<u>CHECK PAYABLE TO</u>
Facility served by USPS	Serving local post office	POSTMASTER of applicable local post office
MPO with FPO AP address	Local MPO	POSTMASTER San Francisco

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MPO with FPO AE address	Local MPO	POSTMASTER New York
MPO with FPO AA address	Local MPO	POSTMASTER New York

c. Accounting system for prepaid postage:

(1) The command OMM and at least one alternate will file a DD 577, Signature Card, with the serving DO authorizing him or her to accept checks payable to the applicable postmaster to purchase postage instruments.

(2) The OMM and comptroller or other funds-verifying official shall develop local procedures for the payment of official mail services. These procedures should specify how checks will be delivered to the serving civil or MPO and how signed receipts will be given by the postal service for services rendered.

d. The following methods of payment may be used to purchase postal services. The comptroller or other funds-verifying official and OMM shall jointly determine which of these methods to utilize and for what purpose:

(1) Treasury check. Treasury checks, except for setting of postage meters, must be made payable to the applicable postmaster, and may be either mailed directly to the serving civil post office or MPO, or picked up and delivered to the post office by the OMM or alternate, if properly appointed as a paying agent. Checks for postage meter settings must be hand-carried to the civil or military post office when the meter is presented for resetting. Checks for deposit to a Computerized Remote Postage Meter Resetting System (CMRS) account must be sent to the CMRS lock box address.

(2) Cash, when OMM has been appointed a paying agent and allotted a small amount of cash to pay for incidental type postal expenses. Cash will only be used when there is no other method of paying for postal services. All cash payments by the OMM (paying agent) will be supported by submission of a certified SF 1034, along with related receipts to the comptroller or other funds-verifying official:

(a) Comptroller or other funds-verifying official will ensure the SF 1034 is properly prepared, verify the

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availability of funds, provide the accounting data, certify the SF 1034 for payment and forward it to the DO.

(b) DO will process the SF 1034 voucher and reimburse the OMM (paying agent).

(3) Electronic Funds Transfer (EFT). This is the preferred method of payment, and will be mandatory for all commands that have a Computerized Remote Postage Meter Resetting System (CMRS) account, and a Centralized Automated Payment System (CAPS) account.

(a) CAPS is a USPS system that will be used by DoD activities as the standard method for paying the USPS for most postal purchases. Mailers will be able to determine, on-line, the balance of and transactions in their CAPS account. With CAPS most local trust accounts will not be necessary.

(b) Commands that have mailings under permit imprint: Business Reply Mail permit; mail publications at the periodicals mailing privileges rates, or have Address Element Correction services who do not have a CAPS account, must establish an account. Application forms can be obtained by contacting the USPS CAPS service center at San Mateo, California, telephone number 415-377-1334.

1. CAPS will be expanded in the future to include all mailings such as Express Mail under a Corporate Account Number, and Merchandise Return Service.

2. Commands who have, or are establishing a CAPS account must work with their servicing Defense Finance Accounting Service (DFAS) to arrange for deposit of funds by EFT. EFT must be made by Automated Clearing House (ACH) credit transfer.

(4) Advance Deposit Trust Accounts (ADTAs). ADTAs may be established at civil post offices to pay postage and fees costs for meter settings, permit imprint mailings, business reply mail (BRM), merchandise return service (MRS), express mail and postage due mail.

(a) OMM shall prepare SF 1034 and submit to the Comptroller. SF 1034 shall describe in detail the postal services to be procured through the ADTA.

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(b) Comptroller or other funds-verifying official will ensure the SF 1034 is properly prepared, verify the availability of funds, provide the accounting data, certify the SF 1034 for payment and forward it to the DO.

(c) DO will prepare a Treasury check payable to the applicable postmaster.

(d) OMM or alternate shall pick up Treasury check from the DO, mail or deliver it to the serving post office, and obtain a receipt for it from a USPS representative.

(e) OMM shall certify on the signed post office receipt that the requested service has been received and deliver it to the comptroller.

(f) Comptroller or other funds verifying official shall attach the post office receipt to his/her copy of the SF 1034 to serve as the receiving report.

(g) Establishment and or replenishment of different ADTAs can be accomplished on the same SF 1034, however, it must be clearly indicated on the SF 1034 what amount is being deposited to each ADTA.

(h) Advance payments to any ADTA should be limited to the anticipated requirement for the current quarter.

(i) OMM and comptroller or other funds-verifying official shall review all ADTA balances monthly and transfer funds between ADTAs, as necessary, to ensure effective use of available funds. All transfers of funds between ADTAs shall be documented on Optional Form (OF) 1017-G, Journal Voucher (See enclosure (2)).

(5) Charging postal services against an ADTA:

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

(b) OMM will certify on the postal receipt that the services described have been received.

(c) If requested, the OMM will take all receipts for postal services charged to ADTAs to the comptroller or other funds verifying official for review.

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(d) The postal service will reduce the running balance on each ADTA by the amounts shown on the receipts. A copy of all transactions will be provided to the OMM.

(e) If requested, the OMM will reconcile the ADTA balances with USPS and the comptroller or other funds verifying official. Any discrepancies will be investigated and resolved.

e. Purchase of stamps, stamped envelopes and stamped cards:

(1) OMM will forward SF 1034 to the comptroller or other funds-verifying official along with appropriate postal service order form or letter listing the quantity and cost of stamps, stamped envelopes or stamped cards to be procured.

(2) Comptroller or other funds-verifying official will ensure SF 1034 is properly prepared, verify the availability of funds, provide the accounting data, certify the SF 1034 for payment and forward it to the DO.

(3) DO will prepare Treasury check.

(4) OMM will pick up and deliver Treasury check to post office.

(5) OMM will certify receipt of stamps, stamped envelopes or stamped cards on post office receipt and deliver it to the comptroller or other funds-verifying official.

(6) Comptrollers or other funds-verifying officials will attach post office receipt to their copies of SF 1034 to serve as receiving report.

f. Commercial postage meter setting at MPO:

(1) OMM shall prepare SF 1034 requesting commercial postage meter setting and forward it to the comptroller or other funds-verifying official.

(2) Comptroller or other funds-verifying official will ensure SF 1034 is properly prepared, verify availability of funds, provide the accounting data, certify SF 1034 for payment and forward it to the DO.

(3) DO will prepare Treasury check payable to the postmaster of the MPO where the meter is licensed.

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(4) OMM will pick up Treasury check and take it and postage meter to the custodian of postal effects (COPE) of the MPO where the meter is to be set.

(5) COPE will set the meter and forward the Treasury check to postmaster per reference (c), chapter 6, part 3. Pacific Fleet ships will submit the Treasury check and all other documents pertaining to commercial postage meter transactions to Postal Finance Officer #301, 4070 Surface Navy Blvd Ste 3, San Diego, CA 92136-5287.

(6) OMM will provide the comptroller or other funds-verifying official a copy of PS Form 3603, Receipt for Postage Meter Settings, which was received from COPE at the time the meter was set.

(7) Comptrollers or other funds-verifying officials will attach PS Form 3603 to their copies of SF 1034 to serve as receiving report.

g. Commercial postage meter setting at civil post office:

(1) OMM will prepare SF 1034 requesting commercial postage meter setting or establishment/replenishment of meter setting ADTA and forward it to the comptroller or other funds-verifying official. Exact amount to be set on meter or be deposited in ADTA will be specified in the "ARTICLES OR SERVICES" section of the SF 1034.

(2) Comptroller or other funds-verifying official will ensure SF 1034 is properly prepared, verify the availability of funds, provide the accounting data, certify the SF 1034 for payment and forward it to the DO.

(3) DO will prepare a Treasury check payable to postmaster of applicable civil post office.

(4) OMM will pick up and deliver or mail the Treasury check to post office.

(5) OMM will provide the comptroller or other funds-verifying official a copy of PS Form 3603 or copy of ADTA receipt received from post office.

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(6) Comptroller or other funds-verifying official will attach receipt to their copy of SF 1034 to serve as receiving report.

h. Setting Postage by the Computerized Remote Postage Meter Resetting System (CMRS):

(1) CMRS allows for the setting of postage by phone using electronic meters that can be remotely set. Obtain these meters from the meter manufacturer.

(2) Contact the meter manufacturer representative to obtain a USPS CMRS lock box address, and account number. Establish a master account number if your activity has more than one meter. This allows for an activity to set all meters from one account.

(3) Deposit enough funds to cover postage for a 6-month period. The OMM is responsible for making the deposit. To replenish an account, the OMM must complete a SF 1034 and send it to the local paying authority. Checks for postage must be made payable to the U.S. Postal Service and sent to the address provided by the meter manufacturer representative. The account number must be shown on the SF 1034 and on the U.S. Treasury Check.

(4) For funds deposited by regular mail allow 5 full business days for funds to be available. For overnight delivery by Express Mail or private carrier allow 2 full business days. Use overnight mail for deposits only when unplanned expenditures have depleted postage funds, and failure to send a deposit by First-Class Mail will result in loss of ability to meter outgoing mail.

(5) Commands having the capability to EFT funds to their CMRS account through their servicing DFAS or other paying activity must use this method of deposit. Funds deposited by ACH credit via EFT are normally credited to the account the day after it is sent.

(a) Reset electronic meters as needed, but at least quarterly. To reset the meter(s), OMMs must 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.

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(b) Each activity will receive a monthly summary statement, which will list all meter(s) remote setting activity on the CMRS account.

i. Refunds for spoiled postage meter tapes or other unused postal services previously paid for:

(1) OMM completes Parts I and IV of PS Form 3533, Application and Voucher for Refund of Postage and Fees.

(2) OMM delivers the PS Form 3533 with damaged stamps or meter strip to the post office requesting a check or money order payable to the DO.

(3) If cash refund is received, the OMM must, immediately upon receipt, take it to the DO for deposit as a cash collection.

#### 8. Commercial Postage Procedures

a. Envelopes, Labels and Mailable Forms:

(1) The return address portion of envelopes, labels and mailable forms to be used with prepaid (commercial) postage shall be prepared as follows:

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(SPACE FOR COMMAND NAME AND ADDRESS)

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Official Business

(2) 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 prior to mailing.

b. Stamps and Stamped Envelopes

(1) Regular USPS commercial postage stamps, stamped envelopes and stamped cards will be used.

(2) Payment for commercial postage stamps, stamped envelopes and stamped cards must be made by cash or check at time of purchase. Cash can only be used to purchase postal items if no other means are available to obtain the items.

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ADTAs cannot be used for the purchase of stamps, stamped envelopes or stamped cards.

(3) Penalty mail stamps, stamped envelopes and stamped cards remaining on hand may continue to be used and even commingled on the same mailing with commercial stamps until stocks are exhausted.

(4) The Postal Service will exchange damaged, defective, or otherwise unserviceable penalty stamps, envelopes and cards at full value. Detailed information on refunds and exchanges can be found in the USPS Domestic Mail Manual, Section PO14.

c. Postage Meters

(1) Per reference (a), chapter 3, paragraph S1, metered postage shall be used to the maximum extent possible on mail that cannot be sent under a permit.

(2) Commands desiring to obtain postage metering equipment must request approval from COMNAVSUPSYSCOM (SUP 54) before the equipment is purchased. Such requests shall be forwarded via the chain of command and include the:

(a) Type, quantity and estimated cost of postage metering equipment to be procured.

(b) Estimated volume of official mail to be processed on a daily basis.

(c) Current method of handling official mail.

(d) Endorsement/recommendation of the host or senior command in the area and the command that operates the closest official mail metering site.

(3) Per reference (a), chapter 5, paragraph C1, a meter license is required from USPS to operate a postage meter.

(a) The meter manufacturer's representative will assist commands in completing and submitting PS Form 3601-A, Application or Update for a License to Lease and Use Postage Meters, to the USPS' centralized meter licensing system office at the national customer support center in Memphis, TN. The meter manufacturer may also electronically transmit the data requested on Form 3601-A. This is the preferred method.

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(4) Payment for postage meter settings:

(a) Payment for postage set on meters must be made at the time of setting by check, or withdrawal from an ADTA or CMRS account. ADTAs are not available at MPOs.

(b) When setting postage by phone, enough funds must be in the CMRS lockbox account to cover the amount of postage that will be set on the meter.

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

(5) Chapter 3, paragraph C of reference (a) sets forth procedures for controlling and safeguarding postage meters. The command OMM must become thoroughly familiar with these procedures, ensure all required forms are completed properly, and check to ensure security and accountability is maintained by the meter operator.

d. Permit Imprint:

(1) Navy activities desiring to make permit imprint mailings must establish a permit imprint account.

(2) Activities desiring to apply for a commercial permit imprint must submit PS Form 3601, Application to Mail Without Affixing Postage Stamps, 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 MPOs.

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

(a) Payments for postage or deposits to a permit imprint ADTA must be made at points designated by the postmaster.

(b) When the amount on deposit becomes less than enough to pay for an entire mailing, an additional amount must be deposited before the mailing is made.

e. Periodicals

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(1) Activities desiring to obtain authorization to mail a publication at periodicals mailing privileges rates must file a PS Form 3511, Application for Periodicals Mailing Privileges (Requester), at the post office serving the office of publication:

(a) Pay applicable periodicals mailing privileges application fee, original entry fee, and re-entry fee as necessary.

(b) While application is pending, postage must be paid at the applicable Standard Mail (A) or Standard Mail (B) rate. If the application is approved, a refund of postage paid in excess of the periodicals mailing rate will be made for mailings deposited on or after the effective date of the authorization. The refund is made only if postage was paid by advance deposit account for which the entry post office kept the necessary records.

(c) ADTAs for periodicals must be established at each original entry and additional entry point.

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

f. Business Reply Mail (BRM):

(1) Navy commands desiring to utilize BRM must obtain a BRM permit.

(2) To apply for a BRM permit, submit PS Form 3615, Mailing Permit Application and Customer Profile, to the post office where the BRMs are to be returned along with the annual BRM permit and renewal fee.

(3) 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. There is a fee for this service.

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(4) Payment for BRM can be made by EFT to a CAPS account, 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.

(5) Prior to distributing BRMs, commands shall:

(a) Coordinate with their USPS account representative to ensure the BRM is formatted correctly.

(b) Evaluate BRM requirements per reference (a), chapter 3, paragraph N to determine if it would be more cost effective to use premetered postage or postage stamps.

(c) Qualify BRMs for Business Reply Mail Accounting System (BRMAS) whenever possible to take advantage of the lower surcharge.

g. Merchandise Return Service (MRS)

(1) Navy activities desiring to utilize MRS must obtain a commercial MRS permit.

(2) To apply for a MRS permit, submit PS Form 3625, Merchandise Return Permit Application, to the post office where the MRS will be returned. A fee is charged once each 12-month period on the anniversary date of the permit. In addition, a per parcel fee in addition to the postage is currently charged for each item returned.

(3) MRS allows permit holders to pay postage and fees on single-piece first-class, priority, Standard Mail (A) and Standard Mail (B) mail received from personnel whom they have authorized to use their MRS permit.

(4) Payment for MRS can be made through a MRS ADTA.

h. Postage Due

(1) Navy activities will accept postage due penalty mail only from units in a hostile operations area per reference (a), chapter 4, paragraph C and in limited quantities from other Government agencies whose mail is not habitually short paid. Short paid mail from private individuals will be refused and returned to sender.

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(2) Postage due must be paid before delivery by meter strips or stamps, or may be paid through the establishment of a postage due ADTA if postage due collections amount to \$10 or more every 60 days.

i. Express Mail

(1) Express mail will be controlled by the OMM of the host command or the command affixing the postage per reference (a), chapter 3, paragraph K.

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

(3) Activities desiring to establish an express mail corporate account shall submit PS Form 5639, Express Mail Corporate Account Application, to the post office where the express mailings will be made:

(a) Initial deposit must be sufficient to cover 4-week's average postage and fees or \$250, whichever is higher. Thereafter, the minimum balance must equal the average weeks postage and fees or \$100, whichever is higher.

(b) An Express Mail Corporate Account cannot be established at an MPO. Contractors and other activities overseas with Express Mail Corporate Accounts established in the United States can mail articles from an MPS under their account number. Accepting clerks must check the most current edition of the U.S. Postal Bulletin to ensure the account is not invalid.

j. Government Printing Office (GPO) Contractors

(1) All mailings by GPO contractors must be coordinated through the Defense Automated Printing Service (DAPS).

(2) Single job mailing. GPO contractor will pay the postage when they present the mail to USPS and include the postage cost on their invoice to GPO.

(3) Repetitive Job Mailing

(a) Serving DAPS office will assist mailings' sponsor in obtaining a commercial permit imprint for their mailing.

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(b) Sponsor will establish an ADTA at the post office where the GPO contractor will deposit the mailings.

## 9. Navy Mailing Policy

a. The class of mail service/mode of transportation selected for official mail shall be the one that meets the security, accountability, and delivery requirements of material being shipped at the lowest cost:

(1) Parcels containing high priority logistic material (e.g., CASREP parts or supplies) must be shipped by the most expeditious and cost effective (in that order) mode of transportation available. The transportation officer normally makes the determination as to the method of transportation.

(2) In accordance with enclosure (2) of reference (d), shipment of parcels containing administrative material (e.g., books, reports, contracts, drawings, etc.) will be shipped by the U.S. Postal Service when weight and size restrictions are not exceeded.

(a) CMFs and other large mail centers should establish procedures to rate shop, and select an alternate carrier for mailings of items not required by the Private Express Statutes to be sent by USPS if delivery requirements can be met, and if it is cost effective. For a definition of the private express statutes see reference (a), chapter 2, paragraph B3 and appendix A, page A-5.

b. All mailings destined for the same addressee and/or area shall be consolidated into the fewest number of mailings possible.

c. Savings will not be achieved at the expense of service. Mail centers in CONUS are required to dispatch mail every day.

(1) Official mail acceptance sites aboard mobile commands and at overseas activities must ensure all official mailings are sent out daily, when possible.

d. Activities generating large quantities of mail on a consistent basis shall, to the maximum extent possible, take advantage of available postal rate/work sharing discounts.

## 10. Special Postal Services

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a. In addition to the authorized uses listed in reference (a), chapter 3, paragraph I, Navy commands are authorized to use registered, certified and numbered insured mail for the following purposes:

(1) Registered. Service records, medical records and records of courts-martial.

(2) Certified. Confidential classified material to facilities cleared for access to classified information under the DOD Industrial Security Program or any non-DoD agency of the Executive Branch.

(3) Numbered Insured. Motion pictures sent from or to the Navy Motion Picture Exchange.

b. Overseas activities and mobile commands on deployment in an overseas theater are authorized to use all special services in conjunction with DOD Official Intra-theater mail. Indemnity will not be paid for loss or damaged articles, but claims may be filed for the purpose of determining if articles were delivered.

11. Minimum Items Required to Establish an Official Mail Program and Accept, Process, and Dispatch Official Mail At Small Activities

a. USPS Forms:

- PS Form 17, Stamp Requisition (25)
- PS Form 3295, Daily Record of Stamps, Stamped Paper and Nonpostal Stamps on Hand (20)
- PS Form 3800, Receipt for Certified Mail (Label) (50)
- PS Form 3811, Domestic Return Receipt (Postal Card) (100)
- PS Form 3877, Firm Mailing Book for Accountable Mail (2)
- PS Form 3883, Firm Delivery Book (2)

b. USPS Labels:

- PS Label 107, Priority Mail Sticker (100)
- PS Label 200-A, Registered Mail (100)

c. USPS Posters:

- Poster 51, International Rates and Fees (1)
- Poster 123-S, Postal Rates and Fees (1)

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d. USPS Publications:

- Pub 28, Postal Addressing Standards (1)
- Pub 65, National Five-Digit ZIP Code and Post Office Directory (1)

e. OPNAV Forms:

- OPNAV 5110/5, Notice of Change of Address (200)
- OPNAV 5110/9, Mail Manifest (1 Pad)

f. Other items needed are:

- OPNAVINST 5218.7B (Navy Official Mail Management Instruction)
- DOD 4525.8-M (DOD Official Mail Manual)
- Postal Zone Chart
- One 16-oz capacity scale, one 4-lb capacity scale, and one 70-lb scale, if no meter mailing machine is authorized.
- One "DOD OFFICIAL INTRA-THEATER MAIL" rubber stamp, for shipboard and overseas activities

12. Computation of Postage and Fees

a. Computation of postage and fees shall be per reference (a), chapter 3, paragraph J.

b. Navy overseas activities and ships/mobile units with a FPO address shall compute postage and fees based on the rate applicable to their assigned FPO address.

13. Security of Postage Stamps. To provide for proper accountability, and to prevent unauthorized use, in addition to the security measures set forth in reference a, chapter 5, paragraph B3, the OMM shall:

a. Require the person(s) who apply postage to official mail use a daily worksheet to record the amount of stamps, stamped envelopes, and stamped cards used. Enclosure (3) is an example of a worksheet to be used. The daily worksheets must be maintained on file until the next monthly audit has been completed.

b. Maintain records reflecting the number and cost of postage stamps, stamped envelopes and stamped cards procured, used and on hand. PS Form 3295, Daily Record of Stamps, Stamped

Paper and Nonpostal Stamps on Hand, may be used for this purpose.

c. Maintain a signature receipt record for all postage stamps, stamped envelopes and stamped cards transferred for use on a sub-custody basis.

d. Require all persons having sub-custody of or utilizing postage stamps, stamped envelopes and stamped cards to maintain a daily record reflecting the value of postage stamps, stamped envelopes and stamped cards received, number of mailings, total postage expended and total value of stock remaining on hand at the end of the day.

e. Use enclosure (4), to conduct a monthly audit of stamp stock on hand. The total of the stamp stock on hand, and the amount of stamps or stamped paper received and used since the previous audit(s) should equal the initial stock assigned for official mail. To determine this figure, add the amount of postage items issued from the modified PS Form 3295 (or other records) used to carry forward the amount of postage items issued, to the amount of stock remaining on hand, as reflected on PS Form 3295 (or other records) prepared for each denomination of stamps, envelopes, and stamped cards. Shortages of \$10.00 or more in the account must be replaced at the time of the audit. Overages must be carried over. The audit results must be posted on PS Form 3368 (Stamp Credit Examination Record). In addition to the command OMM, the following personnel are authorized to conduct audits of the official mail account:

(1) Monies Audit Board members

(2) Navy postal advisors

(3) Members of the claimancy Inspector General (IG) team.

(4) Department of the Navy Official Mail Manager, and Assistant Official Mail Manager.

(5) Other personnel designated in writing by the commanding officer.

f. All commands must forward a copy of their monthly official stamp audit (NAVSUP 5218/2) to their claimancy OMM.

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14. Address Format

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

b. To maintain uniformity, the return addresses on official mail must conform to the delivery address format in paragraph 14a. To ensure the U.S. Postal Service's multi-line optical character readers (MLOCR) do not read the return address and apply a bar-code to the return address instead of delivery address, the return address must be printed with a type style and/or font size the MLOCRs cannot read. Section C800.2 of the USPS Domestic Mail Manual lists the type fonts and sizes MLOCRs can read.

c. 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 shall:

(1) Coordinate with local USPS officials to revise/reformat their official mailing address and those of their tenant commands per paragraph 14d.

(2) Assign street numbers (addresses) to all buildings.

(3) Provide tenant activities and local USPS officials with new official addresses.

(4) Provide new official mailing addresses (including tenant activities addresses) to CNO (N09B22) for inclusion in reference (b).

(5) Place street numbers on all buildings to which USPS currently delivers mail to or agrees to deliver mail to in the immediate future.

(6) Place street numbers on remaining buildings as funds become available, when the buildings are modified or remodeled, or when USPS agrees to deliver mail to these buildings, whichever occurs first.

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(7) As funds permit, prepare new installation map showing assigned street names and numbers and with a cross reference to the existing building numbers.

d. Official mail addresses (both delivery and return) will be limited to five lines, formatted with a uniform left margin and be limited to a maximum of 47 characters per line, including spaces:

XXXXXXXXXXXXXX	TITLE OF OFFICIAL IN CHARGE
XXXXXXXXXXXXXX	OPTIONAL LINE
XXXXXXXXXXXXXX	NAME OF ACTIVITY LINE
STREET ADDRESS, SUITE # OR P.O. BOX #	DELIVERY ADDRESS LINE
CITY STATE ZIP + 4	LAST LINE

e. The lines of an official mail address are discussed below:

(1) Title of official in charge. Navy correspondence shall be addressed to the official in charge of the activity (i.e. director, commander, commanding officer, etc.). When known, the action officer's name may be placed in parentheses at the end of this line or the optional line may be used to identify a specific person or section within the activity.

(2) 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.

(3) Name of activity line. 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."

(4) Delivery address line. 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 with or without box number.

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## Examples

Street address:	1775 JOHN PAUL JONES BLVD
Post Office box:	PO BOX 405
Postal Service Center Number:	PSC 467 BOX 291
Unit Number:	UNIT 30001
Unit Number with Box Number:	UNIT 62001 BOX 426

(5) City, state, ZIP + 4 code line. 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 in lieu of the city and "AE" (Armed Forces Europe), "AA" (Armed Forces Americas), or "AP" (Armed Forces Pacific) in lieu of 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

f. Consolidated Mail Facilities, other mail centers and official metering sites are authorized to return official mail to the originator if the addresses are not in compliance with the proper address format. This must only be done after notification of improper address hygiene has been provided to the mailer(s) and training has been conducted.

## 15. CONUS Consolidated Mail Facilities (CMFs) and All Other Mail Centers

### a. Background

(1) CMFs are official mail processing centers established in locations with a large concentration of naval

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activities. CMFs are established to achieve efficiencies in mail processing; avoid duplication of efforts (manpower, equipment, transportation, etc.); improve transit time for official mail and save postage costs through the consolidation of official correspondence and other matter.

(2) Basic functions performed by CMFs are the same. Other tasks vary from location to location. Example: Some CMFs deliver to their customers, while others allow customers to pick up their mail at the CMF. CMF Norfolk and Pearl Harbor provide pierside pickup and delivery service to Navy ships.

#### b. General Information

(1) Commanding officers shall designate, in writing, a person with managerial, organizational, budgetary and postal background to be the director of postal operations. The director of postal operations is responsible to the commanding officer for implementing and managing the Navy's OMCCP in the area where the CMF is located.

(2) CMFs are responsible for providing postage metering of U.S. Mail, and other official mail support to all naval activities located in the area. Other DoD and Federal agencies are potential customers. The director of postal operations is responsible for taking new customers onboard.

(3) The director of postal operations primary sources of information to operate a CMF and administer the Navy's OMCCP is this instruction and references (a), (e), and (f). In addition, each CMF shall develop a standard operating procedures (SOP) instruction, and a customer service guide. Each employee will be required to be thoroughly familiar with the SOP and will sign a log showing the date the publications were read. These two sources of information will be updated annually.

(4) Each CMF is required to have a 5-year plan that includes a vision statement regarding what the CMF will look like and what functions it will perform each year for the following 5 years. The plan will include a cost-effective investment strategy that supports the activity's mission, reduces manual processing, replaces worn-out equipment, helps maintain the CMF's customer satisfaction, improves operational efficiencies, and reaps postage discounts. It shall be updated annually.

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(5) Each CMF, and all other mail centers, shall develop a maintenance log for each piece of equipment in the mail center. The log shall show the date the equipment was initially placed in use and its cost. It shall also show the date the equipment stopped working properly, the nature of the malfunction, the date and time repairs were requested, the date and time the repair person first arrived, the date and time the repair was completed, a summary of what was done, the cost of the repair, and how long the equipment was out of operation. This information is useful in determining when equipment should be replaced, the quality of repair service, and equipment reliability. This information will also be helpful in developing or updating the 5-year plan.

c. CMF Functions:

(1) Receive, sort, deliver, consolidate and dispatch U.S. mail and intra-area mail.

(2) Dispatch official business mail of the U.S. Navy and other Government agencies and authorized customers following existing regulations, via the most economical carrier that provides necessary accountability, within required delivery time frames.

(3) Utilize Multi-Line Optical Character Reader (MLOCR) bar-code sorting equipment, when justifiable, to presort and bar-code mail to receive discounts on postage from the U.S. Postal Service.

(4) Utilize business reply mail and permit mailings when appropriate.

(5) Provide postal assistance, inspections, and training to commands served.

(6) Perform mail management studies semi-annually to identify and develop new methods to facilitate additional mail cost savings.

(7) Perform directory service for undeliverable-as-addressed mail. This does not include providing base locator and/or forwarding services for individuals attached to serviced commands.

d. Delivery and Dispatch Procedures

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(1) All mail, to include intra-area mail, will be sorted upon receipt and delivered or dispatched to end destination within 24 hours of receipt or by the next workday.

(2) Maximum use will be made of consolidated mailings. Consolidated mailings must be dispatched every day.

e. Data Record Requirement

(1) Each CMF and all other mail centers are required to maintain records on:

(a) Number of pieces of outgoing U.S. Mail. This is all mail metered at a mail center, dispatched to the United States Postal Service (USPS), with the exception of mail forwarded under a permit number.

(b) Number of pieces of permit mail dispatched. This is mail dispatched via USPS under a permit number.

(c) Number of pieces of consolidated mail dispatched. This figure can be derived through estimations for the quarter based on actual count for a 1-week period.

(d) Number of pieces of incoming U.S. mail and items received from alternate carriers, i.e., FedEx, UPS, Roadway, Airborne, etc. This is all mail and alternate carrier items received which must be processed for final delivery to the addressee.

(e) Number of pieces of intra-area mail. This is all mail/material which is picked-up, processed and delivered via the CMF. This mail does not enter the USPS, nor do private carriers handle it.

(f) Number of pieces of consolidated mail received. This figure can be derived through estimations for the quarter based on actual count for a 1-week period.

(g) Number of pieces sent by alternate carrier(s). This is all items that are not delivered by the CMF as intra-area mail, or dispatched to the USPS. Provide a breakdown by each carrier used.

(h) Number of personnel required to work the mail. This is the average number of employees required to work the mail per day for the reporting period.

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(i) Customer mailing costs. Those costs that are directly billable to customers served, including third party carrier costs in addition to USPS.

(j) Customer savings. This is the total savings to customers served, and includes discounts for pre-sorted and bar-coded mail, and discounts for mail which is consolidated.

(k) Customer billings. This is the amount actually billed to customers, to include the amount in item i, plus any surcharge or processing fees added.

(l) Postage costs. This is the total amount of funds expended for postage by the CMF, including permit fees, Business Reply Mail, CMRS fees, etc.

(m) Operating costs\*

(n) Alternate carrier costs. Includes cost of dispatch via third party other than USPS. Provide breakdown by each carrier used.

(o) Fleet and Industrial Supply Center (FISC)  
Profit/Loss\*\*

\* Utilities, civilian wages, supplies, vehicles, etc.

\*\* FISC San Diego, and Pearl Harbor

(2) CMFs operated by a FISC must report their figures to the FISC Business office by the 15th day following the end of each quarter. This data will be incorporated in COMNAVSUPSYSCOM's Corporate Information Systems (CIS) Program. A copy of the report must be sent to COMNAVSUPSYSCOM, SUP 54.

(3) CMFs and mail centers operated by other activities must also record the information required in paragraph 15e. This information must be available for use as required by individual commanding officers and COMNAVSUPSYSCOM (SUP 54).

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## f. Surveys:

(1) Each CMF and other mail centers are required to conduct:

(a) Quarterly transit time surveys for consolidated pouches and other mail containers. These surveys will capture the transit time from one CMF to another.

(b) Quarterly transit time surveys of intra-area mail.

(c) Quarterly customer satisfaction surveys to gauge the level of support provided to customers. These surveys can be included with the transit time survey to addressees served by CMFs.

g. Date Stamping. CMFs and other mail centers are required to date stamp intra-area mail with the date it is received from customers.

h. Accountable Mail. Official mail managers will establish the following procedures to account for incoming and outgoing accountable mail:

(1) Incoming accountable mail:

(a) Incoming accountable mail includes registered, certified, numbered insured, return receipt for merchandise, Express Mail and overnight mail received from private carriers. OMMs will ensure that only authorized personnel sign for accountable mail.

(b) Incoming registered mail will be stamped with the date of receipt.

(c) Delivery of incoming accountable mail by CMFs to their customers will be accomplished using PS Form 3883 (Firm Delivery Book). This form will be prepared in original and one copy. Activities signing for the accountable mail will be given the original PS Form 3883. The copy will be retained as the mail center copy. Small activities can use PS Form 3849 (Delivery Notification/Reminder/Receipt) to deliver accountable mail. When PS Forms 3849 are used they must be filed by the last two digits of the accountable mail number.

(2) Outgoing accountable mail:

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(a) Activities mailing accountable items will prepare an original and one copy of PS Form 3877 (Firm Mailing Book for Accountable Mail). The accepting clerk at the mail center, U.S. or military post office will sign for the article(s) and give the PS Form book containing the duplicate copy back to the mailer. CMFs accepting accountable mail will maintain the original PS Form 3877 bills for a period of 2 years. For registered mail, the bills will be maintained as part of the mail center's balance packet.

(b) CMFs preparing pouches or containers will use PS Form 3854 (Manifold Registry Dispatch Book) to prepare registered mail for dispatch. This form will be prepared in an original and one copy.

1. The original bill will be placed in the pouch or other container with the registered mail.

2. A copy of the bill will be retained in the manifold dispatch book.

3. To dispatch pouches and other registered articles to the servicing U.S. post office, CMFs should maintain a separate manifold dispatch book for outside bills. Outside bills will be completed in original and one copy. The U.S. post office will sign for the registered articles and keep the original PS Form 3854. The signed copy will be kept in the manifold dispatch book.

4. Other activities with outgoing registered mail will use PS Form 3877 to account for each piece. PS Form 3877 will be prepared in an original and one copy. The mail will be receipted for by the servicing U.S. or military post office. The accepting clerk will sign for the article(s) and keep the original PS Form 3877.

(3) Security of registered mail:

(a) Registered mail must be kept separate from other accountable mail. Mail centers that accept, receive and store registered mail shall designate a secure area or have a separate registry section, and the registered mail must be secured in a safe.

(b) Registered mail will not be held overnight unless absolutely necessary. Official registered mail held overnight

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must be locked in a General Services Administration (GSA)-approved safe.

(c) Accountable mail clerks at CMF's must prepare a balance and inventory by completing DD 2261 (Registered Mail-Balance and Inventory Sheet). The entries on the form are self-explanatory. The DD 2261 must be completed at the end of the duty day, or upon change of shift.

16. Prepaid Postage Report. On a semi-annual basis, all commands having direct financial dealings with USPS or military post offices shall:

a. Report all official mail purchases to their major claimant per reference (a), chapter 2, paragraph C6.

b. The OMM of each major claimant is responsible for obtaining data from field activities, verifying the accuracy of the data, and consolidating the official mail purchase information pertaining to their claimancy into a single report and forwarding it to COMNAVSUPSYSCOM (SUP 54) to arrive by 15 May, and 15 November of each year.

c. COMNAVSUPSYSCOM will consolidate the information received from the major claimants and forward a single Navy Prepaid Postage Report to the DoD Official Mail Manager by the date established by the DoD OMM.

<u>CLAIMANT</u>	<u>UIC</u>
Chief of Naval Operation (N09BF)	00011
Assistant for Administration, Office of the Under Secretary of the Navy	00012
Office of Naval Research	00014
Office of Naval Intelligence	00015
Bureau of Medicine and Surgery	00018
Commander Naval Air Systems Command	00019
Chief of Naval Personnel	00022
Commander Naval Supply Systems Command	00023

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Commander Naval Sea Systems Command	00024
Commander Naval Facilities Engineering Command	00025
Strategic System Programs	00030
Commander Military Sealift Command	00033
Commander Space and Naval Warfare Systems Command	00039
Commander in Chief U.S. Atlantic Fleet	00060
Commander in Chief U.S. Naval Forces Europe	00061
Chief of Naval Education and Training	00062
Commander Naval Computer and Telecommunications Command	00063
Commander Naval Meteorology and Oceanography Command	00065
Commander Naval Security Group Command	00069
Commander in Chief U.S. Pacific Fleet	00070
Commander Naval Reserve Force	00072
Commander Special Warfare Command	00074

17. Change Recommendations. Send recommended changes to this instruction via the chain of command to:

COMMANDER  
SUP 54  
COMNAVSUPSYSCOM  
PO BOX 2050  
MECHANICSBURG PA 17055-0791

18. Action. Addressees will ensure the thorough knowledge of and compliance with this instruction by all personnel associated with the origination, handling, and processing of official mail and the payment of official mail costs.

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19. Reports. The reporting requirements set forth in paragraphs 16a and 16b is assigned Report Control Symbol DD-P&L(Q)1833(5218).

20. Forms

a. SF 1034 (4-87), Public Voucher for Purchases and Services Other Than Personal, NSN 7540-00-634-4206 (single sheet) and NSN 7540-00-900-2234 (4-part carbon interleaved snapout), is available from the General Services Administration.

b. NAVCOMPT 2277 (8-88), Voucher for Disbursement and/or Collection, S/N 0104-LF-003-0800 is available from the Navy supply system per CD ROM NAVSUP PUB 600 (NLL).

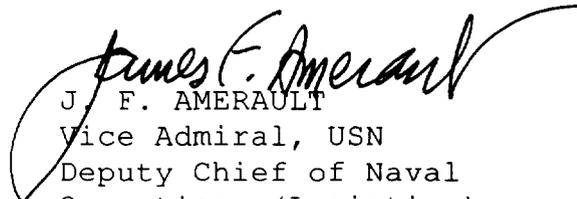
c. The following forms are authorized for local reproduction:

(1) OF 1017-G (9-79), Journal Voucher

(2) NAVSUP Form 5218, Official Mail Manager's Inspection Checklist

(3) NAVSUP Form 5218/2, Official Stamp Audit

d. PS forms are available from local USPS or MPOs.

  
J. F. AMERAULT  
Vice Admiral, USN  
Deputy Chief of Naval  
Operations (Logistics)

Distribution:  
SNDL Parts 1 and 2

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## OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST

OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST				A. DATE	
For use of this form, see OPNAV 5218.7B. The proponent agency is Naval Supply Systems Command.					
B. TO (Inspected Activity)			C. FROM (Inspecting Activity)		
INSTRUCTIONS					
Mark an "X" in YES or "NO" column for each item. If item is not applicable, mark "NA" in "YES" column. References apply to OPNAV 5218.7B and DOD 4525.8-M (2.C refers to Chapter 2, Paragraph c).					
ITEM	YES	NO	ITEM	YES	NO
1. Is a current copy of OPNAVINST 5218.7A available?			18. Are all business reply items prepared per Ch3, Para M1a and b of DOD 4525.8-M?		
2. Is a current copy of DOD 4525.8-M available?			19. Do permit imprint format and contents comply with Ch3, Para R1 of DOD 4525.8-M?		
3. Does the command OMM have a current copy of all publications required by Ch1, Para D of DOD 4525.8-M?			20. Are postage stamp inventories maintained IAW Ch5, Para B1 of DOD 4525.8-M?		
4. Does each meter location have a current copy of all publications required by Ch1 Para D of DOD 4525.8-M?			21. Are postage stamps ordered per Ch5, Para B2 of DOD 4525.8-M?		
5. Is official mail being transported at the lowest cost to the DON per Ch2, Para B1 and 2 of DOD 4525.8-M?			22. Are postage stamps secured per Ch5, Para B3 of DOD 4525.8-M?		
6. Is unauthorized use of official mail reported per Ch2, Para B8 and Ch3, Para Q of DOD 4525.8-M?			23. Are valid USPS postage meter licenses on hand as required by Ch5, Para C1 of DOD 4525.8-M?		
7. Are all OMMs appointed in writing in accordance with Ch2, Para C1a of DOD 4525.8-M?			24. Have expired USPS postage meter licenses been canceled per Ch5, Para C1 of DOD 4525.8-M?		
8. Are OMM appointments on file as required by Ch2, Para C1a of DOD 4525.8-M?			25. Are metering locations posting daily meter readings to PS Form 3602-A per Ch5, Para C.3 of DOD 4525.8-M?		
9. Are OMMs carrying out their training and supervisory requirements of Ch2, Para C2 and 3 of DOD 4525.8-M?			26. Are USPS Forms 3603 (Receipt for Postage Meter settings) on file per Ch5, Para 5C2c of DOD 4525.8-M?		
10. Is official mail monitored in compliance with Ch2, Para C3b of DOD 4525.8-M?			27. Are refunds for spoiled postage submitted per Ch5, Para C4a of DOD 4525.8-M?		
11. Are OMMCCP inspections conducted as required by Ch2, Para C4 of DOD 4525.8-M?			28. Is the record of postage use being analyzed per Ch5, Para C6 of DOD 4525.8-M?		
12. Is maximum use being made of consolidated mailings per Para 9b of OPNAV 5218.7B, and Ch3 Para C of DOD 4525.8-M?			29. Are postage meters secured per Ch5, Para C9 of DOD 4525.8-M?		
13. Are consolidated mailings prepared per Ch3, Para C of DOD 4525.8-M?			30. Are postage meter keys secured per Ch5, Para C9 of DOD 4525.8-M?		
14. Are consolidated mailings dispatched daily, per Para 15d2 of OPNAV 5218.7B?			31. Is the postage metering equipment accounted for per Ch5, Para C10 of DOD 4525.8-M?		
15. Is mail being marked with the correct class of mail per Ch3, Para G of DOD 4525.8-M?			32. Do postage meter supplies meet requirements of Ch5, Para C11 of DOD 4525.8-M?		
16. Are special mail services being selected per Para 10 of OPNAV 5218.7B and Ch3, Para 1 of DOD 4525.8-M?			33. Is a record of daily usage of stamp stock recorded on PS Form 3295 or other form as required by Para 13b of OPNAVINST 5218.7B?		
17. Are all business reply items addressed to a DOD activity per Ch3, Para M1a and 2b. of DOD 4525.8-M?			34. Is stamp stock being audited monthly by the command OMM IAW Para 13e of OPNAVINST 5218.7B?		

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<b>OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST</b>					
(...Continued from Front)					
ITEM	YES	NO	ITEM	YES	NO
35. Are official mail addresses, both delivery and return, formatted correctly IAW Para 11a and b of OPNAVINST 5218.7B?			39. Does the CMF have a five year plan IAW Para 15b4 of OPNAVINST 5218.7B? (CMF's Only)		
36. Has a Director of Postal Operations been appointed in writing IAW Para 15b1 of OPNAVINST 5218.7B? (CMF's Only)			40. Is a record of the total cost of postal support provided to each activity maintained per Para 7a5of OPNAV 5218.7B?		
37. Has a Customer Service Guide been prepared for customer use IAW Para 15b3 of OPNAVINST 5218.7B? (CMF's Only)			41. Is accountable mail being processed correctly IAW Para 15h of OPNAV 5218.7B?		
38. Is maximum use being made of available postal discounts such as pre-sorted mail IAW Para 15c3 of OPNAVINST 5218.7B? (CMF's Only)					
42. RATING (X one)	a. Satisfactory		b. Unsatisfactory		
<b>Note: An unsatisfactory rating is mandatory if any one of items 1, 2, 3, 4, or 34 is marked "NO"</b>					
43. COMMENTS					
44. INSPECTOR					
a. NAME (Last, First, Middle Initial)		b. GRADE OR TITLE		c. TELEPHONE NUMBER	
d. ORGANIZATION			e. SIGNATURE		

NAVSUP Form 5218 (4-98)

Enclosure (1)



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## DAILY STAMP USAGE WORKSHEET

**Date** \_\_\_\_\_

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	
	32 Cent Coils	
<b>Grand Total</b>		

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

