



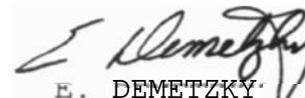
DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
5450 CARLISLE PIKE
PO BOX 2050
MECHANICSBURG PA 17055-0791

TELEPHONE NUMBER
COMMERCIAL
AUTOVON
IN REPLY REFER TO
5218
Ser 54A/17
MAY 8 2000

From: Commander, Naval Supply Systems Command

Subj: U.S. POSTAL SERVICE (USPS) FORMS

1. Several Navy mail centers reported problems with obtaining USPS forms. Official mail managers from DOD activities reported similar problems to the DOD Official Mail Manager.
2. DOD forwarded the issue to USPS for resolution. On 17 March 2000, the Manager of Operations Systems, Delivery, USPS, sent a letter to USPS Area Managers, Delivery Programs Support offices advising USPS is required to furnish DOD installations with postal forms and supplies based on past usage.
3. Mail center supervisors unable to obtain forms from their servicing post office should request assistance from their USPS account representative. If the account representative is unable or unwilling to provide assistance, order the forms from the serving USPS Postal Business Center. The business centers will set-up automatic, periodic shipments of forms for large quantity users. The address and telephone number of each Postal Business Center can be obtained from the USPS home page at www.usps.com. Once you are on the USPS home page click on the Business Tab, then on locate, and then on Postal Business Center Locator and follow the instructions to locate the office nearest to your location.
4. Request you forward a copy of this letter to all mail centers under your cognizance. Mail centers that continue to have difficulties obtaining USPS forms should contact the Department of the Navy Official Mail Manager (DON OMM), Mr. Alan L. Hass, at alan_l_hass@navsup.navy.mil, or 717-605-5894, DSN 430-5894.


E. DEMETZKY
By direction

Distribution:
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CINCLANTFLT (N412P)
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Subj: U.S. POSTAL SERVICE (USPS) FORMS

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COMNAVMETOCOM (N111)
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COMNAVSEASYSYSCOM (SEA 09A12)
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