DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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TELEPHONE NUMBER
COMMERCIAL
AUTOVON

IN REPLY REFER TO:
5218
Ser 54A/41
SEP 30 2002

From: Commander, Naval Supply Systems Command

Subj: AUDITS OF OFFICIAL MAIL STAMP STOCK

Ref: (a) OPNAVINST 5112.7B

Encl: (1) NAVSUP Form 5218/2, Official Stamp Audit

1. Enclosure (1) is a revised copy of NAVSUP Form 5218/2. This form was revised to include current denominations of postage stamp stock resulting from the U.S. Postal Service's recent rate change.

2. All commands using stamp stock for official mailings are required to use this form when conducting monthly audits required by paragraph 13e of reference (a).

3. Enclosure (1) is available on the NAVSUP WEB site, www.nll.navsup.navy.mil. The revised form will be included in the next revision of reference (a).

4. Request you forward enclosure (1) to all activities under your cognizance that use postage stamp stock for official mailings.

5. Questions on audits of official mail stamp stock should be directed to Mr. Alan L. Hass, 717-605-5894 or DSN 430-5894.

E. DEMECZKY
By direction

Distribution:
AAUSN (SPD)
CINCLANTFLT (N412P)
CINCPACFLT (N4142)
CINCUSNAVEUR (N41P)
CNET (N0041)
CNO (N09BF)
COMNAVAIRSYSCOM (AIR 7.1.4)
COMNAVFACENGCOM (HQO-COMCEN)
COMNAVPERSCOM (014CC)
COMNAVRESFOR (N01A1
COMNAVSEASYSCOM (SEA 09A12)
COMNAVSECGRUCOM (N1)
COMSC (N0021)
COMSPAWARSYSCOM (SPAWAR 09M)
DIRSSP (SP 161)

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Copy to:
AFLOAT TRAINING GROUP ATLANTIC
AFLOAT TRAINING GROUP PACIFIC
COMNAVREG HAWAII
COMNAVREG MIDLANT
COMNAVREG NE
COMNAVREG NW
COMNAVREG SE
COMNAVREG SW
FISC NORFOLK (Code 308)
FISC NORFOLK DET WDC (Code 00)
FISC PEARL HARBOR (Code 8404)
FISC SAN DIEGO (Code 750)
NAVY REGION SOUTH

OFFICIAL STAMP AUDIT

ACTIVITY

DENOMINATION OF STAMP	NUMBER OF STAMPS ON HAND	VALUE OF STAMPS ON HAND
.01		
.02		
.03		
.04		
.05		
.10		
.20		
.23		
.37		
.60		
.83		
1.00		
2.00		
3.85		
5.00		
NO. 10 Envelopes .45 (each)		
.37 Cent Coils		

TOTAL VALUE OF STAMPS ON HAND	
DOLLAR VALUE OF STAMPS ON HAND AS OF THE LAST MONTHLY AUDIT	
DOLLLAR VALUE OF STAMPS PURCHASED SINCE LAST AUDIT (+)	
SUB TOTAL (=)	
DOLLAR VALUE OF STAMPS USED (-)	
TOTAL (=)	
TOTAL VALUE OF STAMPS ON HAND, PURCHASED, AND USED	
DIFFERENCE BETWEEN TOTAL VALUE OF STAMPS ON HAND, PURCHASED, USED, AND TOTAL VALUE OF STAMPS ON HAND LAST AUDIT	

AUDITOR'S TYPED OR PRINTED NAME AND SIGNATURE	DATE

NAVSUP Form 5218/2 (Rev 06-02)

S/N 0108-LF-981-3000