



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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COMMERCIAL
AUTOVON
IN REPLY REFER TO:
5218
Ser 54A/70

JAN 10 2001

From: Commander, Naval Supply Systems Command

Subj: UNAUTHORIZED USE OF RETURN RECEIPTS (PS FORM 3811) ON
CERTIFIED AND REGISTERED MAIL SENT IN CONSOLIDATED MAIL

1. U.S. Postal Service (USPS) headquarters recently reported their post office managers have noticed Navy activities are using return receipts on certified and registered mail sent in consolidated mail containers.
2. A fee is required for return receipt service. For this reason the use of return receipts on certified and registered mail sent in consolidated mail is NOT authorized. When a regulation requires the use of a return receipt on articles sent as certified or registered mail the postage and fees must be prepaid.
3. Request you disseminate this information to all activities under your cognizance that apply postage to official mail.
4. Direct questions on the contents of this letter to Mr. Alan L. Hass, 717-605-5894 or DSN 430-5894.


E. DEMETZY
By direction

Distribution:

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