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/67
DEC 1 2000

FIRST ENDORSEMENT on MPSA-OMM memorandum of 15 Nov 00

From: Commander, Naval Supply Systems Command

Subj: ACH TRANSACTIONS TO THE U.S. POSTAL SERVICE

Ref: (a) NAVSUP memo 5218 Ser 54A/39 of 31 Jul 00
(b) NAVSUP memo 5218 Ser 54A/56 of 20 Oct 00

1. The basic correspondence replaces two DOD memorandums on the same subject forwarded by references (a) and (b).

2. The basic correspondence reformats the way data is entered to make it electronic forms compatible.

3. Request you forward a copy of this correspondence, via command official mail managers, to Comptrollers at installations, and other locations under your cognizance who have responsibility for purchasing postage for official mailings. Destroy all copies of references (a) and (b).

4. Direct questions on the new procedures to the POC listed in the memorandum. The Navy's POC is Mr. Alan L. Hass, 717-605-5894 or DSN 430-5894.

E. DEMETZKY
By direction

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Subject: ACH TRANSACTIONS TO THE U.S. POSTAL SERVICE (USPS)

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DEPARTMENT OF DEFENSE
MILITARY POSTAL SERVICE AGENCY
2461 EISENHOWER AVENUE SUITE 814
ALEXANDRIA VA 22331-0006

REPLY TO
ATTENTION OF

MPSA-OMM

15 November 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ACH Transactions to the U.S. Postal Service

1. This memorandum replaces my memorandums of 7 July and 11 October 2000, subject as above, and reformats the way data is entered to make it electronic forms compatible. A list of the applicable DUNS Numbers and CAGE Codes is enclosed. The following procedures are effective immediately when asking the Defense Finance and Accounting Service (DFAS) to make automated clearing house (ACH) transactions to the U.S. Postal Service (USPS) to pay for different types of items. This memorandum is not applicable to penalty postage or payments to military post offices. NOTE: A separate SF 1034 (PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL)is required for each USPS facility. A separate SF 1034 is also required for each type of transaction.

a. Deposits to the Computerized Meter Resetting System (CMRS). The SF 1034 must contain the following information.

(1) Enter the following in the PAYEE'S NAME AND ADDRESS block.

DUNS CAGE ACH CCD+/CTX
US Postal Service (Meter Vendor Name)
National Lock Box Program Manager
475 L'Enfant Plaza SW
Washington DC 20260-5130

(2) Enter the following in the ARTICLES OR SERVICES block.

Mail services for (your activity's name)
LEAVE A BLANK LINE
CMRS Account Number: xxxxxxxxx **(Note: Use number assigned by vendor)**
LEAVE A BLANK LINE
GOV TO GOV. PAY IMMEDIATELY.
LEAVE A BLANK LINE
Other: (This line is optional. List any information necessary for your activity, like 3rd Quarter Fiscal Year 2000)

b. Deposits to Centralized Account Processing System (CAPS). The SF 1034 must contain the following information.

(1) Enter the following in the PAYEE'S NAME AND ADDRESS block.

DUNS 00-326-1245+0005 CAGE 1RD41 ACH CCD
USPS CAPS Service Center
2700 Campus Drive
San Mateo CA 94497-9223

(2) Enter the following in the ARTICLES OR SERVICES block.

Mail services for (your activity's name on CAPS account)
LEAVE A BLANK LINE
CAPS Account Number: CTASXXXXX **(Note: Use CTAS and 5 digit number—NO spaces)**
LEAVE A BLANK LINE
GOV TO GOV. PAY IMMEDIATELY.
LEAVE A BLANK LINE
Other: (This line is optional. List any information necessary for your activity, like 3rd Quarter Fiscal Year 2000)

c. Recurring payments and deposits to local Post Offices. This includes permit fees and permit postage not payable via CAPS, deposits to trust accounts such as Permit Imprint (PI), Postage Due (PD), Business Reply Mail (BRM) and Merchandise Return Service (MRS), Express Mail Corporate Account (EMCA), Periodicals Requestor Rate (PRR), and (POBox). Local post offices do not have bank accounts. Therefore, the ACH transaction must be made to a bank account belonging to the USPS District to which the local post office belongs. Obtain the District's name and address from the post office. The SF 1034 must contain the following information.

(1) Enter the following in the PAYEE'S NAME AND ADDRESS block.

DUNS CAGE ACH CCD+/CTX
USPS (District Office Name)
Street Address
City, State, ZIP+4 Code

(2) Enter the following in the ARTICLES OR SERVICES block.

Mail Services for (your activity's name)
(USPS' facility's name where account is held) **(Only one facility per SF 1034)**
(Street Address)
(City, State, ZIP+4 Code)
1234 BRM 123456

NOTE: This line consists of three fields separated by a space. The left field contains the USPS facility's 4-digit Standard Field Account Number (SFA) of the post office that is to receive the money. The center field contains one of the types of transaction abbreviations from Paragraph 1.c. **(Note: ONLY one transaction type per SF 1034.)** The right field contains the trust account number or PO Box number.

LEAVE A BLANK LINE
GOV TO GOV. PAY IMMEDIATELY.
LEAVE A BLANK LINE
Other: (This line is optional. List any information necessary for your activity, like 3rd Quarter Fiscal Year 2000)

d. Deposits to Stamps-by-Phone Trust Accounts. The SF 1034 must contain the following information.

(1) Enter the following in the PAYEE'S NAME AND ADDRESS block.

DUNS 88-396-9412 CAGE 1Q588 ACH CCD+/CTX
USPS Stamp Fulfillment Services
8300 NE Underground Drive Pillar 210
Kansas City MO 64144-0001

(2) Enter the following in the ARTICLES OR SERVICES block.

Mail services for (your activity's name)
LEAVE A BLANK LINE
Stamps-by-Phone Account Number: xxxxxxxx
LEAVE A BLANK LINE
GOV TO GOV. PAY IMMEDIATELY.
LEAVE A BLANK LINE
Other: (This line is optional. List any information necessary for your activity, like 3rd Quarter Fiscal Year 2000.)

e. When applying for a permit, send a copy of the enclosed USPS Corporate Treasurer's letter to the post office along with your permit application. After receiving the permit number and the post office's Standard Field Account (FSA) number from the post office, pay the permit fee and postage by following the instructions in Paragraph 1.c. (NOTE: If your activity has a CAPS account and the post office has the USPS' computerized Permit System, ask the CAPS Service Center to link the permit to your CAPS account. When the CAPS account is established and linked to the permit, deposit the money for postage in your CAPS account instead of a trust account at the post office. Deposit the money for postage by following the instructions in Paragraph 1.b. The initial permit fee must be paid to the local post office. It cannot be paid out of the CAPS account.)

MPSA-OMM
SUBJECT: ACH Transactions to the U.S. Postal Service

2. Standard Form 3881 (ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM) is not required.

3. This memorandum has been coordinated with the Defense Finance and Accounting Service and the U.S. Postal Service's (USPS) Corporate Treasury at (202) 268-2884 or 6481. I am at (703) 325-0674, DSN 221-0674, or dodomm@hqda.army.mil.

2 Enclosures

Leonard A. Bartels
DoD Official Mail Manager

DISTRIBUTION:
OFC SEC OF DEF/CCD/DC&D (Mr. Light)
JS DIRM SERVICES DIV (MSgt Hollings)
DoD INSPECTOR GENERAL (Mr. Braemer)
DA TAPC PDR (Mr. Hall)
NAVSUPSYSCOM (SUP 54) (Mr. Hass)
HD, POSTAL AFFAIRS SEC/CODE MHP-50/USMC (CWO4 Bennett)
USAF/SCXX (Mr. Eichholz)
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ADVANCED RESEARCH PROJECTS AGENCY (Mr. Geraci)
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DEFENSE THREAT REDUCTION AGENCY (Mr. Fairchild)
PRESIDENT, USUHS (Ms. Burke)

CCR Registration List
United States Postal Service

DUNS Number (M)	CAGE Code (M) if foreign	Division Name	Division Number	Street Address(M)	City(M)	State(M)	Zip/Postal Code (M)
www.ccr2000.com							
10-711-6006	1QWS8	Akron	0442	675 Wolf Ledges Pkwy	Akron	OH	44309-9995
09-571-2402	1QVQ4	Alaska (Anchorage)	0995	3720 Barrow St	Anchorage	AK	99599-9995
07-208-5947	1QVN2	Alabama	0350	351 24th Street North	Birmingham	AL	35203-9995
09-693-4260	1QVQ6	Albany	0120	30 Old Karner Rd	Albany	NY	12288-9995
62-654-8838	1QV24	Albuquerque	0870	500 Marquette Ave NW Suite 907	Albuquerque	NM	87102-9995
18-986-2787	1Q4D3	Appalachian	0250	1002 Lee Street East	Charleston	WV	25301-9998
18-115-3776	1QVW8	Arizona (Phoenix)	0852	4949 E VanBuren St Rm 211A	Phoenix	AZ	85026-9995
79-823-5123	1QV38	Arkansas	0720	420 Natural Resources Dr	Little Rock	AR	72205-9995
18-989-4392	1Q951	Atlanta	0300	1605 Boggs Road	Duluth	GA	30026-8600
11-950-3266	1QVR3	Baltimore	0210	900 E Fayette St	Baltimore	MD	21233-9995
18-995-0087	1Q952	Big Sky (Billings)	0590	841 S 26th Street	Billings	MT	59101-9995
04-152-4349	1QVK9	Boston	0020	25 Dorchester Ave	Boston	MA	02205-9995
18-996-0623	1QVX5	Capital	0200	900 Brentwood Rd NE	Washington	DC	20066-7400
87-301-3973	1QV54	Caribbean	0006	585 Ave FD Roosevelt	San Juan	PR	00936-9995
60-446-4789	1Q970	Central Florida	0327	800 Rinehart Road	Mid Florida	FL	32799-8801
17-213-5055	1QVV6	Central Illinois	0604	6801 W 73rd St	Bedford Park	IL	60499-9995
87-882-7856	1QV57	Central New Jersey	0088	21 Kilmer Rd	Edison	NJ	08899-9995
06-313-8254	1RDB6	Central Plains	0680	10707 Pacific Street	Omaha	NE	68124-9501
96-669-1842	1QW22	Chicago	0606	433 W. Harrison St. Ste. 3018	Chicago	IL	60607-9995
13-797-0950	1QVT0	Cincinnati	0450	1591 Dalton St	Cincinnati	OH	45234-9514
02-062-5273	1QVJ3	Cleveland	0440	2200 Orange Ave Room 107	Cleveland	OH	44101-9995
87-688-8140	1QV56	Colorado	0800	7500 E 53rd Pl	Denver	CO	80266-9995
02-728-1596	1REJ3	Wyoming	0800	7500 E 53rd Pl	Denver	CO	80266-9995
18-999-2956	1QVX7	Columbus	0430	850 Twin Rivers Dr	Columbus	OH	43216-9995
94-978-0282	1QV75	Connecticut	0060	141 Weston St	Hartford	CT	06101-9995
18-999-3913	1Q954	Dakota	0570	657 2nd Avenue N	Fargo	ND	58102-9998
79-781-7004	1QV37	Dallas	0752	951 W Bethel Rd	Coppell	Tx	75099-9995
03-986-9896	1QVK7	Detroit	0481	1401 W Fort St	Detroit	MI	48233-9995
18-999-4721	1QVX8	Erie	0164	717 State St. Ste. 311	Erie	PA	16515-9995
78-372-5591	1QV32	Fort Worth	0760	4600 Mark IV Parkway	Fort Worth	TX	76161-9995
08-501-0411	1QWA6	Gateway	0630	1720 Market St Room 3031	St Louis	MO	63155-9995
15-293-6795	1QWU6	Greater Indiana	0460	3939 Vincennes Rd	Indianapolis	IN	46298-9995
18-999-5363	1Q955	Greater Michigan	0493	PO Box 999995	Grand Rapids	MI	49599-9997

as of 10/11/2000

CCR Registration List
United States Postal Service

DUNS Number (M)	CAGE Code (M) if foreign	Division Name	Division Number	Street Address(M)	City(M)	State(M)	Zip/Postal Code (M)
www.ccr2000.com							
84-432-0239	1RJK7	Greater South Carolina	0290	PO Box 929995	Columbia	SC	29292-9995
79-771-3138	1Q979	Greensboro	0270	PO Box 27499	Greensboro	NC	27498-9500
60-515-0408	1QWH8	Harrisburg	0170	1425 Crooked Hill Rd	Harrisburg	PA	17107-9995
86-785-0273	1RD02	Hawkeye	0500	PO Box 189995	Des Moines	IO	50322-9995
12-275-9657	1QWD0	Honolulu	0967	3600 Aolele St	Honolulu	HI	96820-3650
09-397-3691	1QWB0	Houston	0770	401 Franklin St	Houston	TX	77201-9998
18-999-7856	1Q956	Kentuckiana	0400	1420 Gardiner Lane	Louisville	KY	40231-9998
83-568-9779	1QWM4	Lancaster	0175	1905 Old Philadelphia Pike	Lancaster	PA	17602-9995
61-827-0219	1QWJ7	Las Vegas	0890	1001 E Sunset Rd	Las Vegas	NV	89199-9995
06-992-7481	1QV96	Long Beach	0907	2300 Redondo Ave	Long Beach	CA	90809-9598
18-999-8573	1REH1	Long Island	0117	PO Box 7500	Hauppauge	NY	11760-9995
18-854-5339	1Q1Y2	Los Angeles	0900	7001 S. Central Ave Room 312	Los Angeles	CA	90052-9998
04-101-6007	1QV36	Louisiana	0700	701 Loyola Ave	New Orleans	LA	70113-9995
92-673-1142	1QWN4	Maine	0040	380 Riverside St	Portland	ME	04103-7040
17-984-0384	1QWF3	Mid America	0640	315 W Pershing Rd Room 536	Kansas City	MO	64108-9995
79-770-9276	1QWL8	Mid Carolinas	0280	2901 South I85 Service Rd	Charlotte	NC	28228-9950
92-697-8255	1QWN5	Middlesex Central	0018	74 Main Street	North Reading	MA	01889-9995
18-999-9480	1Q957	Milwaukee	0530	350 W Saint Paul Ave	Milwaukee	WI	53203-9521
18-999-9779	1QWG1	Mississippi	0390	1461 Lakeover Rd.	Jackson	MS	39205-9998
18-410-3935	1QWF9	New Hampshire	0030	955 Goffs Falls Rd STE 995	Manchester	NH	03103-9995
07-105-1478	1QV99	New York	0100	421 8th Ave Room 3007	New York	NY	10199-9995
60-315-2026	1QWH5	North Florida	0320	PO Box 40005	Jacksonville	FL	32203-0005
06-995-3321	1QV98	Northern Illinois	0600	500 E Fullerton Ave	Carol Stream	IL	60199-9995
12-725-5961	1QWD1	Northern New Jersey	0070	494 Broad St Rm 316	Newark	NJ	07102-9351
86-016-4516	1QWM6	Northern Virginia	0220	8409 Lee Highway	Merrifield	VA	22081-9995
18-866-5160	1QWG0	Northland	0553	100 S 1st St Room 411	Minneapolis	MN	55401-9995
07-169-2529	1QWR6	Oakland	0945	1675 7th St	Oakland	CA	94615-9998
93-883-6475	1QW15	Oklahoma	0730	3030 NW Expressway St	Oklahoma City	OK	73198-9995
06-843-5259	1QWR3	Philadelphia	0190	2970 Market St Room 309A	Philadelphia	PA	19104-9995
12-168-0045	1QWT4	Pittsburg	0150	1001 California Ave Room 2389	Pittsburgh	PA	15290-9996
62-216-3772	1QWY1	Portland	0970	715 NW Hoyt St	Portland	OR	97208-8097
16-605-5103	1QWY5	Providence	0028	24 Corliss St	Providence	RI	02904-9995
62-660-2783	1QWY6	Richmond	0230	1801 Brook Rd	Richmond	VA	23232-9995

as of 10/11/2000

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www.ccr2000.com							
83-597-0021	1QW07	Rio Grand	0780	1 Post Office Dr	San Antonio	TX	78284-9995
19-000-1979	1QWW4	Royal Oak	0480	600 Minnesota	Troy	MI	48083-9500
55-621-1613	1QWX0	Sacramento	0956	3775 Industrial Blvd	West Sacramento	CA	95799-0050
19-000-2142	1QWW5	Salt Lake	0840	1760 West 2100 South	Salt Lake City	UT	84199-9995
96-542-6364	1QW21	San Diego	0920	11251 Rancho Carmel Dr	San Diego	CA	92199-9995
19-000-2316	1Q958	San Francisco	0940	PO Box 884474	San Francisco	CA	94188-4474
78-727-3333	1QWZ5	San Jose	0950	1750 Lundy Ave	San Jose	CA	95101-9998
61-824-3489	1QWY0	Santa Ana	0926	3101 W Sunflower	Santa Ana	CA	92799-9331
19-000-2456	1Q959	Seattle	0980	415 1st Avenue North	Seattle	WA	98109-4504
19-000-2571	1Q960	South Florida	0330	2200 NW 72nd Avenue	Miami	FL	33152-9511
12-727-4251	1QWT7	South Georgia	0310	451 College St	Macon	GA	31213-9995
80-530-5893	1QXL2	South Jersey	0080	PO Box 9001	Bellmawr	NJ	08099-9998
87-851-0510	1QXM7	Spokane	0990	707 W Main Ave Ste 600	Spokane	WA	99299-9995
80-524-8960	1QXL1	Springfield	0010	1883 Main St	Springfield	MA	01101-9995
06-861-7773	1QW71	Suncoast	0335	2203 N. Lois Ave, Ste 1050	Tampa	FL	33607-7150
19-001-1119	1QXF6	Tennessee	0370	525 Royal Parkway	Nashville	TN	37229-9995
87-932-3418	1QXM8	Triboro	0110	14202 20th Ave	Flushing	NY	11351-9995
83-568-9837	1QXL8	Van Nuys	0913	28201 Franklin Parkway	Santa Clarita	CA	91383-9995
17-640-6759	1QXF2	Westchester	0105	1000 Westchester Ave Room 2-228	White Plains	NY	10610-9995
07-146-9910	1QW73	Western New York	0140	1200 William St	Buffalo	NY	14240-9995
88-396-9412	1Q588	Stamp Fulfilment Office	--	300 NE Underground Drive Pillar 210	Kansas City	MO	64144-0001
00-326-1245+0001	1RDJ7	USPS - Ascom Hasler	--	475 L'Enfant Plaza SW	Washington	DC	20260-5130
00-326-1245+0004	1RD40	USPS - Neopost	--	475 L'Enfant Plaza SW	Washington	DC	20260-5130
00-326-1245+0002	1RD39	USPS - Pitney Bowes	--	475 L'Enfant Plaza SW	Washington	DC	20260-5130
00-326-1245+0010	1RD42	USPS - Postalia	--	475 L'Enfant Plaza SW	Washington	DC	20260-5130
00-326-1245+0005	1RD41	USPS-CAPS	--	475 L'Enfant Plaza SW	Washington	DC	20260-5130

CORPORATE TREASURY

UNITED STATES
POSTAL SERVICE

July 3, 2000

Postmaster:

This is a letter of authorization to you to reserve a commercial permit number and provide your Standard Field Accounting (SFA) number to the Department of Defense (DoD). The permit number must be opened and held for a maximum of 30 days or until payment is received. At the time the permit number is provided to the DoD, you must also provide your USPS facility's complete address, the USPS district in which the facility is located and your Standard Field Accounting (SFA) number.

After the number is reserved, the DoD will initiate an electronic payment (ACH) for the fees. Your district accounting office will receive notification from the bank when an ACH payment is received from DoD. The payment will be identified for your office and your district accounting office will notify you of the payment. After the fees are paid, you may enter the information into the permit system. The permit will subsequently be linked to CAPS (provided the Postmaster has the Permit System and the permit holder has a CAPS account or is applying for one and receives it). The ACH payment will include funds to cover both the permit fee and the postage if the DoD activity does not have a CAPS account or the USPS does not have the computerized permit system.

If you require additional information, you may contact the Payment Technologies office in Corporate Treasury at 202-268-2884 or 202-268-6481.

William P Tayman, Jr.
Acting Vice President
Treasurer

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5130