

Update Notice

Handbook DM-103 – Official Mail February 1998

Handbook DM-103, *Official Mail*, was last printed in February 1998. To inform you of changes since that time, we periodically update this online edition of the DM-103. We use vertical bars (i.e., revision bars) in the margin to indicate text changed since February 1998.

How to Use This Update Notice

- Use this update notice to find out about changes, which were published in the *Postal Bulletin*, that have occurred since the last printed version.
- Find the chapter, subchapter, part, section, or system of records in the first column and read across the other columns to find specific information about that revision.

This online version of DM-103, *Official Mail*, published in February 1998 is updated through December 9, 2004, with the following *Postal Bulletin* articles:

This chapter, subchapter, part, or section...	titled...	was updated in <i>Postal Bulletin</i> issue number...	with an issue date of...
Chapter 1, Introduction			
182.1	District OMAS Coordinators	22088	10-31-2002
Chapter 3, Postal Service Mail			
3	Postal Service Mail	22143	12-9-2004
Chapter 5, OMAS Reporting and Verification Procedures			
51	Overview	22088	10-31-2002
		22101	05-01-2003
53	Preparing Batches	22088	10-31-2002
		22101	05-01-2003
54	Verifying and Correcting Processed Batches	22088	10-31-2002
		22101	05-01-2003
Chapter 6, Monitoring OMAS Activities			
61	General	22101	05-01-2003
62	Monitoring OMAS Revenues	22088	10-31-2002
63	Monitoring Suspended Transactions	22088	10-31-2002
64	Monitoring Open Batches	22088	10-31-2002

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Official Mail

Handbook DM-103

November 2001
Transmittal Letter 3

- A. Explanation.** This is a complete revision of the Appendix for Handbook DM-103, *Official Mail*. The Appendix, Agency Authorization Codes, contains an updated listing of agencies authorized to participate in the Official Mail Accounting System (OMAS). This revision has been incorporated into the online version of Handbook DM-103 located on the corporate intranet at <http://blue.usps.gov/cpim>. Subsequent revisions to the Appendix will be published periodically.
- B. Revision.** This revision of the DM-103 Appendix replaces all previous versions of the Appendix. Remove, Transmittal Letter 2, dated September 2000, and replace it with Transmittal Letter 3.
- C. Distribution.** No printed distribution of Transmittal Letter 3 was made. If you do not have access to the corporate intranet, copies are available from the Material Distribution Center (MDC) as follows:
- **Touch Tone Order Entry:** Call 1-800-332-0317, option 1, then option 2.
 - **cc:Mail:** Send an F3Fill-completed PS Form 7380, *MDC Supply Requisition*, to MDC Customer Service at *TOKS001L*.
 - **Mail:** Send a completed PS Form 7380, *MDC Supply Requisition*, to the following address:

SUPPLY REQUISITION
500 SW GARY ORMSBY DR
TOPEKA KS 66624-96702
- D. Changes.** The changes to Appendix, Agency Authorization Codes, appear in boldface type.
- E. Comments and Questions.** Address any comments or questions to:
- POST OFFICE ACCOUNTING
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 8831
WASHINGTON DC 20260-5242
- F. Effective Date.** This revision is effective upon receipt.

A handwritten signature in cursive script that reads "Donna M. Peak".

Donna M. Peak
Vice President, Controller
Finance

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1 Introduction

11 Purpose

The purpose of this handbook is to provide guidance to postal employees concerning the documenting and reporting of official mail. Adherence to these procedures will enable the Postal Service to assess and collect the proper amount of postage and to credit revenue to the appropriate post office.

12 Matter Sent as Official Mail

121 Definitions

121.1 Official Mail

Official mail is mail relating exclusively to the business of the U.S. government that is sent by authorized agencies (see 121.2) without prepayment of postage. The three general categories of official mail are:

- Penalty mail — nonprepaid mail of the executive and judicial branches of the federal government, so called because such mail must include the words “Official Business/Penalty for Private Use \$300” (see chapter 2).
- Internally generated Postal Service mail (see chapter 3).
- Congressional and other franked mail (see chapter 4).

121.2 Authorized Agencies

Departments and agencies of the federal government — including corporations, commissions, committees, and any officers or other authorities of the federal government — are entitled by law to send mail without prepayment of postage. However, they must apply to and be authorized by the Postal Service before they may send nonprepaid mail. The term *authorized agencies* refers to those departments and agencies that have been approved to participate in the official mail system.

An updated list of authorized agencies is published periodically in the *Postal Bulletin* (see the appendix to this handbook).

122 Prepayment of Postage

Some agencies (including the Army, Navy, Air Force, Marine Corps, and Department of Energy) choose to prepay postage by using regular postage stamps, commercial meters, or other means available to other mailers. Prepaid mail of agencies is *not* considered official mail and should be treated in the same manner as other mail.

123 Reporting Suspected Abuse of Official Mail Privileges

Unless permitted by statute or Postal Service regulations, an agency may not lend or furnish penalty envelopes, cards, cartons, labels, meter stamps, or penalty mail stamps to any private person, concern, or organization. The use of these items for matter not relating exclusively to the business of the U.S. government is prohibited.

If the matter sent does not seem to be related exclusively to the business of the U.S. government, postal personnel should submit a report of the suspected abuse to their rates and classification service center (RCSC). The RCSC must refer cases of abuse to the proper agency for investigation and action.

Note: Postal personnel may not detain official mail.

13 Rates and Services Accorded Official Mail

131 General

The Postal Service provides official mail customers the same rates and services — including forwarding, return, and address correction — accorded other mailers unless otherwise provided by law or regulations. Official mail must be prepared with an appropriate indicia format and must meet the eligibility, marking, preparation, and physical standards for the class of mail and rate of postage used. Both domestic and international mail may be sent as official mail.

132 Unpaid Mail

Agency mail discovered without any indication of postage should be handled as unpaid mail and returned to the originating agency.

133 Rates Excluded by Law

Agencies may not send official mail at Nonprofit Standard Mail, Library Mail, or Preferred Periodicals rates.

134 **Services Requiring Prepayment**

The Official Mail Accounting System (OMAS) does not provide for collection of postage and fees from agencies for the services listed below. Therefore, agencies must prepay postage and fees for these services:

- Money orders.
- Collect on delivery (COD) mail.
- Post office box and caller service fees (except when paid for with the Federal Postal Payment Card, see note at 142).
- On-site meter setting fees.

14 **Documentation of Postage and Fees**

141 **General**

Official mail is not prepaid; however, it is not sent free of postage. Authorized agencies must reimburse the Postal Service the appropriate amount of postage and fees due for the mail services they receive. The reporting requirements detailed in this handbook must be followed so that agencies are billed for their actual official mail activity and the resultant revenue can be credited to the appropriate post office.

142 **Tracking Penalty Mail**

The primary method for tracking penalty mail activity is through reports of agency mailing activity sent by post offices to their district OMAS coordinators, who input the appropriate charges into OMAS.

In addition, vendor records of Computerized Meter Resetting System (CMRS) meter settings, records of stamp distribution offices (SDOs) of orders for penalty mail stamps and stationery, and postage statements entered into the Permit System are transmitted to the Minneapolis Information Service Center (MNISC) for inclusion in OMAS. Express Mail postage that is charged to an agency code is captured by the Electronic Marketing Reporting System (EMRS) and transmitted to the MNISC for inclusion in OMAS. For more details, see chapter 2.

Note: Under a pilot program, some agencies are using the Federal Postal Payment Card (FPPC) to pay for postage. All types of penalty mail services — including manual meter resets, permit imprint, business reply mail (BRM), merchandise return service, postage due, Periodicals, Express Mail, and fees — may be paid for with this card. In addition, agencies may use the FPPC to pay for regular postage stamps and stamped stationery and post office box and caller service fees. FPPC transactions are handled in the same manner as Postal Payment Card transactions, except that they are billed through OMAS. When an entire agency converts to use of the FPPC for a particular type of mailing at a given post office, the applicable OMAS account (90000-series meter license, penalty permit imprint, penalty BRM, or penalty merchandise

return account) must be canceled and a commercial account established at that post office.

143 **Tracking Postal Service Mail**

All Postal Service mail originating from Headquarters, Headquarters field units, and area offices must be tracked so that postage and fees can be charged to the accountable postal unit. Post offices are directed to send all postage statements and forms relating to this mailing activity to their district OMAS coordinators to be entered into OMAS. Post offices using the Permit System enter postage statements for Postal Service mail locally. Postal Service mail originating from district offices and local post offices, except Express Mail, is not tracked. For more details, see chapter 3.

144 **Tracking Franked Mail**

The Postal Service uses a sampling system to track individual piece mailings of Senators while the House of Representatives uses an internal system to track mailings by its members. In addition, postage statements used to enter mass mailings by members of Congress are forwarded to the district OMAS coordinators to be entered into OMAS. Post offices using the Permit System enter postage statements for Congressional mailings locally. Vendor records of CMRS meter settings by district offices of House members are transmitted to the MNISC for inclusion in OMAS. For more details, see chapter 4.

15 **Official Mail Billing Process**

151 **Billings for Penalty Mail**

151.1 **Agency Estimates**

Authorized agencies are required to submit to the MNISC an estimate of their anticipated penalty mail activity each fiscal year. This estimate, due in mid-September, is to be based on the agency's prior year penalty mail usage adjusted to reflect any changes expected during the coming year. The Postal Service bills agencies monthly based on 1/12 of their estimates. Most agencies are billed through On-line Payment and Collection (OPAC), U.S. Department of the Treasury's electronic funds transfer system.

151.2 **End-of-Year Settlements**

At the close of the government fiscal year, final "settling-up" invoices are issued to each penalty mail agency. These invoices reflect the difference between the agency's actual official mail activity during the fiscal year and the funds collected based on the agency's estimate.

152 Billings for Franked Mail

The manager, Post Office Accounting, prepares monthly bills for the House and Senate based on reports of actual and sampled mailing activity of members of Congress. For more details, see chapter 4.

153 Chargebacks for Postal Service Mail

Internal mail costs are charged back to Headquarters, Headquarters field units, and area offices, but not to district offices and local post offices. Chargebacks appear on the Postal Service Financial Report (PSFR) as an expense (line 46, Internal Mail). These chargebacks are also reported under general ledger account number 52438 (or 52439, for Express Mail only). Budgeting for internal mail costs is a part of the normal budget process for Headquarters, Headquarters field units, and area offices. For more details, see chapter 3.

16 Crediting Revenue to Local Post Offices

Postage and fees for official mail activity result in revenue being credited to local post offices. Verified revenue amounts are reported by finance number on the PSFR as current period revenue for that accounting period (line 02, Other Commercial Revenue). Official mail revenues are also reported for each post office on the Revenue and Expense Summary Report under general ledger account numbers 41422 (Workload Revenue) and 41423 (Workshared Revenue) and in the Gross Revenue Report, which is distributed to post offices annually.

Note: Transactions that are reported or input into OMAS after the close of a reporting period are shown as prior period adjustments on the next PSFR.

17 Authorizations to Use Official Mail

171 Authorization by Manager, Post Office Accounting

Agencies that wish to send mail without prepaying postage must submit a written request to the manager, Post Office Accounting. Once authorized, an agency is assigned the following:

- A 3-digit agency code.
- "G" penalty permit imprint number.
- Business reply mail (BRM) permit number.

Upon written request from an authorized agency, the manager, Post Office Accounting, may also take action as follows:

- Assign a penalty merchandise return permit number.
- Grant permission to use penalty mail stamps and stationery.

- Grant permission to use Disaster Field Office meters (see 232.5).

Note: A complete listing of authorized agencies, their agency codes, and penalty permit numbers is published periodically in the *Postal Bulletin* (see the appendix to this handbook).

172 **Authorization by Local Post Offices**

Local post offices issue penalty meter licenses and local authorizations enabling authorized agencies to use their penalty permit, BRM, and merchandise return permits.

Note: Postal units may use the Postal Service permit imprint and BRM permit numbers without activating these permits at a local post office.

173 **Authorization by Rates and Classification Service Centers**

The rates and classification centers (RCSCs) approve or deny applications from authorized agencies for penalty Periodicals mailing privileges.

18 **Official Mail Accounting System Responsibilities**

181 **Local Post Office Responsibilities**

181.1 **Postmasters**

Postmasters or their designated managers have the following OMAS responsibilities:

- 1> Establish procedures and provide effective controls to ensure that all official mail transactions are processed promptly and accurately.
- 2> Appoint a person to serve as the local contact for OMAS activities. This person is referred to throughout this manual as the “accounting unit.”

181.2 **Accounting Units**

Accounting units — employees appointed to take responsibility for the accounting function at local post offices — have the following OMAS responsibilities:

- 1> Verify, batch, and submit to the district reports of official mail activity received from reporting units.
- 2> Correct any transactions that are rejected by OMAS and resubmit them within 5 working days (within one working day following the end of a reporting period).
- 3> Resolve other problems brought to his/her attention within 3 working days.

- 4> Use the OMAS management reports to verify revenue and ensure that all data entered into OMAS for a local post office is accurate and complete.

Accounting unit responsibilities are described in detail in chapter 5.

181.3 Reporting Units

All postal units — including stations/branches, BMEUs, mailing requirements units, and other reporting offices — are responsible for submitting reports of official mail activity (such as postage statements, meter setting receipts, meter checkout forms, applications for meter licenses, and reports of BRM and postage due activity) to the accounting unit or the district OMAS coordinator on a daily or accounting period basis. Frequency of reporting varies for different types of mailing activities.

182 District Responsibilities

182.1 District OMAS Coordinators

District OMAS coordinators serve as the reference point for all OMAS activities throughout their districts. This requires that they thoroughly understand all OMAS procedures and forms. District accounting offices also serve as accounting units for the local post offices where they are physically located.

The primary responsibilities of district OMAS coordinators are as follows:

- Data entry. All official mail data must be entered accurately and completely no later than the Monday following the close of each accounting period. For detailed instructions on data input requirements, refer to the *OMAS Data Entry Users' Guide*.
- Resolving operational difficulties. When problems are referred to the districts by OMAS staff at Headquarters, district OMAS coordinators follow local procedures to investigate and correct the difficulty. Normally, they can resolve problems by working with the appropriate reporting office and monitoring any required corrective action. If necessary, district OMAS coordinators should refer difficulties to their immediate supervisors, who will either correct the difficulty or refer the problem to the appropriate supervisory level for resolution.
- Monitoring compliance with OMAS procedures. District OMAS coordinators use the OMAS management reports and on-line inquiry screens to monitor the accuracy and timeliness of reporting of official mail activity by each post office in their districts (see chapter 6).

Note: Shared Services/Accounting at the Eagan ASC monitors OMAS activities for Post Offices that report under the Standard Accounting for Retail (SAFR) system.

182.2 District Managers, Finance

District managers, Finance, have overall responsibility for administering OMAS programs throughout their districts. They oversee all financial aspects of OMAS and ensure that OMAS responsibilities throughout their districts are clearly assigned.

183 Area Responsibilities**183.1 Area OMAS Coordinators**

Area OMAS coordinators serve as reference points for OMAS activities throughout their areas. This requires that they thoroughly understand all OMAS procedures and forms.

183.2 Area Managers, Finance

Area managers, Finance, have overall responsibility for administering OMAS programs throughout their areas. They oversee all financial aspects of OMAS and ensure that OMAS responsibilities throughout their areas are clearly assigned.

184 Minneapolis Information Service Center

MNISC is the data processing center for OMAS. MNISC personnel maintain the computer system, make changes and improvements as directed by Headquarters, and work with the districts to ensure proper OMAS operation.

185 Minneapolis Accounting Service Center

Minneapolis Accounting Service Center (MNASC) personnel process the monthly bills to agencies based on the agencies' estimates of annual mailing activity. MNASC personnel also produce and distribute quarterly reports summarizing the official mail activity of each agency.

186 OMAS Headquarters Staff

OMAS Headquarters staff disseminates necessary information, designs and implements program changes in conjunction with the MNISC, refers operational and administrative difficulties to the appropriate area or district OMAS coordinator for resolution, acts as a liaison with authorized agencies, works with other departments at Headquarters to ensure that OMAS rates and procedures are current and correct, and prepares monthly bills for the House and Senate based on reported mailing activity.

19 OMAS Training Opportunities

Postal employees who need detailed OMAS training should attend the Standard Mail Classification or Standard Window Clerk training program at the Postal Employee Development Center. Both of these classes include modules on official mail.

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2 Penalty Mail

21 General

211 Definition

Penalty mail is official mail sent by authorized executive and judicial agencies of the government without prepayment of postage. All penalty mail must include the words "Official Business/Penalty for Private Use \$300."

Note: Internally generated Postal Service mail is no longer considered to be penalty mail and must *not* include the penalty mail legend (see chapter 3).

212 Categories of Penalty Mail

Outgoing penalty mail of authorized agencies must include one of the following types of postage: penalty mail stamps, penalty metered postage, penalty permit imprint, or penalty mail Periodicals imprint. Categories of nonprepaid return mail include penalty BRM, penalty merchandise return service, and penalty postage due mail. Reporting and accounting procedures for each of these categories of penalty mail, as well as for penalty Express Mail, are described in this chapter.

Note: As of January 1, 1995, the use of the standard penalty (eagle) indicia was discontinued and may not be used. Agency mail bearing this indicia must be treated in the same manner as matter not bearing postage and returned to the sender.

22 Penalty Mail Stamps and Stationery

221 General

Authorized agencies may use penalty mail stamps and stationery for single-piece rate mailings only. Sufficient penalty mail stamps to cover the correct postage, including any applicable fees, must be affixed to each mailpiece. No credit is given for overpayment.

222 **Authorization**

Authorized agencies may apply to use penalty mail stamps and stationery by submitting a letter and receiving authorization from the manager, Post Office Accounting, Postal Service Headquarters. Local post offices should assume that agencies using penalty mail stamps and stationery have been authorized to do so since stamp distribution offices (SDOs) ship penalty mail stamps and envelopes only to authorized agencies.

223 **Format Requirements**

Agencies using penalty mail adhesive stamps or preprinted penalty stamped stationery must include the complete return address of the agency on each mailpiece. The words "Official Business" must be preprinted immediately below the return address.

224 **Special Uses of Penalty Mail Stamps**

224.1 **Express Mail**

Penalty mail stamps may be used for Express Mail postage (see 26). Acceptance personnel should make sure that the words "Penalty Mail Stamps" are written in the Federal Agency Acct. No. block of the Express Mail label.

Note: When penalty mail stamps are attached as postage, the agency code should *not* be included on the Express Mail label.

224.2 **Reply Mail**

Agencies that are authorized to use penalty mail may distribute penalty mail stamped envelopes or cards for reply mail purposes. These mailpieces must bear the preprinted address of the agency (see 27).

224.3 **Postage Due**

Penalty mail stamps may *not* be used to pay postage due charges (see 27).

225 **Authorizing Refunds for Unusable Stamps**

Local post offices may not make refunds to agencies for unusable penalty mail stamps or envelopes. Agencies may request that unusable items (such as misaddressed envelopes or damaged stamps) be exchanged by the SDO at full value.

226 **Reporting Requirements**

Local post offices are not required to track or report use of penalty mail stamps. Penalty mail SDOs enter orders for penalty mail stamps and envelopes into the STAMPS system, from which the charges are transmitted to the MNISC for inclusion in OMAS. Revenue from penalty mail stamps and envelopes is credited to the finance number of the SDO.

23 Penalty Meters

231 General

Authorized agencies may use penalty meters, which function like commercial meters except that postage is not prepaid. Agencies may use either CMRS meters or manual meters. Except as noted here, the same requirements — including meter licensing through the Centralized Meter Licensing System (CMLS), meter inspections, and procedures for lost or stolen meters — apply to agencies as to commercial meter users (see *Domestic Mail Manual* (DMM) P030). All penalty meter activity must be properly reported so that agencies can be billed through OMAS and the resulting revenue credited to the appropriate post office.

232 Special Uses of Penalty Metered Postage

232.1 Mass Mailings

Authorized agencies wishing to send penalty metered mail at other than single-piece rates must enter the mailing at a BMEU with a postage statement. The BMEU follows the normal verification and acceptance procedures for these mailings (see 248) and includes the postage statement (but not the revenue) on its official mail daily recap (see 249).

232.2 Express Mail

Authorized agencies may use penalty meter strips to pay for Express Mail postage (see 26). Acceptance personnel should make sure that the words “Penalty Postage Meter” are written in the Federal Agency Acct. No. block of the Express Mail label.

Note: If penalty meter strips are attached, the agency code must not be included on the Express Mail label.

232.3 Reply Mail

Authorized agencies may distribute penalty metered reply cards and envelopes for return to the meter license holder (see DMM P030).

232.4 Postage Due

Agencies may *not* use penalty meter strips to pay postage due charges (see 29).

232.5 Disaster Field Office Meters

Authorized agencies with field offices involved in disaster relief may apply to the manager, Post Office Accounting, for authorization to use disaster field office (DFO) penalty CMRS meters. Approved agencies are entitled to use a special meter stamp with the words “United States Government Emergency Operations” in lieu of the city and state of the mailing post office (see DMM P030).

DFO meters must be presented by a meter manufacturer to the Washington, DC, main post office (ZIP Code 20066-9998) for licensing under normal CMRS penalty meter licensing procedures (see 235.2). These meters may be set for any amount deemed necessary by the responsible agency. All DFO meter activity is credited to the Washington, DC, post office.


Field office personnel using DFO meters must notify the local postmaster where mail is deposited immediately upon entering a disaster location. They must also apply to the local post office for a regular penalty meter license and have a regular penalty meter installed under that license if disaster activities extend beyond 30 days. However, agency staff who are not in a fixed location (e.g., in mobile or temporary offices) may use DFO meters throughout the duration of a declared emergency.

233 Format Requirements

Penalty metered postage strips must include the words "U.S. Official Mail/Penalty for Private Use \$300." The return address must include the agency name and mailing address followed by the preprinted words "Official Business." See Exhibit 233 for the required format for penalty metered mail.

Exhibit 233

Penalty Metered Mail Format

Agency Name Delivery Address City State ZIP Code		U.S. OFFICIAL MAIL™ U.S. POSTAGE PENALTY FOR PRIVATE USE \$300 0.00 P.B. METER 1395792
<hr/> OFFICIAL BUSINESS Penalty for Private Use \$300		

234 Licensing Procedures

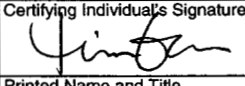
234.1 Assigning a Penalty Meter License

Authorized agencies must obtain a license to use penalty meters at each post office where metered mail will be deposited. To obtain a penalty meter license, the agency (or the meter manufacturer's representative) submits Form 3601-A, *Application or Update for a License to Lease and Use Postage Meters* (see Exhibit 234.1a), to the mailing requirements unit of the licensing post office.

Note: The application for a penalty meter license is separate from the application required for a meter license issued through CMLS.

Exhibit 234.1a

Completed Form 3601-A, Application or Update for a License to Lease and Use Postage Meters

United States Postal Service Application or Update for a License to Lease and Use Postage Meters		
<i>(Prepare and submit original signed form to the post office where metered mail will be deposited)</i>		
<input checked="" type="checkbox"/> New (Complete items at right)	Post Office Where Metered Mail Will be Deposited Washington State D.C. ZIP Code 20001	<input type="checkbox"/> Update (Complete items at right)
		Finance Number (As it appears on license certificate) Existing License Number (As it appears on license certificate)
A. Applicant		
1. Company Name (As it appears on license certificate for update) Peace Corps		2. Applicant Telephone Number (202) 999-9999
3. Applicant FAX Number ()		
4. Mailing Address (No., street, suite no. or P.O. box no.) 123 International Dr. N.W.		5. Physical Street Address (No., Street, Suite No. - Only if different from item 4 - DO NOT show a post office box number)
6. City, State, ZIP + 4 Washington D.C. 20001-1234		7. City, State, ZIP + 4
8. Applicant Business Tax Identification Number, Employer Identification Number, or Social Security Number <input type="checkbox"/> Tax ID # <input type="checkbox"/> EIN <input type="checkbox"/> SSN (Check one)		
9. Corporate Business Agent (If applicable)		
10. Dun and Bradstreet Number		11. Federal Agency Code/Cost Code (For US official penalty indicia license) 184-00001
B. Business Profile		
1. Company's Primary Business Function		
2. Anticipated Annual Metered Postage (For all meters set or licensed at this licensing post office) <input type="checkbox"/> \$1 - \$2,000 <input type="checkbox"/> \$2,001 - \$25,000 <input checked="" type="checkbox"/> \$25,001 - \$100,000 <input type="checkbox"/> More than \$100,000		7. Does Your Business Currently Hold any Other USPS Meter Licenses at This or any Other Post Office? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES List License Number and Finance Number of Licensing Post Office.
3. Annual Percentage of Metered Mail (Must total 100%) Letters 100 % Flats _____ % Parcels _____ %		License Number _____ Finance Number _____ License Number _____ Finance Number _____
4. Does Your Business Anticipate Mailing Metered Mail at Discounted Rates? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		8. Have You or Your Business Ever Had a Meter License Revoked? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, provide specific details (Including dates and licensing post office.)
5. Does Your Business Have an Authorization to Use Permit Imprints at This or any Other Post Office? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
6. Does Your Business Prepare and/or Mail for Other (Third) Parties? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
C. Certification		
This application must be signed and submitted to the US Postal Service by a corporate officer or a person within the business with the authority to sign checks. I hereby certify that all information furnished on this form is accurate and truthful.		Certifying Individual's Signature  Date 12/20/97
		Printed Name and Title Tim Gibbins, Mail Manager Telephone Number (202) 999-9999
D. Privacy Act Notice		
The collection of this information is authorized by 39 USC 401 and 404. This information will be used to administer postage meter activities. As a routine use, the information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the US Postal Service is a party or has an interest; to a government agency in order to obtain information relevant to a Postal Service decision concerning employment, security clearances, contracts, licenses, grants, permits, or other benefits; to a government agency upon its request when relevant to its decision concerning employment, security clearances, security or suitability investigations, contracts, licenses, grants, or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the Postal Service to fulfill an agency function; to the Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified public accountant during an official audit of Postal Service finances; to a labor organization as required by the National Labor Relations Act; and to disclose to any member of the public the identity and address of user and identity of agent. Completion of this form is voluntary; however, if this information is not provided, you may not receive meter services.		
PS Form 3601-A, May 1996		

Upon receiving a completed Form 3601-A from an authorized agency, the mailing requirements unit follows these steps:

- 1> Verify the following information on the application:
 - Check the 3-digit federal agency code by checking the most recent listing of Agency Authorization Codes in the *Postal Bulletin* (see the appendix to this handbook). Postage for each meter operated under a license is charged to the agency code (and optional 5-digit cost code) shown on the license application.
 - Make sure the box labeled “Post office where metered mail will be deposited” shows the name and ZIP Code of the setting location post office — that is, the station or branch where a manual meter will be taken to be set or a CMRS meter will be taken for periodic examination.
- 2> Assign a sequential penalty meter license number, beginning with the number 90000, and record this number in your Penalty Meter License Log (see Exhibit 234.1b). For each license number assigned, record the agency name, agency code, cost code (if requested), and issue date.
- 3> When an application is approved, issue the agency a penalty meter license with the 90000-series license number. Also notify the setting location post office of the agency’s name, address, and penalty meter license number.
- 4> Send the meter license application (Form 3601-A) to your accounting unit.

Exhibit 234.1b

Penalty Meter License Log

METER LICENSE LOG FOR PENALTY MAIL POSTAGE METERS			
<u>License No.</u>	<u>Agency Name</u>	<u>Agency Code/Cost Code</u>	<u>Date</u>
90000	Library of Congress	146-99999	3/17/97
90001	Government Printing Off.	096-12345	6/14/97
90002	Farmers Home Admin.	015-00000	10/27/97

234.2 **Authorizing Additional Setting Locations**

If an agency wishes to install meters at more than one setting location within the same post office (that is, at different postal locations under the same finance number), the mailing requirements unit of the licensing post office follows these steps:

1 > Complete Form 3631-G, *Adding or Deleting a Setting Location for Penalty Mail Postage Meters* (see Exhibit 234.31). This form can be used to add up to five additional setting locations.

Note: Do not list meter serial numbers on a Form 3631-G that is being used to add setting locations.

2 > Notify each new setting location of the agency's name, address, and meter license number.

3 > Send the completed Form 3631-G to your accounting unit.

234.3 **Changing the Setting Location**

If an agency wants to change the setting location of an active penalty meter, different procedures apply depending on whether the new setting location is a unit of the same post office or of a different post office.

234.31 **Within the Same Post Office**

To change the setting location of a penalty meter to another station or branch of the same post office, the mailing requirements unit of the licensing post office follows these steps:

1 > Complete two Forms 3631-G, *Adding or Deleting a Setting Location for Penalty Mail Postage Meters* — one to remove (delete) the old setting location and another to establish (add) the new setting location (see Exhibit 234.31).

2 > Notify both the old and new setting locations of the change.

■ The old setting location should indicate on the Form 3610, *Record of Postage Meter Settings*, for that meter, that the setting location has been changed.

■ The new setting location completes a new Form 3610 showing the control total from the last setting for the meter, as shown on the old Form 3610.

3 > Submit both Forms 3631-G to your accounting unit.

Exhibit 234.31

Completed Forms 3631-G, Adding or Deleting a Setting Location for Penalty Mail Postage Meters, to Change (Add and Delete) a Setting Location

U.S. Postal Service
Adding or Deleting a Setting Location for Penalty Mail Postage Meters

Add *Use separate forms to report additions and deletions.*
 Delete

License No. 90000

Setting Location ZIP Code	MFR Code	Meter Serial Number *	CMRS (*X* or Blank)	Change Date (MM/DD/YYYY)
<u>20026</u>	<u>0 2</u>	<u>1261261</u>		<u>10/16/1997</u>

Prepared By Terry Alston Date 10/6/97 Finance No. 99-9999 Post Office (City, State, ZIP + 4) Washington, DC 20001-9999

* Complete only when moving a meter to a different setting location at the same finance number.

PS Form 3631-G, September 1997

U.S. Postal Service
Adding or Deleting a Setting Location for Penalty Mail Postage Meters

Add *Use separate forms to report additions and deletions.*
 Delete

License No. 90000

Setting Location ZIP Code	MFR Code	Meter Serial Number *	CMRS (*X* or Blank)	Change Date (MM/DD/YYYY)
<u>20032</u>	<u>0 2</u>	<u>1261261</u>		<u>10/16/1997</u>

Prepared By Terry Alston Date 10/16/97 Finance No. 99-9999 Post Office (City, State, ZIP + 4) Washington DC. 20001-9999

* Complete only when moving a meter to a different setting location at the same finance number.

PS Form 3631-G, September 1997

234.32 To a Different Post Office

Transferring the setting location of an active penalty meter to a different post office (that is, to a different finance number) requires the following actions:

- The old setting location post office must check the meter out of service (see 237) and authorize a credit in OMAS for any remaining postage (see 237.1). Postage may not be transferred to a replacement meter in this situation.
- The new setting location post office must reinstall the withdrawn meter (see 235). The agency must have, or must obtain, a penalty meter license (as well as a CMLS license) at the new post office.

Note: If an agency moves all its meters to another post office, the mailing requirements unit of the former licensing post office should cancel the old penalty meter license (see 234.6).

234.4 Changing an Agency Cost Code

If an agency wishes to assign or change a 5-digit cost code under an existing penalty meter license, the mailing requirements unit of the licensing post office takes these actions:

- 1> Complete Section B of Form 3632-G, *Miscellaneous Transactions for Penalty Mail Postage Meters* (see Exhibit 234.4).
- 2> Send a copy of the completed Form 3632-G to your Meter Accounting and Tracking System (MATS) coordinator at the district accounting office, who will update the cost code in MATS.
- 3> Submit Form 3632-G to your accounting unit.

Note: If an agency wishes to use more than one cost code, the agency must obtain additional penalty meter licenses. However, any given meter may be assigned to only one meter license and cost code.

234.5 Changing a CMRS Account Number

When a meter manufacturer's representative notifies a post office of a change to an agency's CMRS account number, the mailing requirements unit of the licensing post office takes action to update the account number in OMAS as follows:

- 1> Complete Section A of Form 3632-G (see Exhibit 234.5) for each meter affected by the change.
- 2> Submit all Forms 3632-G to your accounting unit.

Exhibit 234.4

Completed Part B of Form 3632-G, *Miscellaneous Transactions for Penalty Mail Postage Meters, to Change an Agency Cost Code*

Miscellaneous Transactions for Penalty Mail Postage Meters	<i>Use separate forms to report data for Parts A & B</i>																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; padding: 2px;">Prepared by Patricia Cruise</td> <td style="width: 25%; padding: 2px;">Finance No. 99-9999</td> <td style="width: 30%; padding: 2px;">Date 11/25/97</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Post Office (City, State, ZIP+4) Washington DC. 20001-9999</td> </tr> </table>		Prepared by Patricia Cruise	Finance No. 99-9999	Date 11/25/97	Post Office (City, State, ZIP+4) Washington DC. 20001-9999																								
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Post Office (City, State, ZIP+4) Washington DC. 20001-9999																													
<p>A. Install CMRS Meter/Change CMRS Acct. No./Adjust (CMRS or Non-CMRS) Meter Register</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Reason Code</td> <td style="width: 45%; padding: 5px;"> B = Adjustment to register error after initial setting M = Adjustment to register after repair S = Adjustment to ascending register (rollover) </td> <td style="width: 30%; padding: 5px;"> I = Install CMRS Meter C = Change CMRS Account No. </td> </tr> <tr> <td style="padding: 5px;">Date (MM/DD/YY)</td> <td style="padding: 5px;">Meter Manufacturers' Code</td> <td style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">CMRS Customer Account No.</th> </tr> <tr> <td style="width: 50%; padding: 2px;">Old Number</td> <td style="width: 50%; padding: 2px;">New/Initial Number</td> </tr> </table> </td> </tr> <tr> <td style="padding: 5px;">Setting Location ZIP Code</td> <td style="padding: 5px;">Meter Serial No.</td> <td></td> </tr> <tr> <td style="padding: 5px;">License No.</td> <td colspan="2"></td> </tr> <tr> <td colspan="2" style="padding: 5px; text-align: center;">New Register Reading</td> <td style="padding: 5px; text-align: center;">Old Register Reading</td> </tr> <tr> <td style="padding: 5px;">Descending before transaction</td> <td style="padding: 5px; text-align: center;">\$.</td> <td style="padding: 5px; text-align: center;">\$.</td> </tr> <tr> <td style="padding: 5px;">Ascending</td> <td style="padding: 5px; text-align: center;">\$.</td> <td style="padding: 5px; text-align: center;">\$.</td> </tr> <tr> <td style="padding: 5px; text-align: center;">CONTROL TOTAL</td> <td></td> <td style="background-color: black;"></td> </tr> </table>		Reason Code	B = Adjustment to register error after initial setting M = Adjustment to register after repair S = Adjustment to ascending register (rollover)	I = Install CMRS Meter C = Change CMRS Account No.	Date (MM/DD/YY)	Meter Manufacturers' Code	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">CMRS Customer Account No.</th> </tr> <tr> <td style="width: 50%; padding: 2px;">Old Number</td> <td style="width: 50%; padding: 2px;">New/Initial Number</td> </tr> </table>	CMRS Customer Account No.		Old Number	New/Initial Number	Setting Location ZIP Code	Meter Serial No.		License No.			New Register Reading		Old Register Reading	Descending before transaction	\$.	\$.	Ascending	\$.	\$.	CONTROL TOTAL		
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Old Number	New/Initial Number																												
Setting Location ZIP Code	Meter Serial No.																												
License No.																													
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Ascending	\$.	\$.																											
CONTROL TOTAL																													
<p>B. Date, Agency Cost Code, and Malfunction Flag Changes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; padding: 5px;">Original Batch No.</td> <td style="width: 55%; padding: 5px;">Setting Location ZIP Code</td> </tr> <tr> <td style="padding: 5px;">Original Transaction No.</td> <td style="padding: 5px;">License No.</td> </tr> <tr> <td style="padding: 5px;">Today's Date (MM/DD/YY) 10/17/97</td> <td style="padding: 5px;">Meter Serial No.</td> </tr> <tr> <td style="padding: 5px;">Correct Transaction Date (MM/DD/YY)</td> <td style="padding: 5px;">Meter Manufacturers' Code</td> </tr> <tr> <td style="padding: 5px;"> Agency Code Agency Cost Code 015-40850 </td> <td style="padding: 5px;"> Reason Code 0 K = Correct License Application Date L = Correct License Delete Date N = Correct Meter Cancel Date O = New Agency Cost Code P = Correct Meter Installation Date R = Cancel Malfunction Flag S = Correct Meter Last Setting Date </td> </tr> <tr> <td style="padding: 5px;">New Agency Cost Code 31253</td> <td style="padding: 5px;">Cancel Malfunction Flag (Enter "0")</td> </tr> </table>		Original Batch No.	Setting Location ZIP Code	Original Transaction No.	License No.	Today's Date (MM/DD/YY) 10/17/97	Meter Serial No.	Correct Transaction Date (MM/DD/YY)	Meter Manufacturers' Code	Agency Code Agency Cost Code 015-40850	Reason Code 0 K = Correct License Application Date L = Correct License Delete Date N = Correct Meter Cancel Date O = New Agency Cost Code P = Correct Meter Installation Date R = Cancel Malfunction Flag S = Correct Meter Last Setting Date	New Agency Cost Code 31253	Cancel Malfunction Flag (Enter "0")																
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New Agency Cost Code 31253	Cancel Malfunction Flag (Enter "0")																												
<p>PS Form 3632-G, March 1992</p>																													

Exhibit 234.5

Completed Part A of Form 3632-G, Miscellaneous Transactions for Penalty Mail Postage Meters, to Change a CMRS Account Number

Miscellaneous Transactions for Penalty Mail Postage Meters	<i>Use separate forms to report data for Parts A & B</i>																												
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Prepared by Andy Anderson	Finance No. 99-9999	Date 10/2/97																											
Post Office (City, State, ZIP+4) Washington D.C. 20001-9999																													
A. Install CMRS Meter/Change CMRS Acct. No./Adjust (CMRS or Non-CMRS) Meter Register																													
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PS Form 3632-G, March 1992

234.6 **Canceling or Revoking a Penalty Meter License**

If an agency requests cancellation of a penalty meter license or if there is no meter activity under a license during a 12-month period, the mailing requirements unit of the licensing post office follows these steps:

- 1> Complete Form 3604, *Nonuse Revocation of Mailing Permit or Meter License*, and send a copy to the agency, the meter manufacturer, and your accounting unit. The agency has 10 days to appeal the revocation (see DMM P030).
- 2> Verify that all meters assigned to the canceled license are removed from service (see 237).
- 3> Note on your Penalty Meter License Log that the license for this agency has been canceled.

Note: Do not reissue a canceled 90000 series penalty meter license number to another agency. When a penalty meter license is canceled, that number is permanently canceled for that post office.

235 **Checking a Penalty Meter Into Service**

The following procedures must be followed to ensure that penalty meters are properly installed in OMAS.

Note: To move the setting location of one or more penalty meters to a different post office, the meters must first be withdrawn from service at the former post office (see 237) and then reinstalled at the new post office, as described here. If a meter is replacing an existing meter, follow the procedures at 237.2.

235.1 **Initial Setting of a Non-CMRS Meter**

Before delivering a non-CMRS meter to an agency, the meter manufacturer's representative must present the meter and a completed Form 3601-C, *Postage Meter Activity Report* (see Exhibit 237.2), to the setting location post office. The setting location post office follows these steps to install the meter in OMAS:

- 1> Verify that the agency has a penalty meter license for this setting location and that the words "U.S. Official Mail/Penalty for Private Use \$300" appear in the meter stamp (see Exhibit 233). Also check that the meter indicia shows the correct post office.
- 2> Set the meter for the amount requested, and complete in triplicate Form 3603, *Receipt for Postage Meter Settings* (see Exhibit 235.1a), using a separate receipt book from that used for commercial meters, as follows:
 - Be sure to indicate whether this is the first setting for the meter.
 - Write the setting amount in the space provided for OMAS settings only (in the upper-right corner of the receipt).

Exhibit 235.1a

Completed Form 3603, Receipt for Postage Meter Settings

U. S. Postage Service										Receipt No. 05		
Receipt for Postage Meter Settings										TRIPLICATE		
S T A R T	9	Posted To Meter Setting Record	<input checked="" type="checkbox"/>							DATE	10-19-97	
	8	Line 7 Verified With Meter	<input checked="" type="checkbox"/>							License No. 90000 For Official Mail Accounting System Only: Enter Amount of OMAS Setting Here.		
	7	Descending Register AFTER Setting							CHECK IF THIS IS FIRST SETTING AT THIS OFFICE.	<input checked="" type="checkbox"/> \$100.00		
	6	Postage Purchased (Same as 4)							UNIT VALUE	MFG. CODE	METER NO. SERIAL NO.	
	1	Descending Register BEFORE Setting							01	02	1 2 6 1 2 6 1	
	2	Ascending Register BEFORE Setting						Received from: Name FARMERS HOME ADMINISTRATION				
	3	Old Control Total (1 plus 2)						Address 475 L'ENFANT PLAZA, SN				
	4	Postage Purchased/ Units Set						AMOUNT OF SETTING	TRUST FUND	\$ OFFICIAL MAIL		
	5	New Control Total (3 plus 4)						CASH OR CHECK	Post Office and State WASHINGTON D.C			
									ZIP Code 20001			
POSTMASTER, per		Chris Jackson						Thank you				

PS Form 3603, January 1990

- In the Amount of Setting block, leave the boxes to the right of Trust Fund and Cash or Check blank, and write "Official Mail" to the right of the dollar sign. Do not accept postage; the agency will be billed through OMAS.
 - Return the original of Form 3603 to the person who presented the meter for setting; send the duplicate copy to the person at your unit who prepares the official mail daily recap (Form 3633-G); and retain the triplicate copy in your receipt book.
- 3> Complete Form 3610, *Record of Postage Meter Settings* (see Exhibit 235.1b). Record the amount of postage set, leaving column 6, Amount Collected, blank. File the Form 3610 by meter serial number.
 - 4> Provide a Form 3602-A, *Record of Meter Register Readings*, to the agency for each meter checked into service.
 - 5> Sign and date stamp the completed Form 3601-C with a round stamp. Provide the original to the meter manufacturer's representative and send a copy to the person at your unit who prepares Form 3633-G.

235.2 **Installing a CMRS Meter**

Before delivering a CMRS penalty meter to an agency, the meter manufacturer's representative must present the meter and a completed Form 3601-C, *Postage Meter Activity Report* (see Exhibit 237.2), to the setting location post office (the location where the CMRS meter will be taken for its scheduled inspections). The setting location post office follows these steps to install the meter in OMAS:

- 1 >** Verify that the agency has a penalty meter license for this setting location and that the words "U.S. Official Mail/Penalty for Private Use \$300" appear in the meter stamp (see Exhibit 233). Also check that the meter indicia shows the correct postal location.
- 2 >** Complete Part A of Form 3632-G, *Miscellaneous Transactions for Penalty Mail Postage Meters* (see Exhibit 235.2). Be sure to obtain the agency's CMRS customer account number from the meter manufacturer's representative at the time of installation. Send the completed Form 3632-G to the person at your unit who prepares Form 3633-G.
- 3 >** Complete Form 3610, *Record of Postage Meter Settings* (see Exhibit 235.1b), entering the date of installation in column 1. Send the completed Form 3610 to your accounting unit for filing.

Note: Do not set postage on a CMRS meter (unless the meter is replacing a withdrawn meter, as described at 237.2).
- 4 >** Provide a Form 3602-A, *Record of Meter Register Readings*, to the agency for each meter checked into service.
- 5 >** Sign and date stamp the completed Form 3601-C using a round stamp. Provide the original to the meter manufacturer's representative and send the copy to the person at your unit who prepares Form 3633-G.

Exhibit 235.2

Completed Part A of Form 3632-G, Miscellaneous Transactions for Penalty Mail Postage Meters, to Install a CMRS Meter

Miscellaneous Transactions for Penalty Mail Postage Meters	<i>Use separate forms to report data for Parts A & B</i>																								
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Cancel Malfunction Flag (Enter "0") _____																									
<p>PS Form 3632-G, March 1992</p>																									

236 **Resetting a Penalty Meter**

236.1 **Resetting a Meter at the Post Office**

When an agency representative brings a non-CMRS penalty meter to the post office for resetting, the setting location post office follows these steps:

- 1 > Set the meter for the amount requested and complete in triplicate a manual Form 3603, *Receipt for Postage Meter Settings* (see Exhibit 235.1a), using the receipt book designated for penalty meters.
 - Write the setting amount in the space provided for OMAS settings only (in the upper-right corner of the receipt).
 - In the Amount of Setting block, leave the boxes to the right of Trust Fund and Cash or Check blank, and write “Official Mail” to the right of the dollar sign. Do not collect postage as it will be billed through OMAS.
 - Return the original of Form 3603 to the person who presented the meter for setting; send the duplicate copy to the person at your unit who prepares Form 3633-G; and retain the third copy in your receipt book.

Note: Do not generate a Form 3603 receipt from the integrated retail terminal (IRT).

- 2 > Record the amount of postage set on the Form 3610 (see Exhibit 235.1b) for that meter, leaving column 6, Amount Collected, blank. Then refile the form.

236.2 **On-Site Meter Setting by Postal Service**

An agency participating in the on-site meter-setting program must pay the standard fee for each meter that is set, examined, or checked into or out of service. These fees must be paid by check or advance deposit account and are not reported as OMAS revenue.

237 **Checking a Penalty Meter Out of Service**

To check a penalty meter out of service, the meter manufacturer’s representative must present the meter and a completed Form 3601-C, *Postage Meter Activity Report* (see Exhibit 237.2), to the setting location post office.

Note: To move the setting location of a penalty meter to a different post office, the meter must be withdrawn from service at the current setting location (as described here) and then reinstalled at the new setting location (see 235).

To withdraw a meter, the setting location post office follows these procedures:

- 1 > Verify the control total shown on Form 3601-C for the meter being withdrawn against the total shown on your Form 3610, *Record of Postage Meter Settings* (see Exhibit 235.1b), for that meter.

- 2> If the meter is malfunctioning or the meter display cannot be read, follow the established refund policy to determine the amount of refund due. If the amount of refund cannot be determined until the manufacturer inspects the meter, the meter manufacturer will notify your accounting unit of the refund amount. The accounting unit will then credit the agency with the appropriate refund by completing Form 3635-G, *Adjusting Postage and Fees for Official Mail* (see Exhibit 545.2), and sending the completed form to the setting location for inclusion on your official mail daily recap (see 239.2).
- 3> If the meter is not being replaced or is being transferred to a different post office, follow the refund authorization procedures at 237.1. If some or all of the remaining postage is to be transferred to a replacement meter, follow the procedures at 237.2.

237.1 Authorizing a Refund

To authorize a refund for a withdrawn meter, the setting location post office follows these steps:

- 1> Record on Form 3601-C the amount to be refunded (block F-1) and write "Credit in OMAS" in block F-8. Sign and date stamp the form with a round stamp. Send the original of Form 3601-C to the person at your unit who prepares Form 3633-G, and return the remaining copies to the person presenting the meter for checkout.
- 2> Write "Canceled" and the date on the Form 3610 for the withdrawn meter, and indicate the amount of postage to be refunded. Return the record of postage meter settings to the file.

Note: Local post offices may not issue refunds for unused penalty postage. All penalty refunds must be credited through OMAS.

237.2 Transferring Postage to a Replacement Meter

If a withdrawn meter is being replaced, some or all of the remaining postage can generally be transferred to a replacement meter. However, postage may *not* be transferred in the following situations:

- From a withdrawn meter to a meter that is already in use.
- Between a CMRS meter and non-CMRS meter.
- Between meters belonging to different manufacturers.
- If the meter display cannot be read.
- If the meter is being moved to a setting location in another post office.

If postage cannot be transferred, follow the refund authorization procedures at 237.1.

To transfer postage to a replacement meter, the setting location post office follows these steps:

- 1> Verify that the submitted Form 3601-C, *Postage Meter Activity Report* (see Exhibit 237.2), includes complete meter information for both the meter being withdrawn and the meter being installed.

Exhibit 237.2

Completed Form 3601-C, Postage Meter Activity Report, to Replace a Meter

United States Postal Service Postage Meter Activity Report		Check One <input type="checkbox"/> Installation <input type="checkbox"/> Withdrawal	<input checked="" type="checkbox"/> Replacement	Meter Manufacturer's Code 01 <input type="checkbox"/> Ascom Hasler 03 <input type="checkbox"/> Postalia 05 <input type="checkbox"/> Other 02 <input type="checkbox"/> Pitney Bowes 04 <input type="checkbox"/> Neopost		
A. Reason for Meter Activity						
1. <input type="checkbox"/> New Meter	3. <input checked="" type="checkbox"/> Mechanical Failure (Not QAR)	4. <input type="checkbox"/> Question of Accurate Registration	5. <input type="checkbox"/> Model Change	7. <input type="checkbox"/> Electronic Failure (Not QAR)	9. <input type="checkbox"/> Cancellation	
2. <input type="checkbox"/> License Revocation		6. <input type="checkbox"/> Fire/Flood	8. <input type="checkbox"/> Change of PO			
10. Explanation/Description of Failure						
B. Licensee Information						
1. Customer Name (As it appears on license certificate) <u>Nuclear Regulatory Comm-</u>			2. Licensing Post Office, City, State, and ZIP Code <u>Washington D.C. 20001</u>			
3. License Number (As it appears on license certificate) <u>99002</u>		4. Manufacturer Customer Account Number		5. Manufacturer Reference Only		
C. Meter Location						
1. Street Address (No., street, suite no.) <u>1234 Federal Hwy. NW</u>			Affix Sample Meter Strip (1 per copy) or Write in Information in the Spaces Below			
2. City, State, ZIP + 4 <u>Washington, D.C. 20026-9999</u>			6. Name of Post Office/Classified Branch and State <u>L'Enfant Plaza Station</u>			
3. Contact Person Name <u>Jim Hanks</u>		4. Telephone Number <u>(202) 999-9999</u>	7. ZIP Code Designation <u>20026-9999</u>		8. Military APO/FPO	
5. Contact Person Signature (Optional)						
D. Withdrawn Meter Information			E. Installed Meter Information			
1. Model Number <u>5315</u>		2. Date Withdrawn <u>11-15-97</u>	1. Model Number <u>5315</u>		2. Date Installed <u>11-15-97</u>	
Type of Meter (Check one)			Type of Meter (Check one)			
3. Serial Number <u>1312539</u>			3. Serial Number <u>2161261</u>			
4. <input type="checkbox"/> Decimal (.001) <input type="checkbox"/> Non-Decimal (.01)		9. CMRS Account Number	4. <input type="checkbox"/> Decimal (.001) <input type="checkbox"/> Non-Decimal (.01)		9. CMRS Account Number	
5. <input type="checkbox"/> CMRS		10. Fed. Agency Code - Cost Code <u>169-00001</u>	5. <input type="checkbox"/> CMRS		10. Fed. Agency Code - Cost Code <u>169-00001</u>	
6. <input type="checkbox"/> Penalty CMRS		11. Locking Seal Number	6. <input type="checkbox"/> Penalty CMRS		11. Locking Seal Number	
7. <input type="checkbox"/> Manual Set			7. <input type="checkbox"/> Manual Set			
8. <input checked="" type="checkbox"/> Penalty Manual Set			8. <input checked="" type="checkbox"/> Penalty Manual Set			
Register Readings at Time of Withdrawal			Register Readings at Time of Installation			
12. Ascending Register <u>7552.61</u>		12. Ascending Register <u>0.00</u>	13. Descending Register <u>447.39</u>		13. Descending Register <u>0.00</u>	
14. Control Total <u>8000.00</u>		14. Control Total <u>0.00</u>	15. MATS Control Total <u>8000.00</u>		15. MATS Control Total <u>0.00</u>	
F. Refunded/Transferred Postage						
1. <input checked="" type="checkbox"/> Amount of Refund * \$ <u>7.39</u>		Refund/Transfer Was 4. <input type="checkbox"/> Issued 5. <input type="checkbox"/> Not Issued		Not Issued Reason 6. <input type="checkbox"/> Exceeds Local Limit 7. <input type="checkbox"/> Not Determined		
2. <input checked="" type="checkbox"/> Amount of Transfer to Installed Meter \$ <u>440.00</u>		8. Refund Request Forwarded to USPS Office (City and State) <u>Credit in DMAS</u>				
3. <input type="checkbox"/> Amount of Credit to CMRS Account \$		9. CMRS Account Number		10. CMRS Clear Code		
11. * If refund check is to be mailed to a location other than the meter location, enter that address here						
G. Manufacturer's Authorized Representative			H. Postal Service Representative			
1. Telephone Number <u>(202) 123-6756</u>			1. Printed Name <u>Agnes Smith</u>		5. Post Office, Station, or Branch Location	
2. Dealer/Branch Office Code <u>247</u>		3. Date <u>11-15-97</u>	2. Title <u>POSTMASTER</u>			
The submission of a false, fictitious, or fraudulent statement can result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001)			3. Signature <u>ASmith</u>			
4. Signature of Manufacturer's Authorized Representative <u>Thomas Langley</u>			4. Finance No. <u>98-7654</u>		Round Stamp Required	

- 2> Set the replacement meter for the amount of postage being transferred, and complete a new Form 3610 for this meter. Be sure to record the serial number of the withdrawn meter and the amount of postage transferred.
- 3> Write "Canceled" on the Form 3610 for the withdrawn meter. Also record the serial number of the replacement meter and the disposition of postage, including both the amount transferred and the amount refunded, if any. Return the old Form 3610 to the file.
- 4> If the agency requests the setting of additional postage (for a non-CMRS meter only), set the replacement meter for the additional amount and complete a receipt (Form 3603) for this amount. (Do not check the First Setting box.) Also record the new setting on the Form 3610 for the replacement meter. Give the original Form 3603 to the meter manufacturer's representative, and send a copy to the person in your unit who prepares Form 3633-G.
- 5> Record on Form 3601-C the amount of postage transferred (block F-2) and any remaining amount to be refunded (block F-1). If any postage is being refunded, write "Credit in OMAS" in block F-8. Sign and date stamp the form using a round stamp. Send the original copy of the form to the person in your unit who prepares Form 3633-G, and return the remaining copies to the meter manufacturer's representative.

238 **Authorizing Refunds for Spoiled Meter Strips**


To obtain a credit for spoiled or unusable penalty meter strips, an agency must take the spoiled meter strips and a completed Form 3533, *Application and Voucher for Refund of Postage and Fees* (see Exhibit 238), to the post office. The setting location post office follows these procedures:

- 1> Verify the amount of the spoiled postage and make sure that each strip bears the words "U.S. Official Mail/Penalty for Private Use \$300."
- 2> In Part III of Form 3533, write the amount of refund due and the words "Credit in OMAS" on the Signature of Payee line. Provide a copy of the signed Form 3533 to the agency, and send the original to the person at your unit who prepares Form 3633-G.
- 3> Destroy the spoiled meter strips using locally established procedures for destroying accountable paper.

Note: Post offices are prohibited from providing refunds by cash, check, or money order for unused or spoiled penalty postage. All penalty refunds must be credited through OMAS.

Exhibit 238

Completed Form 3533, Application and Voucher for Refund of Postage and Fees

	<h2 style="margin: 0;">Application and Voucher for Refund of Postage and Fees</h2>	Date Received _____
<p>Instructions: Complete in duplicate by typewriter, ink, or indelible pencil and submit to the postmaster with envelope, wrapper, or portion having names and addresses of sender and addressee, canceled postage, and postal markings. See <i>Domestic Mail Manual</i> P014.</p> <p>If payment is made in cash, secure the payee's signature in Part III. Where used, show treasury check or money order number instead of payee's signature.</p>		
<p>Privacy Act: The collection of this information is authorized by 39 U.S.C. 401, 403, and 404. This information will be used to reimburse you when no service is rendered or when postage and fees are paid in excess of the lawful rate. As a routine use, this information may be disclosed to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a congressional office at your request; to a labor organization as required by the NLRA; and, where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is voluntary; however, if this information is not provided, a refund will not be considered.</p>		
<p>Part I—Application <i>(To be completed by customer)</i></p>		
Customer's Name <i>(Print or type)</i> <u>PENSION Benefit Guaranty Corp.</u>	Telephone Number <u>(202) 999-9999</u>	
Mailing Address <i>(Include apartment or suite number)</i> <u>1000 Government Agency Blvd. NW</u>	Meter License Number <u>90000</u>	
City, State, and ZIP+4 Code <u>WASHINGTON DC. 20001-9999</u>	Meter Serial Number <u>1234567</u>	
Refund For <input type="checkbox"/> Postage and special service fees paid on accompanying matter, itemized in Part IV on reverse <i>(AIC 536)</i> <input checked="" type="checkbox"/> Complete and legible unused or spoiled meter stamps less than 1 year old, itemized in Part IV on reverse <i>(AIC 536)</i> <input type="checkbox"/> Unused units in discontinued meter <i>(AIC 536)</i> <input type="checkbox"/> Post office box service <i>(AIC 535)</i> Box Number _____ <input type="checkbox"/> Caller service <i>(AIC 535)</i> Caller Number _____ <input type="checkbox"/> Post office box key refund <i>(AIC 624)</i> <input type="checkbox"/> Other <i>(Explain)</i> _____		
<u>12/13/97</u> <i>(Date of application)</i>	<u>Bien Mear</u> <i>(Signature of applicant and title, if any, on original only)</i>	
<p>Part II—Verification of Refund <i>(For post office use only)</i></p>		
Post Office, State, and ZIP+4 Code <u>Washington DC 20001-9999</u>	Station or Branch <u>L'Enfant Plaza</u>	Date <u>12/13/97</u>
Claimant is entitled to a refund of \$ _____ in accordance with the details on reverse.		
<u>Bob Gila</u> <i>(Signature of witness)</i>	<u>Jim Carey</u> <i>(Signature of certifying employee)</i>	
<p>Part III—Receipt for Refund</p>		
Received from the postmaster at the office named above, refund in the amount of \$ <u>114.50</u>		
<u>12/13/97</u> <i>(Date)</i>	<u>Credit in OMAS</u> <i>(Signature of payee or number of treasury check or money order)</i>	
PS Form 3533, December 1994		

239 Reporting Penalty Meter Transactions

239.1 Reporting Requirements

Mailing Requirements Unit

- >> Submit the original and any duplicates of all forms relating to the licensing of penalty meters to your accounting unit at the end of each day.

Setting Location Post Offices

At each setting location with penalty meter activity, a person must be assigned the responsibility of completing Form 3633-G, *Daily Activity Recap for Official Mail* (see Exhibit 239.1). This person must collect all forms relating to penalty meter activity and submit a daily recap to the post office accounting unit as follows:

- At the close of business on each day that the setting location has penalty meter activity to report.
- On the last day of the reporting period whether or not the setting location has penalty meter activity to report for that day. (CAG A–G post offices must report on the last day of each accounting period; CAG H–L post offices must report on the last day of each postal quarter.)

Note: Do not report penalty mail postage meter activity (including Form 1908 activity) on Form 1412, *Daily Financial Report*.


239.2 Completing Form 3633-G

Setting location post offices must report penalty meter activity daily by completing Form 3633-G (see Exhibit 239.1) as follows:

- 1 > Collect these documents:
 - Forms 3601-C (for installed, withdrawn, or replaced meters).
 - Forms 3603 (duplicate copies of meter setting receipts).
 - Forms 3533 (for spoiled meter postage).
 - Forms 3632-G (for installed CMRS meters).
 - Forms received from your accounting unit showing OMAS-generated fee assessments and revenue adjustments.
- 2 > Run an adding machine tape to verify meter transaction amounts.
- 3 > Complete the Meters column of Form 3633-G as follows:
 - Enter zero as the opening balance at the start of each reporting period. Each subsequent day of the reporting period, use the closing balance from the previous day's (or most recent) Form 3633-G as the new opening balance.
 - Total all setting amounts from Forms 3603 and record the total as revenue. Also calculate the subtotal.

Exhibit 239.1

Completed Form 3633-G, Daily Activity Recap for Official Mail, to Report Meter Transactions

		<h3 style="margin: 0;">Daily Activity Recap for Official Mail</h3>							
Prepared By (Print)		Date	Reporting Unit (Include ZIP + 4)				Finance Number		
Steven Bodiner		10/18/97	L'Enfant Plaza Station Washington D.C 20026-9999				99 - 9999		

	Permit Imprint	Periodicals	Business Reply	Penalty Mail Stamps	Meters	Fees	Postage Due	Merchandise Return	TOTAL
Opening Balance					1050.00				1050.00
Revenue					500.00				500.00
Subtotal					1550.00				1550.00
Refunds					28.00				28.00
Adjustments					-43.00				-43.00
Closing Balance					1479.00				1479.00

Number of Forms									
Meters	3533	3601-A	3601-C	3603	3604	3631-G	3632-G (Sec. A)	3632-G (Sec. B)	3634-G (Sec. A)
	2			1					
Permit Imprint	3634-G (Sec. B)	3635-G/1908							
	1								
Periodicals	3600-P	3600-R	3602-G	3602-PR	3602-R	3605-P	3605-R	3608-P	3608-R
	3613	3615	3651	3635-G/1908					
Business Reply	3501	3510	3511	3541-R	3635-G/1908				
Merchandise Return	3615	3630-G	3635-G/1908						
Postage Due	3615	3639-G	3635-G/1908						
	3638-G	3635-G/1908							
Total Number of Forms →									4

Penalty Postage Statement		
Total Number of Penalty Postage Statements <small>(From Form 3000-G, Postage Statement Register for Penalty Mail)</small>	▶	
Register Numbers Assigned <small>(From Form 3000-G, Postage Statement Register for Penalty Mail)</small>	▶	From _____ To _____

PS Form 3633-G, September 1997

- Total any refund amounts from Forms 3601-C (for withdrawn or replaced meters) and Forms 3533 (for spoiled meter postage) and record them as refunds.
 - If you have received a revenue adjustment notice (Form 1908 or 3635-G) from your accounting unit, record the total net adjustment amount as adjustments. Indicate whether the net adjustment is a positive or negative value. Complete the Today's Date block on Form 3635-G.
 - Calculate the closing balance by subtracting any refunds from the subtotal and either adding or subtracting the adjustments (depending on whether the amounts are positive or negative).
- 4> If you have received a fee assessment notice (see Exhibit 541.1b) from your accounting unit, enter the fee as revenue in the Fees column. Do not forward these notices with the completed Form 3633-G, but keep them on file.
- 5> Complete the Total column.
- 6> Fill in the Number of Forms section, showing the number of supporting documents being forwarded with this Form 3633-G. Include any Forms 3632-G, Part A, used to report the installation of penalty CMRS meters.
- 7> Attach the supporting documents (and the adding machine tape verifying the totals) to the original Form 3633-G, and submit them to your accounting unit. File the duplicate Form 3633-G.

24 Penalty Permit Imprints

241 General

Authorized agencies and their contractors may make bulk mailings using a penalty permit imprint without prepayment of postage. Unless noted here, the same requirements apply to agencies as to other users of permit imprints (see DMM P040). All postage and fees relating to penalty permit imprint mailings, including presort and bulk mailing fees, are billed through OMAS and the resulting revenue is credited to the post offices where mailings are entered.

242 Format Requirements

Exhibit 242 illustrates the format for penalty permit imprints. Note that all penalty permit imprint numbers are preceded by the letter "G."

The return address must include the agency name and mailing address followed by the preprinted words "Official Business/Penalty for Private Use \$300."

Exhibit 242

Penalty Permit Imprint Format

Agency Name Delivery Address City State ZIP Code	PRESORTED FIRST-CLASS MAIL POSTAGE & FEES PAID AGENCY NAME PERMIT NO. G-999
OFFICIAL BUSINESS Penalty for Private Use \$300	

243 **Assigning a “G” Permit Imprint Number**

The manager, Post Office Accounting, assigns a “G” permit imprint number to each agency that is authorized to use penalty mail. Larger agencies may request separate permit numbers for different organizations within the agency.

244 **Authorizing Local Use of Penalty Permit Imprint**

Agencies must apply for authorization to use their penalty permit imprints at each post office where they will deposit permit imprint mailings by submitting Form 3615, *Mailing Permit Application and Customer Profile* (see Exhibit 244). This application may be submitted to the mailing requirements unit (see 244.1) or directly to the BMEU with a mailing (see 244.2). A contractor may submit the application on behalf of an agency.

A one-time application fee is automatically assessed by OMAS each time an agency activates its permit number at a local post office.

244.1 **Application Submitted to Mailing Requirements Unit**

Mailing Requirements Unit

Upon receiving a completed Form 3615, the mailing requirements unit follows these steps:

- 1 > Verify that the 3-digit federal agency code is correct by checking the most recent listing of Agency Authorization Codes in the *Postal Bulletin* (see the appendix to this handbook). Inclusion of a 5-digit cost code is optional. Also record the permit imprint number assigned to the agency, and record it on the Form 3615. If the agency has been assigned more than one permit imprint number, make sure you select the correct permit number for the unit requesting the local authorization.

Note: An agency with a newly issued permit imprint number must present a letter from the manager, Post Office Accounting, indicating the newly assigned agency code and permit number.

Exhibit 244

Completed Form 3615, Mailing Permit Application and Customer Profile

United States Postal Service
Mailing Permit Application and Customer Profile
 (See instructions on reverse)

A. Applicant Information (Please print or type)
 1. Individual or Company Name
Fish and Wildlife Service
 4. Address (Street and number, apt. or suite no., city, state, and ZIP + 4)
**1300 Jaws Drive N.W
 Washington D.C. 20019-1417**

2. Applicant's Signature
[Signature]
 3. Date
8/8/97

5. Other Names Under Which Company Does Business (If applicable)
WASHINGTON DC.

6. Contact Person
George Mason, Mail Mgr.
 8. Telephone
(202) 999-9999

7. Federal Agency Cost Code
121-22222

9. Will Present Plant Verified Drop Shipment (PVDS)?
 Yes No

B. Check Type of Permit/Authorization Requested

Permit Number	Date Issued	Date Fee Paid	Date Canceled	Sample Approved
6-77	8/8/97	OMAS		
00318	8/10/97	OMAS		X
913	12/10/97	OMAS		X

1. Permit Imprint Authorization (Fee applies)
 First-Class Mail (A) Std Mail (B) Company Permit
 Precanceled Stamp or Government Precanceled Stamped Envelope Authorization (No fee)

2. Mailer Precanceled Postmark/Preprinted Rate Markings Authorizations (No fee)
 Notification to Present Metered Mail in Bulk (No fee)

Class of Mail
 First-Class Mail (A) Std Mail (B)

3. Business Reply Mail (BRM) Authorization (Fee applies)
 a. Post office where BRM will be received
WASHINGTON DC. 20009
 b. Post office where BRM permit number was issued and annual fee was paid, if applicable

BRM Advance Deposit Account BRMAS Approved (Fee applies)

4. Merchandise Return Service (MRS) Authorization (Fee applies)
 a. Type of Application
 Initial Reapplication
 b. Return Location (See over)
 Single Multiple Each Location Centralized
 c. Advance Deposit Account
 BRM L/R LR

d. Permit Applied For
 First-Class/Priority Mail (A) Std Mail (B) PP
 PS Form 3615, September 1997

Permit Imprint Authorization
 (See instructions on reverse)

Permit Number **6-77** Date Permit Issued **8-8-97**
 Fee Due \$ **OMAS** AIC 140
 Please Keep This Card for Your Records
 Postmaster or Designee Signature
A. Adams
 Precanceled Stamps Authorization or Notification to Present Metered Mail in Bulk
 (See instructions on reverse)

Business Reply Mail Authorization
 (See instructions on reverse)

Permit Number **00318** Date Permit Issued **8/10/97**
 Fee Due \$ **OMAS** AIC 134
 BRM w/Advance Deposit Account Fee Due \$ **OMAS** AIC 116
 Please Keep This Card for Your Records
 Postmaster or Designee Signature
A. Adams
 Merchandise Return Service Authorization
 (See instructions on reverse)

Permit Number **913** Date Permit Issued **12/10/97**
 Fee Due \$ **OMAS** AIC 141
 Please Keep This Card for Your Records
 Postmaster or Designee Signature
A. Adams

- 2> Check your file of Forms 3619, *Permit Number Record*, to see whether the agency already has a valid permit imprint authorization at your post office. If so, return the Form 3615 to the agency or contractor that submitted the application.
 - 3> If the agency does not have a valid authorization on file at your post office, complete the Permit Imprint Authorization section of Form 3615 as follows:
 - Write “OMAS” in the Date Fee Paid block.
 - Complete the permit imprint authorization coupon, again writing “OMAS” in the Fee Due block. Detach the coupon and present it to the agency representative.
 - Make a copy of the completed Form 3615, and submit it to your accounting unit. File the original in alphabetical order by agency name.
- Note:** Do not collect an application fee from the agency or its contractor. This fee is automatically assessed through OMAS.
- 4> Complete Form 3619, *Permit Number Record* (see Exhibit 244.1a), and file it in alphabetical order with your other penalty permit imprint authorizations.
 - 5> Notify the BMEU that the agency has activated its permit number at your post office.

Business Mail Entry Unit

Upon receiving notification that an agency has activated its “G” permit imprint number locally, the BMEU completes Form 3609, *Record of Permit Imprint Mailings* (see Exhibit 244.1b), as follows:

- 1> Write the agency name and telephone number, permit number and issue date, and the words “Penalty Mail — No Local Funds Required.” Leave blank the Fees Paid blocks at the top of the form.
- 2> File the Form 3609 in numerical order by permit number with the records of permit imprint mailings for other agencies. Use this form to maintain a record of each mailing under this permit number.

Instructions for Permit System sites: Do not track penalty permit imprint activity using Forms 3609 and 3619.

244.2 **Application Received with Mailing at BMEU**

Upon receiving a Form 3615 with a penalty permit imprint mailing, the BMEU follows these steps:

- 1> Make sure that the Form 3615, the postage statement, and the mailpieces all bear the same permit number. Also verify the permit number by checking the most recent listing of Agency Authorization Codes in the *Postal Bulletin* (see the appendix to this handbook). If the permit number is not assigned to the agency, reject the mailing and the Form 3615.

- 2> If the permit number is correct, check your file of Forms 3609 to determine if a valid permit imprint authorization for that agency already exists at your post office. If a valid authorization is on file, return the Form 3615 to the agency or contractor who submitted it. If a valid authorization is not on file, forward Form 3615 to the mailing requirements unit, which will complete the authorization process (see 244.1).
- 3> Proceed with the normal verification and acceptance procedures for the mailing (see 248).

245 **Changing an Agency Cost Code or BMEU ZIP Code**

If an agency requests a change to the 5-digit cost code shown on its Form 3615 or if the ZIP Code of the BMEU changes, the mailing requirements unit takes action as follows:

- 1> Make a copy of the agency's Form 3615 in your files, mark the change in red on both copies, and return the original to the file.
- 2> Write "Change" in red at the top of the copy, and submit it to your accounting unit.

Note: An agency may use a different cost code from that shown on Form 3615 without going through this change procedure by simply writing the desired cost code in the Federal Agency Cost Code block of the postage statement.

246 **Canceling a Permit Imprint Authorization**

A penalty permit imprint authorization may be canceled at the request of the agency, or if an agency does not use its permit for a 24-month period at a given post office. If an agency misuses the permit, notify the manager, Post Office Accounting, before taking any action to cancel the permit.

To cancel an authorization because of nonuse, the BMEU follows these steps:

- >> Complete Form 3604, *Nonuse Revocation of Mailing Permit or Meter License* (see Exhibit 246a), and send it to the agency to notify it that authorization to use its permit imprint has been canceled because of nonuse. The agency has 10 days to file a written appeal (see DMM P040).

If the agency requests cancellation of the permit or if the agency does not file a written objection within 10 days of receiving Form 3604, the BMEU follows these steps:

- 1> Complete Form 3613, *Cancellation of Permit* (see Exhibit 246b), in duplicate. Submit the original to the person in your unit who prepares the daily Form 3633-G, and forward a copy to the agency.
- 2> Write "Canceled" and today's date on the agency's Form 3609, *Record of Permit Imprint Mailings*.

- 3> Ask the mailing requirements unit to note the cancellation date on the agency's Form 3619, *Permit Number Record*, and on the agency's Form 3615.

Exhibit 246a

Completed Form 3604, Nonuse Revocation of Mailing Permit or Meter License


	Nonuse Revocation of Mailing Permit or Meter License <input checked="" type="checkbox"/> Permit Imprint Permit (DMM P040) <input type="checkbox"/> Meter License (DMM P030)	Post Office Name, State, and ZIP + 4	Date
		Bethesda, Md. 20814-9998 Permit/License Number: G-72 Date of Last Mailing/Meter Use: 8-1-95	10-10-97
When a permit or license holder does not mail under the permit or license for a period of 24 consecutive months, the permit or license will be revoked. This is to notify you that your permit or license has been canceled and that you must complete a new application if you wish to resume mailing under the same kind of permit or license.			
You may appeal this decision within 10 days to the postmaster.			
CPSC 123 Your Street Towne, Md. 20813		Postmaster or Designee's Signature Vaughan Parker	
PS Form 3604, June 1995			

Exhibit 246b

Completed Form 3613, Cancellation of Permit

U.S. Postal Service Cancellation of Permit		
Permit Holder Consumer Product Safety Commission	Address (Include Apt./Suite No.) 5000 Anchor Ave. Bethesda, MD. 20814-1234	The following permit number has been cancelled: G-72
Reason for Cancellation (Check one) <input type="checkbox"/> Customer Request <input checked="" type="checkbox"/> Nonuse <input type="checkbox"/> Other (Specify)		Last Mailing Date 5/10/95
From: Weighing Station TO: ACCOUNTING SECTION US POSTAL SERVICE Bethesda Md. 20814-9511		Date Notified 9/12/97
		Date Cancelled 9/26/97
		Balance <input type="checkbox"/> No refund due. Balance below minimum.
		Clerk: K. Hamil Date: 9/26/97
PS Form 3613, April 1991		

247 Reinstating a Permit Imprint Authorization

To reinstate a penalty permit imprint authorization that was canceled in error, the mailing requirements unit takes these steps:

- 1> Make a copy of the agency's Form 3615, write "Reinstatement" and the current date in red on both copies of the form, and submit the copy to your accounting unit.
- 2> Record the date of reinstatement on the agency's Form 3619, and notify the BMEU to reinstate the agency's Form 3609, *Record of Permit Imprint Mailings*.

248 Verification and Acceptance Procedures

Except as noted here, BMEUs follow the same verification and acceptance procedures for penalty permit imprint mailings as apply to other permit imprint mailings (see Handbook DM-102, *Bulk Mail Acceptance*). Certain additional requirements apply to GPO contractor mailings, including mailings entered with Form 3602-G (see 248.2).

248.1 Mailings Entered by an Agency

Upon receiving a penalty permit imprint mailing, the BMEU follows these steps:


- 1> If the mailing does not meet the eligibility and preparation requirements for the class and rate at which the pieces are being mailed, reject the mailing.
- 2> Verify that the agency is authorized to use its permit number at your post office. If there is no Form 3609, *Record of Permit Imprint Mailings*, on file, advise the agency that a completed Form 3615 must be submitted before the mailing can be accepted. (See 244.2 for procedures to follow if the agency submits a Form 3615 with the mailing.)
- 3> Check that the agency name in the return address (and in the permit imprint) on the mailpieces is that of the authorized agency. If it is not, reject the mailing.
- 4> Verify that the appropriate postage statement has been submitted. Note that Form 3602-N, *Postage Statement — Standard Mail (A) (Nonprofit Only) — Permit Imprint*, may not be used for agency mailings. Also note that *only* GPO contractors may submit a mailing using Form 3602-G, *Postage Statement — Penalty Permit Imprint* (see 248.22).

Note: If an agency submits a mailing using Form 3602-N or Form 3602-G, reject the mailing. The agency must resubmit the mailing using the appropriate postage statement.
- 5> After a mailing has been verified and accepted, record the mailing on Form 3000-G, *Postage Statement Register for Penalty Mail* (see Exhibit 248.1). Assign a sequential register number to each postage statement recorded, starting a new series for each fiscal year (for example, 98–1,

98-2 for mailings entered in FY 1998). Record the register number in the upper right corner of both the postage statement and the clearance document.

Exhibit 248.1 (p. 1)

Completed Form 3000-G, Postage Statement Register for Penalty Mail

		Postage Statement Register for Penalty Mail									
(a) Name of Post Office			(b) Name of Station or Branch			(c) Finance No.			(d) ZIP Code		
Merrifield, VA			BMEU			999999			22081		
(e) Date of Mailing	(f) Register No.	(g) Permit No.	(h) Form Used	(i) Total Postage	(e) Date of Mailing	(f) Register No.	(g) Permit No.	(h) Form Used	(i) Total Postage		
1. 2/23/97	97-1	G-191	3600-R	186.12	29.						
2. 2/23/97	97-2	G-7	3605-P	288.75	30.						
3. 2/24/97	97-3	G-10	3602-R	3865.13	31.						
4. 2/25/97	97-4	G-237	3602-G	2871.05	32.						
5. 2/25/97	97-5	G-10	3602-R	4871.88	33.						
6. 2/25/97	97-6	G-120	3602-PR	712.16	34.						
7.					35.						
8.					36.						
9.					37.						
10.					38.						
11.					39.						
12.					40.						
13.					41.						
14.					42.						
15.					43.						
16.					44.						
17.					45.						
18.					46.						
19.					47.						
20.					48.						
21.					49.						
22.					50.						
23.					51.						
24.					52.						
25.					53.						
26.					54.						
27.					55.						
28.					56.						

PS Form 3000-G, September 1997 (See instructions on reverse)

Exhibit 248.1 (p. 2)

Completed Form 3000-G, Postage Statement Register for Penalty Mail**Instructions**

General

This register is to be maintained at the business mail entry unit (BMEU) for all penalty mailings (U.S. government agency mail which is authorized to be sent without prepayment of postage) requiring a postage statement (see Handbook DM-103, *Official Mail*). This register is to be completed after the mailing has been verified and accepted.

Completion Instructions**Item**

- a - Enter the name of the post office accepting the penalty mailing.
- b - Enter the name of the station or branch accepting the penalty mailing.
- c - Enter the finance number of the post office accepting the penalty mailing.
- d - Enter the ZIP Code of the post office where the penalty mail postage statements are kept on file.
- e - Enter the date the mailing is accepted by the post office.
- f - Enter the next consecutive register number (starting a new series at the beginning of each fiscal year — for example, 97-1, 97-2).
- g - Enter the permit number for the mailing.
- h - Enter the postage statement form used for the mailing (for example, 3541-R, 3600-R, or 3602-PR).
- i - Enter the total postage for the mailing from the postage statement.

NOTE: Write the assigned register number on the upper right border of the postage statement.

PS Form 3000-G, September 1997 (Reverse)

Note: At post offices having more than one location for accepting bulk mail, the postage statement register is maintained at the location responsible for posting postage statements to advance deposit accounts. Other locations must call that location to obtain the sequential register number.

- 6> Record the date and amount of postage for the mailing on the agency's Form 3609, *Record of Permit Imprint Mailings* (see Exhibit 244.1b).
- 7> If the agency or contractor submitted a duplicate copy of the postage statement, return a copy of the completed postage statement to the person who submitted the mailing.
- 8> Forward the signed postage statement to the person in your unit who completes Form 3633-G, the official mail daily recap.

Instructions for Permit System sites: Enter penalty postage statements (except Form 3602-G) into the Permit System daily. Do not record these postage statements on Forms 3000-G or 3609. Attach the Weighing and Dispatch Certificate (Form 3607) to the corresponding postage statement, and submit all penalty postage statements to your accounting unit at the end of the day.

248.2 **GPO Contractor Mailings**

The Government Printing Office (GPO) requires its contractors to submit GPO Form 712, *Certificate of Conformance* (see Exhibit 248.2), to the BMEU with all nonprepaid mailings. This is in addition to the appropriate postage statement. Verification procedures for mailings submitted by GPO contractors, including special requirements for mailings entered with Form 3602-G, follow.


248.21 **Verifying GPO Form 712**

Upon receiving a penalty permit imprint mailing from a GPO contractor, the BMEU follows these steps:

- 1> Verify that the contractor has submitted both GPO Form 712 and the appropriate postage statement. A single GPO Form 712 may cover mailings under multiple postage statements. However, each postage statement may reference only one GPO Form 712 serial number. If GPO Form 712 is not submitted, reject the mailing.
- 2> Verify that the serial number on the GPO Form 712 appears on all postage statements that relate to that form. (The serial number should be entered in box 4 of Form 3602-G and in the upper right corner of all other postage statements.) Allow the contractor to make any necessary corrections.
- 3> Compare the number of mailpieces reported on GPO Form 712 and the number of pieces reported collectively on the postage statement(s) submitted with the contractor's mailing(s). If these totals do not match, reject the mailing(s). The contractor may resubmit the mailing(s) after correcting the discrepancy.

Exhibit 248.2

Completed GPO Form 712, *Certificate of Conformance*

U.S. GOVERNMENT PRINTING OFFICE CERTIFICATE OF CONFORMANCE		THIS NUMBER MUST APPEAR ON THE PROPER U.S. POSTAL SERVICE MAILING STATEMENT		A- 0547103	
The contractor must submit parts 1 and 2 of this Certificate of Conformance with his billing for each jacket or print order under which mailing is performed with the use of official penalty permits imprints. This certificate is subject to the clause entitled "Certificate of Conformance-Terms and Conditions" (see reverse of part 3 hereof). This certificate must be accompanied with the proper U.S. Postal Service mailing statements when presented to the Postmaster or Post Office Clerk. Failure to submit this certificate will delay payment.					
JACKET NO. 3600	PROGRAM AND PRINT ORDER NO.	TITLE OF MATERIAL MAILED Management Bulletin			
CONTRACTOR Mailing Contractor, Inc.		REQUESTING DEPT. AND REQUISITION NO.		POSTAL PERMIT NO. G-296	
MAILING UNIT		NUMBER OF PIECES MAILED	NUMBER OF COPIES MAILED	POSTAL SERVICE POSTMARK	
SINGLE COPY (self-mailer or envelope)				Postmark does not constitute verification of mailing. Location of Post Office: City, State and Zip Code Signature of Postmaster/Clerk DATE	
MULTIPLE COPIES (envelopes)		2	12		
PACKAGE AND/OR CONTAINERS (14 lbs. or less)		8	2000		
PACKAGE AND/OR CONTAINERS (over 14 up to 25 lbs.)					
CONTAINERS (over 25 up to 40 lbs.)					
CONTAINERS (over 40 up to 70 lbs.)				Classes of mail presented 1st (Inc. Priority) 2d 3d 4th No. of USPS mailing statements presented	
TOTAL		10	2012		
I hereby certify that, in accordance with the mailing instructions, as requisitioned from the Government Printing Office, I have made the above mailing and that the supplies mailed were in the quantities and of the quality specified, and that such supplies were in all respects in accordance with the terms and specifications of the Program, Print Order and/or the Jacket as listed above.					
Signature of Person Authorized to Sign this Certificate 				Date 12-13-97	
The penalty for making false statements to the Government is prescribed in 18 USC 1001					
PART 1 (FILE WITH GPO INVOICE)					

4> If all the mailings reported on GPO Form 712 are accepted, complete the post office portion of the form as follows:

- Date stamp the form using a round stamp.
- Enter the city, state, and ZIP Code of the post office.
- Sign and date the form.
- Check the block or blocks indicating the class or classes of mail accepted and the number of postage statements submitted.

5> Return all copies of the completed GPO Form 712 to the contractor.

Note: If a mailing is rejected, do not complete the post office section of GPO Form 712. Return all copies of the form and the mailing to the contractor. If some mailings reported on a GPO Form 712 are accepted and others are rejected, the contractor must delete the information pertaining to the rejected mailings.

248.22 **Special Procedures for Form 3602-G Mailings**

GPO contractors are permitted to submit to a BMEU permit imprint mailings containing mailpieces of different weights and more than one class of mail. All mailings of this nature must contain at least 200 pieces or weigh 50 pounds and must be reported on Form 3602-G, *Postage Statement — Penalty Permit Imprint* (see Exhibit 248.22). Mailings that do not meet these requirements must be prepared with penalty metered postage, penalty mail stamps, or postage affixed by the contractor.

GPO contractors may also use Form 3602-G to report single-piece rate mailings of identical weight and class of mail. However, bulk rate and presort discount mailings may not be mailed using this form.

When a GPO contractor submits a mailing with Form 3602-G, the BMEU takes the following steps (in addition to the procedures described in 248.21):

- 1> Verify that the contractor has submitted GPO Form 712 with the mailing.
- 2> Make certain the contractor has physically sorted the mailing in accordance with the class and weight categories reported on Form 3602-G. If the contractor has not physically sorted the mailing categories, reject the mailing.
- 3> Verify that the class of mail shown in the permit imprint or on the mailpieces corresponds to the class of mail reported on Form 3602-G. If the class of mail endorsements on the pieces is not the class or classes reported on Form 3602-G, take the following action:
 - If the pieces qualify for the class of mail shown on the mailpieces, accept the mailing under the condition that postage will be computed and reported on Form 3602-G at the rate for the class of mail shown on the pieces.
 - If the pieces do not qualify for the class of mail shown on the mailpieces, reject the mailing.
- 4> Complete the shaded portion of the postage statement, calculating the postage following the instructions on the back of the form.
- 5> After a mailing has been verified and accepted, assign a register number and record the mailing on Form 3000-G, *Postage Statement Register for Penalty Mail* (see Exhibit 248.1). Record the register number in the upper right corner of both the postage statement and the clearance document.
- 6> Record the date and amount of postage on the agency's Form 3609, *Record of Permit Imprint Mailings* (see Exhibit 244.1b).
- 7> Forward the signed postage statement to the person in your unit who completes Form 3633-G.

Instructions for Permit System sites: Do not enter Form 3602-G into the Permit System, but record the mailing on Form 3000-G and Form 3609. Submit Form 3602-G, along with any other penalty postage statements, to your post office accounting unit at the end of the day.

Exhibit 248.22

Completed Form 3602-G, Postage Statement — Penalty Permit Imprint

917-3

Postage Statement — Penalty Permit Imprint
(For Use Only by GPO Contractors at Single Piece Rates)

1. Name and Mailing Address of Agency (Include ZIP Code) White House Conference on Small Business 500 Pennsylvania Ave. N.W. Washington D.C. 20001		2. Name and Mailing Address of Contractor (Include ZIP Code) Mailing Contractor, Inc. Hopewell Drive Fairfax, VA. 22033-2408	
3. Permit Number G-296		4. Serial No. (GPO Form 712) A-0001790	
5. Name and Telephone No. of Agency Employee Most Familiar With the Mailing Marcy McGehee (802) 999-9999		6. Name and Telephone No. of Contractor Employee Most Familiar With the Mailing Mike Johnson (703) 999-9999	
8. Number of Sacks, Trays, or Other Containers for Items 14-26 Below Item No. Sacks Trays Other 14 MA		9a. Agency Cost Code 98765	
11. Finance No. 99999999		12. Name and State of Station or Branch Fairview BHEU WASHINGTON DC	

Mailing Class	A		B		C		D		E		F		G	
	Total Pieces	Total Weight (in pounds)	Total Pieces	Total Weight (in pounds)	Total Pieces	Verified Total Wt. (in pounds)	Average Weight (in pounds)	Rate (Single Piece)	Total Weight (in pounds)	Rate (Single Piece)	Total Weight (in pounds)	Rate (Single Piece)	Total Weight (in pounds)	Rate (Single Piece)
14. First-Class (11 oz. or less) ^{1,2}	2	0.72	2	0.72	2	0.72	0.3600	1.47	2.94					
15. First-Class/Priority (Over 11 oz. to 15 lbs.)														
16. First-Class/Priority (Over 15 lbs. to 35 lbs.)														
17. First-Class/Priority (Over 35 lbs. to 50 lbs.)														
18. First-Class/Priority (Over 50 lbs. to 70 lbs.)														
19. Standard Mail (A) (Single piece) ²														
20. Standard Mail (B) Parcel Post Machineable (1 lb. to 15 lbs.)	8	110.00	8	110.00	8	110.00	13.7500	8.55	68.40					
21. Standard Mail (B) Parcel Post Machineable (Over 15 lbs. to 35 lbs.)														
22. Standard Mail (B) Parcel Post Machineable (Over 35 lbs. to 50 lbs.)														
23. Standard Mail (B) Parcel Post Machineable (Over 50 lbs. to 70 lbs.)														
24.*														
25.*														
26.*														
27. Totals	10	110.72	10	110.72	10	110.72		71.34						

28. Comments: _____

29. Signature of Contractor: *Mike Johnson*

30. Signature of Weigher: I certify that this mailing has been weighed and examined to verify preparation. *F. Ching*

¹ Do not report post card rate pieces in this item. Write in "First-Class Post Cards" in item 24, 25, or 26.
² Do not report pieces subject to the nonstandard surcharge in this item. Write in "First-Class Nonstandard" or "Standard Mail (A) Nonstandard" in item 24, 25, or 26.
 * Special Standard Mail (B), bound printed matter, special services, and foreign mail may also be recorded in items 24, 25, or 26.
 Standard Mail (B) Inter-BMC/ASF Parcel Post and Standard Mail (A) discounted rate mail must not be claimed on this form.
 Willful entry of false, fictitious or fraudulent statement or representation hereon punishable by fine up to \$10,000 or imprisonment up to 5 years or both (19 USC 1007).

PS Form 3602-G, September 1997

249 Reporting Penalty Permit Imprint Activity

249.1 Reporting Requirements

Mailing Requirements Unit

- >> Submit all forms relating to the issuance of permits to your accounting unit at the end of each day.

Business Mail Entry Unit

At each BMEU with official mail activity, a person must be assigned the responsibility of completing Form 3633-G, *Daily Activity Recap for Official Mail* (see Exhibit 249.1). This person must collect all postage statements and other forms relating to official mail activity and submit a daily recap to your post office accounting unit as follows:

- At the close of business each day that you have official mail activity to report.
- On the last day of the reporting period whether or not you activity to report for that day. (CAG A–G post offices must report on the last day of the accounting period. CAG H–L post offices must report on the last day of each quarter.)

Note: Do not report penalty mail permit imprint activity (including Form 1908 adjustments) on Form 1412, *Daily Financial Report*.

Instructions for Permit System sites: Do not complete Form 3633-G. Send all penalty postage statements (including any Forms 3602-G) to your accounting unit to be included on its consolidated Form 3633-G.


249.2 Completing Form 3633-G

BMEUs report penalty permit imprint and Periodicals mailing activity daily by completing a single Form 3633-G (see Exhibit 249.1) as follows:

- 1> Collect these documents:
 - Postage statements (including those submitted with penalty permit imprint mailings, metered mailings sent at other than single-piece rates, and penalty Periodicals mailings).
 - Forms 3613 (for permit cancellations).
 - Notices of revenue adjustments and auto-generated fee assessments received from your accounting unit.
- 2> Run an adding machine tape to verify your penalty permit imprint activity.
- 3> Complete the Permit Imprint column of Form 3633-G as follows:
 - Enter zero as the opening balance at the start of each reporting period. Each subsequent day of the reporting period, use the closing balance from the previous day's (or most recent) Form 3633-G as the new opening balance.

Exhibit 249.1

Completed Form 3633-G, Daily Activity Recap for Official Mail, to Report Permit Imprint and Periodicals Transactions

		Daily Activity Recap for Official Mail								
Prepared By (Print) Bill Smith		Date 11/24/97	Reporting Unit (Include ZIP + 4) FAIRVIEW BMEU Washington DC 20002-1611					Finance Number 99-9999		
	Permit Imprint	Periodicals	Business Reply	Penalty Mail Stamps	Meters	Fees	Postage Due	Merchandise Return	TOTAL	
Opening Balance	0	0				0			0	
Revenue	500.00	313.00				85.00			898.00	
Subtotal	500.00	313.00				85.00			898.00	
Refunds										
Adjustments	-50.00								-50.00	
Closing Balance	450.00	313.00				85.00			848.00	
Number of Forms										
	3533	3601-A	3601-C	3603	3604	3631-G	3632-G (Sec. A)	3632-G (Sec. B)	3634-G (Sec. A)	
Meters	3634-G (Sec. B)	3635-G/1908								
Permit Imprint	3600-P	3600-R	3602-G 4	3602-PR	3602-R 2	3605-P	3605-R 1	3608-P	3608-R	
	3613	3615	3651	3635-G/1908 1						
Periodicals	3501	3510	3511	3541-R 1	3635-G/1908					
Business Reply	3615	3630-G	3635-G/1908							
Merchandise Return	3615	3639-G	3635-G/1908							
Postage Due	3638-G	3635-G/1908								
Total Number of Forms →									9	
Penalty Postage Statement										
Total Number of Penalty Postage Statements (From Form 3000-G, Postage Statement Register for Penalty Mail)					▶	8				
Register Numbers Assigned (From Form 3000-G, Postage Statement Register for Penalty Mail)					▶	From	47		To	54
PS Form 3633-G, September 1997										

- Calculate the total postage from the postage statements and record this amount as revenue.
 - If you have received a notice of revenue adjustment (Form 1908 or 3635-G) from your accounting unit, calculate the total net adjustment amount from these forms and record this amount as an adjustment. On Form 3635-G, fill in the Today's Date block. If you have a Form 1908 adjustment, file the original Form 1908 with your copy of Form 3633-G and attach the duplicate of Form 1908 to the original Form 3633-G that you submit to your accounting unit.
 - Calculate the closing balance by either adding or subtracting the net adjustment (depending on whether the amount is positive or negative).
- 4>** Complete the Periodicals column of Form 3633-G if you have any penalty Periodicals mailings to report (see 255), using the closing balance from your most recent Form 3633-G as the opening balance. Record the total postage from postage statements for Periodicals mailings as revenue.
- 5>** If you have received a fee assessment notice (see Exhibit 541.1b) from your accounting unit, enter the fee as revenue in the Fees column. Do not forward these notices with the completed Form 3633-G, but keep them on file.
- 6>** Complete the Total column.
- 7>** Fill in the Number of Forms section, showing the number of supporting documents being forwarded with this Form 3633-G.
- 8>** Complete the Penalty Postage Statement section of Form 3633-G, entering the number of penalty postage statements recorded for the day on Form 3000-G, *Postage Statement Register for Penalty Mail*. Also record the first and last register number assigned to these postage statements. Make sure that each of these postage statements is reported on (and submitted with) Form 3633-G.
- 9>** Attach to the original Form 3633-G the following:
- The postage statements arranged in order by register number.
 - Any other supporting documents used in compiling this form (including Forms 1908 and 3635-G, but not auto-generated fee assessments).
 - The adding machine tape verifying your totals.
- 10>** File the duplicate Form 3633-G (including the original of any Forms 1908).
- 11>** Submit the original Form 3633-G and all supporting documents to your accounting unit.

25 Penalty Periodicals

251 General

Authorized agencies may send publications without prepayment of postage, provided the publications meet the eligibility standards set forth in DMM E200. Except as noted here, government agencies must comply with the same mailing requirements that apply to other mailers of periodicals. All penalty Periodicals fees are automatically assessed through OMAS and are credited as revenue to the office of original entry.

252 Authorization

Agencies may apply for penalty Periodicals mailing privileges by submitting an application for original entry, additional entry, or reentry and supporting materials (but no fees) to the mailing requirements unit of the post office of original entry. The mailing requirements unit forwards the application and copies of the publication to the RCSC serving the original entry post office (*not* to the accounting unit).

Rates and Classification Service Center

Upon approving the application, the RCSC sends a notice of approval to the post office of original (and additional) entry and to the manager, Post Office Accounting, to be entered into OMAS for automatic assessment of fees.

Mailing Requirements Unit

Upon receiving notice that an agency's publication has been approved for penalty Periodicals mailing privileges, the mailing requirements unit takes action as follows:

- 1 > Prepare a Form 3543, *Record of Periodicals Postage*, writing the words "Penalty Mail — No Local Funds Required" at the top of the form.
- 2 > File this form in publication number order with the other Forms 3543 for penalty Periodicals. (Post Office Accounting assigns a temporary publication number to publications of authorized agencies having applications pending.)

Instructions for Permit System sites: Do not record penalty Periodicals mailings on Form 3543.

253 Format Requirements

A penalty mail Periodicals imprint must be in the approved format for pending or authorized penalty Periodicals mailings (see Exhibit 253). The following requirements apply:

- The imprint must contain the words "Postage and Fees Paid" and the name of the authorized agency.

Exhibit 253

Penalty Periodicals Imprint Formats

Imprint for publications mailed while application pending	<div style="border: 1px solid black; padding: 5px;"> AGENCY NAME DELIVERY ADDRESS CITY STATE ZIP CODE <hr/> OFFICIAL BUSINESS PENALTY FOR PRIVATE USE \$300 </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> APPLICATION TO MAIL AT PERIODICALS RATES PENDING </div>
Imprint for authorized Periodicals publications	<div style="border: 1px solid black; padding: 5px;"> AGENCY NAME DELIVERY ADDRESS CITY STATE ZIP CODE <hr/> OFFICIAL BUSINESS PENALTY FOR PRIVATE USE \$300 </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> PERIODICALS POSTAGE AND FEES PAID AGENCY NAME ISSN OR USPS PUB. NO. </div>

- The front or back cover of each copy of the publication or the address side of the envelope or mailer must include the agency name and complete return address.
- The words “Official Business/Penalty for Private Use \$300” must be preprinted (not handwritten or typewritten) directly below the return address.

254 **Verification and Acceptance Procedures**

Agencies must submit a completed postage statement (Form 3541-R, *Postage Statement—Periodicals Regular and Science-of-Agriculture Rates*) to the entry office with the mailing of each issue or as otherwise required by the standards for Periodicals (see DMM P200).

Upon receiving a penalty Periodicals mailing, the BMEU follows these steps:

- 1> Verify that the mailing meets the eligibility and preparation requirements for Periodicals. If it does not, reject the mailing.

- 2> Verify that the agency has a valid Periodicals entry authorization at your post office. Write "Pending Application" at the top of the postage statement for mailings made while an application for original entry is pending.
 - If the agency has not yet applied for *original entry* authorization, the agency must submit a completed original entry application (Form 3501 or 3511) in addition to the postage statement.
 - If a publication is submitted without an *additional entry* authorization, accept the mailing upon submission of a copy of the additional entry application form (Form 3510).
- 3> Verify that the agency name in the return address and in the penalty mail Periodicals imprint is that of the authorized agency. If it is not, reject the mailing.
- 4> After a mailing has been verified and accepted, record the mailing on Form 3000-G, *Postage Statement Register for Penalty Mail* (see Exhibit 248.1).
 - Assign a sequential register number to each mailing, as described for penalty permit imprint mailings (see 248.1).
 - Record this register number in the upper right corner of both the postage statement and the clearance document.
 - Forward the postage statement to the person in your unit who prepares Form 3633-G.
- 5> Record the date and amount of postage on the Form 3543, *Record of Periodicals Postage*, for that publication.

Instructions for Permit System sites: Enter penalty postage statements into the Permit System daily. Do not record these mailings on Form 3000-G or Form 3543. Attach the Permit receipt to the corresponding postage statement, and submit both to your accounting unit at the end of each day. Do not complete Form 3633-G.

255 Reporting Penalty Periodicals Mailing Activity

BMEUs must report penalty Periodicals mailing activity by submitting a completed Form 3633-G, *Daily Activity Recap for Official Mail*, to your accounting unit at the close of business each day. Report postage and fees from Periodicals mailings and regular permit imprint mailings on the same Form 3633-G (see 249.2).

Instructions for Permit System sites: Do not complete Form 3633-G. Send all penalty Periodicals postage statements to your accounting unit to be included on its consolidated Form 3633-G.

26 Penalty Express Mail

261 General

Authorized agencies have the same service and contract options as other mailers when arranging for penalty Express Mail service. Agencies may affix penalty meter strips or penalty stamps to the Express Mail envelope; some agencies also allow Express Mail postage to be charged against their agency code. When an agency code is entered on the Express Mail label, the label is entered into the Electronic Marketing Reporting System (EMRS) and the postage charges are transmitted to the MNISC for inclusion in OMAS. This ensures that agencies are billed for their Express Mail activity and the resulting revenue is credited to the originating post offices.

262 Payment Methods

Acceptance personnel follow these procedures when an authorized agency presents an article for penalty Express Mail service:

- 1 > Make certain that the Federal Agency Acct. No. block of the Express Mail label includes one of the following:
 - The 3-digit agency code (a 5-digit cost code may also be included).
 - The words "Penalty Postage Meter" (if penalty meter strips are affixed).
 - The words "Penalty Mail Stamps" (if penalty mail postage stamps are affixed).
- 2 > If an agency code is used in lieu of meter strips or stamps, verify that the agency permits Express Mail postage to be charged to its agency code by checking the most recent listing of Agency Authorization Codes in the *Postal Bulletin* (see the appendix to this handbook). The agency representative must also provide an envelope or label bearing a complete agency return address and the preprinted words "Official Business/Penalty for Private Use \$300."

263 Authorizing Refunds for Express Mail Failures

Agencies may apply for refunds for penalty Express Mail failures in the same manner as other customers. All refunds must be entered into EMRS to be credited in OMAS.

Note: Local post offices are prohibited from making refunds to authorized agencies by cash, check, or money order. All penalty refunds must be credited through OMAS.

264 Reporting Requirements

Local post offices do not need to track or report penalty Express Mail.

27 Penalty Business Reply Mail

271 General

Authorized agencies may distribute penalty BRM envelopes, cards, or labels to enable correspondents to mail a reply to the agency without affixing postage. Agencies may also provide BRM labels to suppliers to facilitate the shipment of parts, supplies, and materials to the agency at First-Class or Priority Mail rates. Unless noted here, the same requirements apply to agencies as to other users of BRM (see DMM S922). All postage and fees relating to penalty BRM are billed through OMAS and the resulting revenue is credited to the post office where the BRM is received.

Note: In addition to the penalty business reply format, agencies may use the penalty metered reply format (see 232.3), penalty mail stamps or stamped stationery (see 224.2), or penalty merchandise return labels (see 28) for reply purposes.

272 Billing Options

Authorized agencies may elect to have their penalty BRM billed under either of the following options:

- BRM account option. The agency is billed an annual BRM accounting fee for each post office ZIP Code where the agency's BRM is returned as well as a per piece fee.
- Postage due option. No accounting fee is assessed but the agency is charged a higher per piece fee for its BRM. The agency's BRM charges are included with any postage due charges (see 29).

Under both options, all BRM postage and fees are billed to the agency through OMAS.

273 Format Requirements

Penalty BRM envelopes must be printed as shown in Exhibit 273. The following requirements apply:

- The agency's address may be printed, typewritten, or hand-stamped (but not handwritten) on the mailpiece, or a printed gummed label may be affixed in the address area.
- The words "Official Business/Penalty for Private Use \$300" must be included below the return address.
- The BRM legend must include the words "Postage Will Be Paid By [Agency Name]."

Exhibit 273
Penalty BRM Formats

FIM B →

For Permit Holder's Use

OFFICIAL BUSINESS
 PENALTY FOR PRIVATE USE \$300

BUSINESS REPLY MAIL
 FIRST CLASS PERMIT NO. 00000 WASHINGTON DC

POSTAGE WILL BE PAID BY AGENCY NAME

NO POSTAGE
 NECESSARY
 IF MAILED
 IN THE
 UNITED STATES

Agency Name
Attn: Finance Dept.
Federal Building
Washington DC 00000-0000

FIM B
 For preprinted
 BRM without
 barcode

FIM C →

For Permit Holder's Use

OFFICIAL BUSINESS
 PENALTY FOR PRIVATE USE \$300

BUSINESS REPLY MAIL
 FIRST CLASS PERMIT NO. 00000 WASHINGTON DC

POSTAGE WILL BE PAID BY AGENCY NAME

NO POSTAGE
 NECESSARY
 IF MAILED
 IN THE
 UNITED STATES

Agency Name
Attn: Finance Dept.
Federal Building
Washington DC 00000-0000

|||

FIM C
 For preprinted
 BRM with
 barcode

274 **Authorization**

274.1 **Assigning a Penalty BRM Permit Number**

The manager, Post Office Accounting, assigns a BRM permit number to each agency that is authorized to use penalty mail. Larger agencies may request separate BRM permit numbers for different organizations within the agency. Agencies are assessed an annual BRM permit fee for each permit number assigned. All fees are automatically assessed through OMAS.

274.2 **Authorizing Use of Penalty BRM Permit**

Agencies must apply for authorization to use their penalty BRM permit by submitting Form 3615, *Mailing Permit Application and Customer Profile* (see Exhibit 244), to the mailing requirements unit of each post office where their business reply mail will be returned. A contractor may submit an application on behalf of an agency provided the application has been signed by an authorized agency representative.

Mailing Requirements Unit

When an agency submits a Form 3615 to activate its penalty BRM permit number at your post office, the mailing requirements unit follows these steps:

- 1> Advise the agency that all penalty BRM must comply with the format shown in Exhibit 273. If possible, review an example of the agency's BRM format.
- 2> Verify the agency code and the BRM permit number by checking the most recent listing of Agency Authorization Codes in the *Postal Bulletin* (see the appendix to this handbook). If you have any doubt as to the correct agency code or BRM permit number, contact the manager, Post Office Accounting.
- 3> Complete the BRM Authorization section of the submitted Form 3615 as follows:
 - If the agency wishes to have its BRM processed under the BRM account option, check the BRM Advance Deposit Account box. If appropriate, check the BRMAS Approved box (see 274.3). In the Date Fee Paid block, write "OMAS."
 - Complete the BRM authorization coupon, writing "OMAS" in one or both Fee Due blocks, as appropriate. Detach the coupon and present it to the agency representative.
- 4> Make a copy of the completed Form 3615 and send it to the postage due unit of the station or branch where BRM will be received. The postage due unit will forward the Form 3615 to the accounting unit. File the original Form 3615 in alphabetical order by agency name.
- 5> Complete Form 3619, *Permit Number Record* (see Exhibit 244.1a), and file it in alphabetical order with your other penalty permits.

Postage Due Unit

Upon receiving a completed Form 3615 from the mailing requirements unit, the postage due unit follows these steps:

- 1> Prepare a ledger using Form 25, *Trust Fund Account* (see Exhibit 274.2), to maintain a daily record of BRM received by the agency, as follows:
 - If the agency selected the BRM account option, write "BRM Account" at the top of the form. Fill in the agency's name, address, and BRM permit number. Prepare columns for the type of BRM, date, number of pieces, postage and fees, and total.

Exhibit 274.2

Form 25 Ledger to Record Penalty BRM Handled Under BRM Account Option

U.S. Postal Service TRUST FUND ACCOUNT				African Development Foundation BRM permit # 99002 Washington DC. 20036-1905					
Explanation	1997	Pieces	Postage+Fees	Total	Explanation	19	Received	Withdrawn	Balance
	Mo. Day	Received	Withdrawn	Balance		Mo. Day			
Envelopes	8/3	25	8.00+2.50	10 50					
Envelopes	8/4	40	2.80+4.00	16 80					
Cards	8/4	10	2.00+1.00	3 00					
Envelopes	8/6	38	14.46+3.80	18 26					
Envelopes	8/8	45	14.40+4.50	18 90					
Cards	8/11	22	4.40+2.20	6 60					
BRMAS	8/11	54	17.28+1.08	18 36					
		234	73.34+19.08	92 42					

PS Form 25, Sept. 1984

- If the agency selected the postage due option, check whether you already have a Form 25 on file for that agency. If not, prepare a Form 25 with the words "Postage Due" at the top of the form, as described at 292.

- 2> File the Form 25 ledger in the appropriate Form 25 (BRM or postage due) file.
- 3> Forward the agency's application (Form 3615) to your accounting unit.

274.3 Authorizing Use of Business Reply Mail Accounting System

Agencies that select the BRM account option may obtain a significantly reduced per piece charge for BRM cards and letters under the Business Reply Mail Accounting System (BRMAS). This system provides for automated processing of BRM through use of barcodes that identify the BRM rate category.

To participate in BRMAS, the agency submits a letter of request to the postmaster at the post office where its BRM will be returned, along with the completed Form 3615. If the request is approved, the mailing requirements unit follows these procedures:

- 1> Check the box labeled "BRMAS Approved" on the agency's Form 3615.
- 2> Notify the postage due unit that will be handling the BRM that the agency has been approved to participate in BRMAS.

275 **Renewing BRM Permit and Local Authorization**

Penalty BRM permits and local authorizations to use a BRM permit are automatically renewed (and fees assessed through OMAS) unless the agency requests a cancellation (see 276).

Note: Local post offices do not collect BRM accounting fees from agencies. These fees are automatically assessed through OMAS.

276 **Canceling or Reinstating a BRM Authorization**

Mailing Requirements Unit

Upon receiving notification that an agency wishes to cancel its authorization to receive penalty BRM at your post office, the mailing requirements unit takes action as follows:

- 1> Make a copy of the agency's Form 3615 in your files, and fill in the Date Canceled in red on both copies to show that the agency's BRM Authorization has been canceled. Return the original to the file, and forward the copy to the postage due unit.
- 2> Write the date of cancellation on the agency's Form 3619, *Permit Number Record*, and return it to the file.

Postage Due Unit

Upon receiving a Form 3615 showing that an agency's BRM authorization has been canceled, the postage due unit takes these steps:

- 1> Write "Inactive BRM permit" on the Form 25 used to record the agency's BRM, and return it to the file.
- 2> Forward the red-marked copy of the Form 3615 to your accounting unit.

Note: To reinstate a BRM authorization that was canceled in error, the mailing requirements unit and postage due unit should reverse the steps taken to cancel the authorization.

277 **Changing a BRM Account to Postage Due Option**

If an agency notifies a post office that it does not wish to renew its BRM account, the agency's BRM will then be handled under the postage due procedures (see 29).

Mailing Requirements Unit

Upon receiving notification that an agency wishes to switch from a BRM account to the postage due option, the mailing requirements unit follows these steps:

- 1> Make a copy of the agency's Form 3615 that is in your files. On both the original and the copy, write "Change" in red at the top and fill in the Date Canceled block to show that the BRM Advance Deposit Account has been canceled. Return the original Form 3615 to the file.
- 2> Send the copy of Form 3615 to the postage due unit, and request the postage due unit to note on the agency's Form 25 ledger for BRM that the BRM account option has been canceled.

Postage Due Unit

Upon receiving a Form 3615 from the mailing requirements unit that is marked in red with the word "Change," the postage due unit takes these steps:

- 1> Write "Inactive BRM Account" on the agency's Form 25 for BRM.
- 2> Forward the red-marked copy of the Form 3615 to your accounting unit.
- 3> Check whether a Form 25 for tracking the agency's postage due activity is already on file. If not, prepare a Form 25 ledger as described at 292.

Note: When an agency cancels its BRM account, all subsequent BRM is treated as postage due mail (see 29) and is charged at the higher per piece fee.

278 Calculating BRM Postage and Fees

All penalty BRM must be forwarded to the postage due unit before it is delivered to the agency holding the permit. Upon receiving BRM for an agency that is authorized to receive BRM at your post office, the postage due unit follows these procedures:

- 1> Check your Form 25 ledgers to see which payment option the agency has selected. If the agency has not selected the BRM account option at your post office, handle the BRM as postage due (see 29).
- 2> If the agency has selected the BRM account option, record the type of BRM, date, number of pieces, postage and fees, and total on the agency's Form 25 labeled "BRM Account" (see Exhibit 274.2). Be sure to include the appropriate charges for BRMAS pieces.
- 3> Record the day's total from Form 25 onto Form 3582-A, *Postage Due Bill* (see Exhibit 278a). Where other mailers are instructed to attach postage meter strips or stamps, write "Official Mail — BRM Account."

Note: For BRMAS accounts, enter the day's total onto Form 3611, *Postage Due Statement for Automated BRM* (see Exhibit 278b).

- 4> Submit the postage due bill (Form 3582-A or 3611) to the agency with the BRM pieces, but do not collect any postage. All fees and postage for penalty BRM are assessed through OMAS.

Exhibit 278a

Completed Form 3582-A, Postage Due Bill

U.S. Postal Service POSTAGE DUE BILL							
Name of Customer and Address African Development Foundation 1724 MASSACHUSETTS AVE. NW WASHINGTON DC. 20036 -1905							Dated Postmark
Postage due articles amounting to <u>18</u> dollars and <u>90</u> cents are delivered upon payment of this amount. Equivalent postage is attached to this and the necessary follow sheets that form a part of this bill. If you have deposited a sum in advance for postage due mail, the amount of this bill is being deducted from your account. Please see that the value of the attached postage corresponds with the amount stated.							
OFFICIAL MAIL							
BRM ACCOUNT							
Number of Follow Sheets to This Bill	Signature of Postmaster					Per	
	<i>R. Kelly</i>					<i>Billy Fay</i>	

PS Form 3582-A, December 1986

© U.S. GPO: 1988-210-829

Exhibit 278b

Completed Form 3611, Postage Due Statement for Automated BRM

POSTAGE DUE STATEMENT FOR AUTOMATED BRM							
Customer				Perm./Acct.	Fin. #	Date	
Social Security Administration 6401 Security Blvd. Baltimore Md. 21233				18452	23-0318	10-10-97	
ZIP description							
Bin	ZIP Code	BRM Category	Count	Postage	BRM Fee	TOTAL Due	
	21233	1oz. letters	125	40.00	2.50	42.50	
				BRMAS Qualified	Non Qualified		
Totals for Cards							
Totals for 1 Oz. Letters			125		16		
Totals for 2 Oz. Letters							
AUTOMATED TOTALS:						42.50	
NON-BRMAS MANUAL TOTAL:						6.72	
GRAND TOTAL (automated + manual):						49.22	

PS Form 3611 Jan. 1987

279 Reporting Penalty BRM Activity

279.1 Reporting Requirements

Postage due units must report penalty BRM activity to their accounting units at the end of each accounting period (see 279.3). In addition, certain transactions must be reported on a daily basis (see 279.2). These reporting requirements ensure that BRM received by agencies is properly billed through OMAS and that revenue is credited to the proper post office.

Note: Reporting procedures for BRM handled under the postage due option are described at 293.

279.2 Daily Reporting

Postage due units are not required to report penalty BRM activity on a daily basis using Form 3633-G. However, you must prepare a Form 3633-G on any day that you receive a notice of revenue adjustment (Form 1908 or Form 3635-G) or an OMAS-generated fee assessment from your accounting unit.

In addition, you must forward to your accounting unit any Forms 3615 received from your mailing requirements unit on a daily basis. These forms are not reported on Form 3633-G.

Note: Do not report penalty reply mail activity (including Form 1908 activity) on Form 1412, *Daily Financial Report*.

279.21 Reporting Revenue Adjustments

Upon receiving a Form 3635-G or Form 1908 from your accounting unit, the postage due unit completes Form 3633-G as follows:

- 1 >** If you have previously submitted a Form 3633-G to your accounting unit during the current accounting period, use the balance from the most recent Form 3633-G as the opening balance. If not, enter zero as the opening balance.
- 2 >** Enter the total net adjustment amount as an adjustment in the appropriate column (Business Reply, Merchandise Return, or Postage Due). Either add or subtract the adjustments (depending on whether the amounts are positive or negative) to calculate the closing balance.
- 3 >** If the adjustment is from Form 3635-G (see Exhibit 545.2), write the date in the block labeled "Today's Date."
- 4 >** File the duplicate Form 3633-G (with the original Form 1908 attached).
- 5 >** Attach the Form 3635-G or duplicate Form 1908 to the original Form 3633-G, and submit them to your accounting unit at the end of the day.

279.22 Reporting Fees Assessed

Upon receiving from your accounting unit a *Batch Accepted Transaction Report* showing an auto-generated fee transaction (see Exhibit 541.1b), the postage due unit completes Form 3633-G as follows:

- 1 >** If you have previously submitted a Form 3633-G to your accounting unit during the current accounting period, use the balance from the most recent Form 3633-G as the opening balance. If not, enter zero as the opening balance.
- 2 >** Enter the fee as revenue in the Fees column, and calculate the closing balance and the Total column.
- 3 >** File the duplicate Form 3633-G with the fee notice attached.
- 4 >** Submit the original Form 3633-G to your accounting unit at the end of the day.

279.3 Accounting Period Reporting

Postage due units must report penalty BRM activity handled under the BRM account option by submitting Form 3630-G and Form 3633-G to your accounting unit on the last day of each accounting period.

Note: To ensure that BRM revenue is entered into OMAS during the proper accounting period, postage due units may be required to complete and submit these forms on the Wednesday preceding the close of the accounting period.

279.31 Preparing Form 3630-G

On the last day of each accounting period for which you have penalty BRM activity to report (or, if required, on the preceding Wednesday), prepare Form 3630-G, *Penalty Business Reply Mail Accounting Period Report* (see Exhibit 279.31), as follows:

- 1 >** Total the entries for number of pieces, postage and fees, and total (postage plus fees) on each agency's Form 25 labeled "BRM Account" for the accounting period (see Exhibit 274.2).
- 2 >** Post the totals from each agency's Form 25 on a separate line of Form 3630-G. Be sure to include the agency name and BRM permit number. These amounts will be billed through OMAS.
- 3 >** Calculate the grand total. This is the total amount of penalty BRM revenue that will be credited to your postal unit for the accounting period.
- 4 >** Post the grand total from Form 3630-G to Form 3633-G (see 279.32), staple the forms together, and submit them to your accounting unit.

279.32 Preparing Form 3633-G

Complete a single Form 3633-G, *Daily Activity Recap for Official Mail* (see Exhibit 279.32), to report penalty BRM, penalty merchandise return, and penalty postage due activity at the end of each accounting period as follows:

- 1 >** Complete the Business Reply column of Form 3633-G as follows:
 - If you previously prepared a Form 3633-G during this reporting period because you received a notice of revenue adjustment or fee assessment from your accounting unit (see 279.2), use the closing balance from the most recent Form 3633-G as your opening balance. If not, enter zero as the opening balance.
 - Enter the grand total from Form 3630-G as revenue.
 - If you have outstanding Forms 1908 or Forms 3635-G received from your accounting unit, calculate the total net adjustment amount from these forms and record it as an adjustment (see 279.21).
 - Calculate the closing balance, adding or subtracting any adjustments (depending on whether the net adjustment amount is positive or negative).
- 2 >** Complete the Postage Due and Merchandise Return columns — entering the grand totals from Form 3638-G and Form 3639-G, respectively (see 293.31 and 287.31). Also enter any current adjustments relating to postage due or merchandise return activity. Calculate the closing balance.
- 3 >** If you have any outstanding notices of fee assessments (see 279.22) received from your accounting unit, enter the amounts as revenue in the Fees column. Do not forward these notices with the completed Form 3633-G, but keep them on file.
- 4 >** Complete the Total column.
- 5 >** Fill in the Number of Forms section, counting all supporting documents being submitted with this Form 3633-G.
- 6 >** File the duplicate of Form 3633-G. Attach Form 3630-G and any other supporting documents to the original Form 3633-G, and send the forms to your accounting unit.

Exhibit 279.32

Completed Form 3633-G, Daily Activity Recap for Official Mail, to Report BRM, Merchandise Return, and Postage Due Transactions

UNITED STATES POSTAL SERVICE®		Daily Activity Recap for Official Mail							
Prepared By (Print)		Date	Reporting Unit (Include ZIP + 4)				Finance Number		
John Keller		8/18/97	Main office 20001-9998				98-7654		
	Permit Imprint	Periodicals	Business Reply	Penalty Mail Stamps	Meters	Fees	Postage Due	Merchandise Return	TOTAL
Opening Balance			41.88			⊖	8.66	81.14	131.68
Revenue			75.16			205.00	1.40	29.16	310.72
Subtotal			117.04			205.00	10.06	110.32	442.40
Refunds									
Adjustments								-12.11	-12.11
Closing Balance			117.04			205.00	10.06	98.19	430.29
Number of Forms									
Meters	3533	3601-A	3601-C	3603	3604	3631-G	3632-G (Sec. A)	3632-G (Sec. B)	3634-G (Sec. A)
	3634-G (Sec. B)	3635-G/1908							
Permit Imprint	3600-P	3600-R	3602-G	3602-PR	3602-R	3605-P	3605-R	3608-P	3608-R
	3613	3615	3651	3635-G/1908					
Periodicals	3501	3510	3511	3541-R	3635-G/1908				
Business Reply	3615	3630-G	3635-G/1908						
Merchandise Return	3615	3639-G	3635-G/1908						
Postage Due	3638-G	3635-G/1908							
Total Number of Forms →									4
Penalty Postage Statement									
Total Number of Penalty Postage Statements (From Form 3000-G, Postage Statement Register for Penalty Mail)					▶				
Register Numbers Assigned (From Form 3000-G, Postage Statement Register for Penalty Mail)					▶ From		To		
PS Form 3633-G, September 1997									

28 Penalty Merchandise Return Service

281 General

Authorized agencies may provide penalty merchandise return service labels to individuals and organizations to enable mail and other articles to be sent to the agency without prepayment of postage. Using merchandise return labels rather than BRM labels allows the agency to select the class at which the materials are shipped and to specify special services (special handling, insurance up to \$100, or registered mail service).

Except as noted here, the same requirements apply to agencies as to other users of merchandise return service (see DMM S923). However, all fees and postage for penalty merchandise return activity are billed to agencies through OMAS.

282 Format Requirements

Agencies must use one-part merchandise return labels prepared in accordance with DMM E060.12.5 and as shown in Exhibit 282. Penalty merchandise return labels must meet these requirements:

- The words “Official Business/Penalty for Private Use \$300” must be printed directly below the agency name and return address and above the class of service requested in the upper left corner of the label.
- If insurance or registered mail service is requested by the permit holder, the appropriate special services notification must be preprinted on the label. Only the special handling endorsement may be rubber-stamped.
- The Merchandise Return Label box must include both the name and ZIP Code of the post office that will receive the mail and the name and address of the agency.

283 Authorizing Penalty Merchandise Return Service

283.1 Assigning a Penalty Merchandise Return Permit Number

An agency that wishes to use penalty merchandise return labels must apply by letter to the manager, Post Office Accounting. A single permit number is assigned to each agency unless the agency requests multiple numbers. An annual authorization fee for a penalty merchandise return permit is assessed through OMAS.

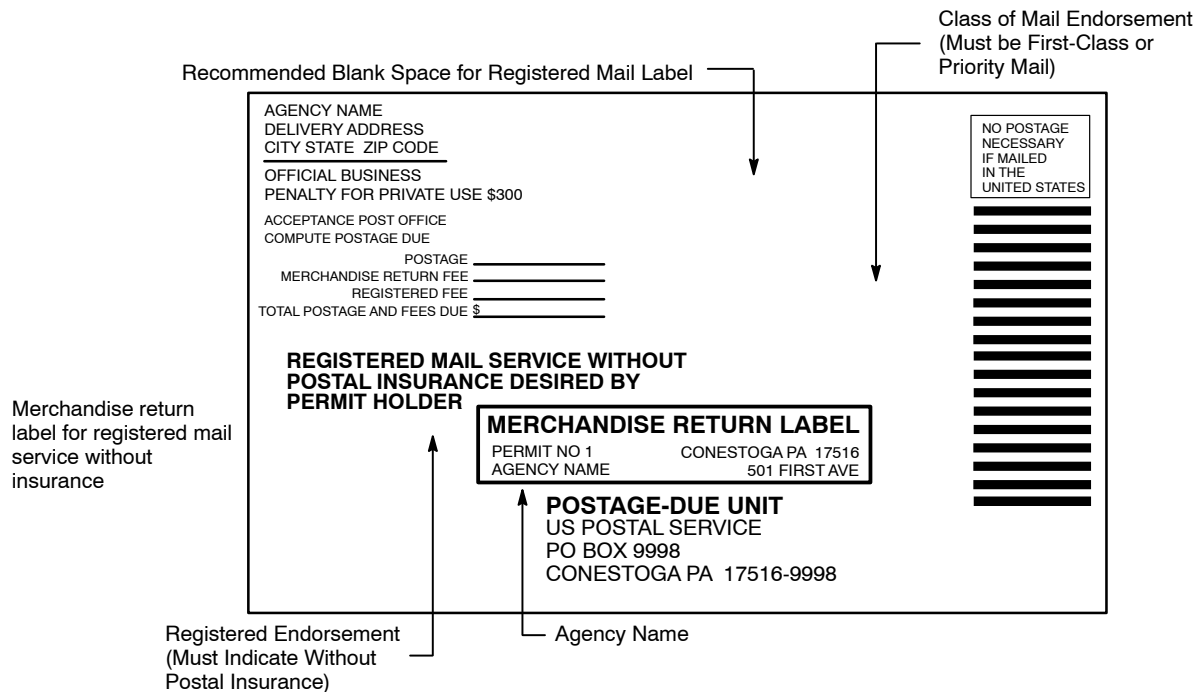
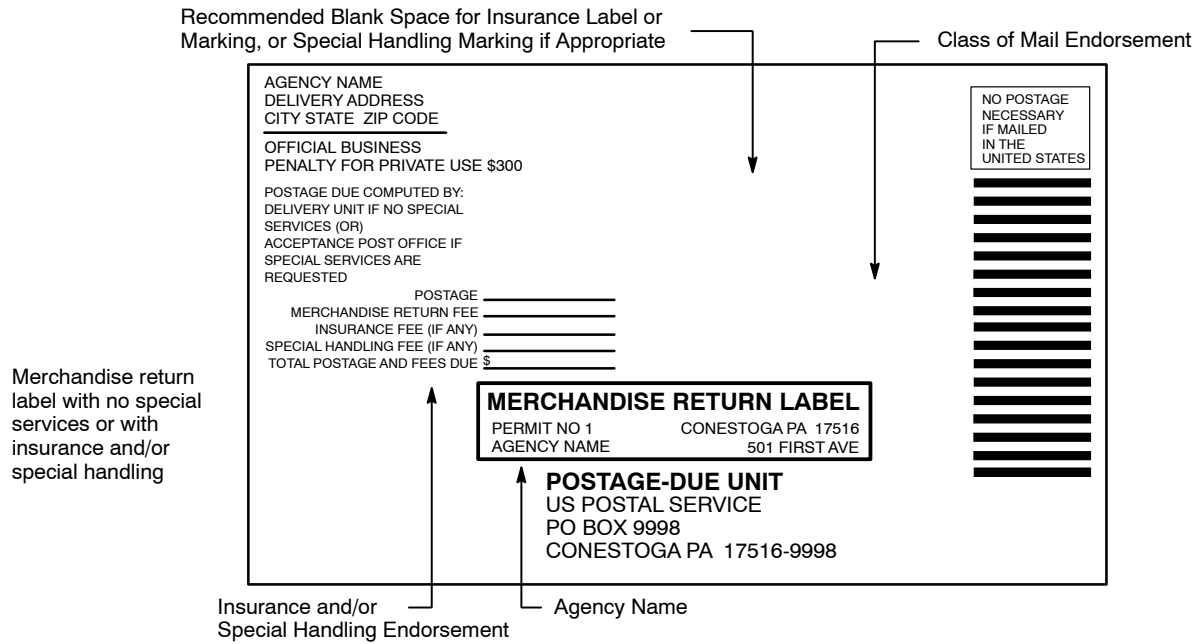
Note: Penalty merchandise return permit numbers are included in the listing of Agency Authorization Codes that is published periodically in the *Postal Bulletin* (see the appendix to this handbook).

283.2 Authorizing Registered Merchandise Return Service

Agencies wishing to use registered mail service for their merchandise return articles must submit a written request to the manager, Business Mail Acceptance, Postal Service Headquarters.

Exhibit 282

Penalty Merchandise Return Label Formats



283.3 Renewing (or Canceling) a Penalty Merchandise Return Permit

Penalty merchandise return permits are automatically renewed (and fees assessed through OMAS) unless the agency requests the manager, Post Office Accounting, to cancel its penalty merchandise return permit number.

284 **Authorizing Local Use of Penalty Merchandise Return Service**

Agencies must apply for authorization to use their penalty merchandise return permit by submitting a Form 3615, *Mailing Permit Application and Customer Profile* (see Exhibit 244), at each post office where parcels bearing penalty merchandise return labels will be received. No fee should accompany this application since all fees for penalty mailers are assessed through OMAS.

Mailing Requirements Unit

Upon receiving a Form 3615 from an agency wishing to activate its penalty merchandise return permit at a local post office, the mailing requirements unit follows these steps:

- 1 >** Advise the agency representative that the agency's penalty merchandise return labels must comply with the formats shown in Exhibit 282. If possible, review the agency's penalty merchandise return label format before the agency begins using its permit.
- 2 >** Verify the agency code and merchandise return permit number by checking the most recent listing of Agency Authorization Codes in the *Postal Bulletin* (see the appendix to this handbook). If the agency has recently obtained a permit number, the agency representative must provide a copy of the authorizing letter. If you have any doubt about an agency's permit number, contact the manager, Post Office Accounting.
- 3 >** Complete the Merchandise Return Service Authorization section of Form 3615, writing "OMAS" in the Date Fee Paid block. Also complete the merchandise return service authorization coupon, writing "OMAS" in the Fee Due block. Detach the coupon and return it to the person who submitted the Form 3615. File the original Form 3615, and send a copy to the postage due unit at the station or branch where the merchandise return parcels will be received. The postage due unit will forward the Form 3615 to your accounting unit.
- 4 >** Complete a Form 3619, *Permit Number Record* (see Exhibit 244.1a), writing "Merchandise Return" as the type of permit in the space provided. File the Form 3619 in alphabetical order with your other penalty permit authorizations.

Postage Due Unit

Upon receiving a completed Form 3615 to activate an agency's penalty merchandise return permit number at your postal unit, the postage due unit follows these steps:

- 1 >** Prepare a ledger using Form 25, *Trust Fund Account*, to maintain a daily record of the agency's merchandise return parcels as follows (see Exhibit 274.2 for a Form 25 ledger used to record penalty BRM):
 - Write "Merchandise Return" at the top of the form to distinguish it from the Forms 25 used to record the agency's BRM and postage due mail.

- Write the agency name, address, and penalty merchandise return permit number, and prepare columns for the date, number of pieces, postage and fees, and total.
- File the Form 25 with the other ledgers used to record penalty merchandise return activity.

2> Forward the Form 3615 to your accounting unit.

285 **Renewing, Canceling, or Reinstating Local Authorization**

Authorization to use a penalty merchandise return permit number at a local post office is renewed automatically unless the agency notifies the post office that it wishes to cancel its authorization. Annual authorization fees are assessed automatically through OMAS. To cancel or reinstate a penalty merchandise return authorization, follow the procedures for canceling or reinstating a BRM authorization (see 276).

286 **Calculating Postage and Fees**

All parcels with a penalty merchandise return label must be forwarded to the postage due unit before being delivered to the agency. The postage due unit follows these steps:

- 1> Check your file of Forms 3619 to verify that the agency is authorized to receive penalty merchandise return service at your postal unit.
- 2> Record the date, number of parcels, and amount of postage and fees due on the agency's Form 25 for merchandise return.
- 3> Post the day's total from Form 25 onto Form 3582-A, *Postage Due Bill* (see Exhibit 278a). In the portion of the bill where other customers are instructed to attach postage meter strips or stamps, write "Official Mail — Merchandise Return."
- 4> Submit the bill to the agency with the penalty merchandise return pieces, but do not collect any postage. All penalty merchandise return service postage and fees are billed through OMAS.

287 **Reporting Penalty Merchandise Return Activity**

287.1 **Reporting Requirements**

Postage due units are required to report penalty merchandise return service activity at the end of each accounting period. In addition, certain transactions must be reported on a daily basis.

287.2 **Reporting Revenue Adjustments and Fees Assessed**

Postage due units do not report penalty merchandise return activity on Form 3633-G daily. However, you must submit a Form 3633-G to your accounting unit on any day you receive a notice of revenue adjustment (Form 3635-G or Form 1908) or an OMAS-generated fee assessment (see instructions at 279.2).

287.3 **Accounting Period Reporting**

Postage due units are required to report penalty merchandise return activity on the last day of each accounting period (or, if required, on the preceding Wednesday) using Form 3639-G and Form 3633-G.

287.31 **Preparing Form 3639-G**

Postage due units must complete Form 3639-G, *Penalty Merchandise Return Service Accounting Period Report* (see Exhibit 287.31), as follows:

- 1>** Total the entries for the number of pieces, postage and fees, and total (postage plus fees) on each agency's Form 25 labeled "Merchandise Return" for the accounting period.
- 2>** Post the totals from each agency's Form 25 on a separate line of Form 3639-G. This is the amount that will be charged to the agency through OMAS.
- 3>** Calculate the grand total. This is the amount of penalty merchandise return revenue that will be credited to your postal unit for the accounting period.
- 4>** Post the grand total to Form 3633-G (see 287.32), staple the forms together, and submit them to your accounting unit.

287.32 **Preparing Form 3633-G**

Postage due units should report penalty merchandise return, penalty BRM, and penalty postage due activity at the end of the accounting period on a single Form 3633-G (see instructions at 279.32).

29 Penalty Mail Postage Due

291 General

Authorized agencies may receive any of the following categories of penalty postage due: address correction service, return mail, forwarding and return service, certificates of mailing, mailing list corrections, and shortpaid mail. Business reply mail for agencies that do not select the BRM account option is also handled as postage due mail.

Note: Agencies that are authorized to use penalty mail are billed for all postage due mail through OMAS.

292 Calculating Postage Due Charges

When the delivering post office receives any type of postage due mail for an authorized agency (including BRM for agencies that do not have a BRM account), the postage due unit must record the amount of postage due as follows:

- 1> Record the type of postage due mail (such as address correction, shortpaid, or BRM handled under the postage due option), date, number of pieces, and amount of postage due (including any fees for BRM) on the Form 25 for the agency that is marked "Postage Due" at the top.
- 2> If a Form 25 ledger to track the agency's postage due mail is not on file, prepare one as follows (see Exhibit 274.2 for an example of a Form 25 ledger used to record penalty BRM):
 - Write "Postage Due" at the top of the form.
 - Determine the 3-digit agency code by checking the most recent listing of Agency Authorization Codes in the *Postal Bulletin* (see the appendix to this handbook).
 - Record the agency's name, address, and 3-digit agency code, and prepare columns for type of postage due, date, number of pieces, postage and fees (for BRM processed under the postage due option), and total.
- 3> Post the agency's total postage due charges for the day from Form 25 onto Form 3582-A, *Postage Due Bill* (see Exhibit 278a). In the portion of the form where users are instructed to attach postage meter strips or stamps, write "Official Mail." Submit this bill to the agency with the postage due mail, and file the Form 25 with your other Forms 25 used to record penalty postage due.

Note: Do not accept payment — including cash, penalty stamps, or metered postage — from agencies for penalty postage due mail. All penalty postage due charges must be assessed through OMAS.

293 Reporting Postage Due Activity

293.1 Reporting Requirements

Postage due units are required to report penalty postage due activity at the close of business on the last day of each accounting period using Form 3630-G and Form 3633-G. In addition, any revenue adjustments must be reported on a daily basis.

293.2 Reporting Revenue Adjustments

Postage due units are not required to report penalty postage due activity on a daily basis using Form 3633-G. However, you must prepare a Form 3633-G on any day that you receive a revenue adjustment (Form 3635-G or Form 1908) from your accounting unit (see instructions at 279.21).

293.3 Accounting Period Reporting

On the last day of each accounting period (or, if required, on the preceding Wednesday), postage due units must complete Form 3638-G and Form 3633-G.

293.31 Preparing Form 3638-G

Postage due units must complete Form 3638-G, *Penalty Mail Postage Due Accounting Period Report* (see Exhibit 293.31), at the end of each accounting period as follows:


- 1> Total the number of pieces, postage, per piece fees, and total (postage plus fees) on each agency's Form 25 labeled "Postage Due" for the accounting period.
- 2> Post the totals from each agency's Form 25 ledger on a separate line of Form 3638-G. These amounts will be billed to the agencies through OMAS.
- 3> Calculate the grand total. This is the amount that will be credited to your postal unit for penalty postage due activity for the accounting period.
- 4> Post the grand total from Form 3638-G as postage due revenue on Form 3633-G, and submit both forms to your accounting unit.

293.32 Preparing Form 3633-G

Postage due units should report penalty postage due, penalty BRM, and penalty merchandise return activity on the same Form 3633-G (see instructions at 279.32).

Exhibit 293.31

Completed Form 3638-G, *Penalty Mail Postage Due Accounting Period Report*

		Penalty Mail Postage Due Accounting Period Report (See Handbook DM-103, Official Mail, for instructions on completing this form.)			
Date	ZIP Code	Finance Number	A/P	Prepared By	
8-18-97	20001	99-9999	12-97	Crystal TURNER	
Agency	Agency Code	No. Pieces	Postage	Surcharge	Total
Dept. of Agriculture	005	3	.96	1.32	2.28
OPM	030		1.68	-	1.68
			.	.	.
			.	.	.
			.	.	.
			.	.	.
			.	.	.
			.	.	.
			.	.	.
			.	.	.
			.	.	.
			.	.	.
			.	.	.
			.	.	.
			.	.	.
			.	.	.
			.	.	.
			.	.	.
			.	.	.
			.	.	.
			.	.	.
Grand Total					3.96

PS Form 3638-G, September 1997

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3 Postal Service Mail

31 General

311 Overview

All postal units may use the G-10 permit imprint for outgoing mail (both single-piece and volume mailings), except for Express Mail items. Postal units are required to use their accountable finance number for Express Mail items (see 35).

For reply mail, all postal units may use the appropriate Postal Service Business Reply Mail permit number (see 34). Do not use the G-10 permit imprint for reply mail, except for cards prepared for domestic return receipt (Form 3811).

312 Format

All Postal Service mail must have preprinted in the upper left corner the Postal Service corporate logo followed by the complete return address (including ZIP+4 code) of the postal unit. The return address aligns left with the bottom edge of the "P" in the corporate logo (see Exhibit 322).

The penalty mail legend, "Official Business/Penalty for Private Use \$300," which is required for other non-prepaid government agency mailings, is not used for Postal Service mailings.

32 Single-Piece Mailings

321 General

Single-piece G-10 permit imprint mail may be entered into the mailstream without going through business mail entry unit (BMEU) acceptance. This mail must be prepared according to the elements described below.

322 Format

All single-piece G-10 permit imprint letter- and flat-size mailpieces must be prepared using facing identification mark (FIM) B for processing purposes. All other format elements listed in 312 must also be included. All parcels must

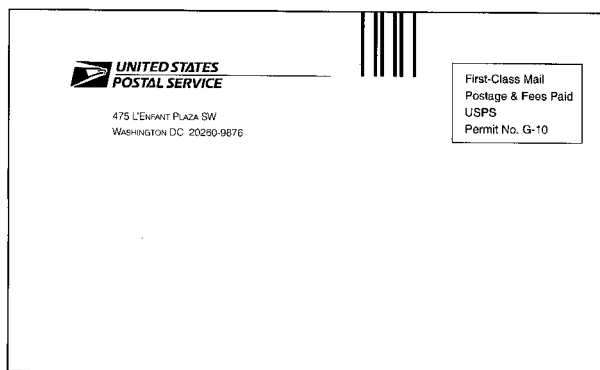
have the format elements listed in 312, but do not need a FIM B. Labels locally created that will be adhered to letter- and flat-size mailpieces should contain FIM B.

The G-10 permit imprint may not be used for reply purposes except for Form 3811, *Domestic Return Receipt*. This should be formatted according to the single-piece G-10 permit imprint standards.

Exhibit 322 provides an example of a properly formatted G-10 permit imprint for single-piece letters and flats.

Exhibit 322

Format for G-10 Permit Imprint Single-Piece Letters or Flats



Drawing not to scale

Note: Postal Service employees may not provide G-10 permit imprint labels to suppliers to pay shipping costs. Effective March 1, 1996, Postal Service suppliers must pay for all shipments to postal facilities.

33 Volume Mailings

331 General

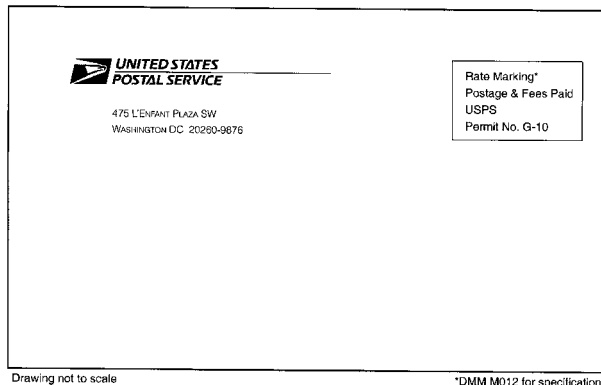
All postal units using the G-10 permit imprint for large volume mailings (200 pieces or 50 pounds minimum) must submit the mailing to a BMEU with the applicable postage statement. Except as described here, these mailings are subject to the normal eligibility and preparation requirements.

332 Format

All format elements listed in 312 must be included. FIM B is optional on volume mailings submitted through a BMEU.

Exhibit 332 shows the proper format for the G-10 permit imprint used for volume mailings. The marking standards in *Domestic Mail Manual (DMM) M012* apply to these mailings.

Exhibit 332

Format for G-10 Permit Imprint Volume Letters or Flats

Note: The finance number of the accountable postal unit must be entered in the Federal Agency Cost Code block on the postage statement.

333 **Parcels**

When using a vendor to distribute parcels in bulk using a G-10 permit, the vendor must use the same barcode symbology that is required for barcode discounts for a paid mailing under DMM C700.

334 **Authorization**

Postal units are not required to complete Form 3615, *Mailing Permit Application and Customer Profile*, to activate the G-10 permit imprint number at local post offices.

34 Business Reply Mail

341 **General**

All postal units may distribute preaddressed business reply envelopes, cards, and labels using the Postal Service BRM permit number 73026 to facilitate customer response.

Note: Do not provide BRM labels to postal suppliers or vendors. Effective March 1, 1996, all shipments to postal facilities must be paid by the supplier.

342 **Notice 32 BRM Permit Number**

Postal Service BRM permit number 99998 is used only to distribute Notice 32-C, *P.O. Box Fee Due (FIM C Marking)*.

343 **Authorization**

Postal units are not required to complete Form 3615, *Mailing Permit Application and Customer Profile*, to activate the Postal Service BRM permit number at local post offices.

344 **Format**

Postal Service BRM envelopes and labels must be in the approved format shown in Exhibit 344. The mailpiece characteristics and format elements described in DMM S922 apply to Postal Service BRM. Each BRM envelope and label should include the following:

- A legibly printed address. Handwriting, typewriting, and handstamping may not be used to prepare BRM.
- A complete address, which must be printed directly on the mailpiece.
- The legend “Postage Will Be Paid By Addressee” even though Postal Service mail is not charged.
- A barcode with FIM C.

Exhibit 344

Postal Service BRM Format (FIM C w/ ZIP+4 Barcode)



Drawing not to scale

35 **Express Mail**

351 **General**

All postal units may use Express Mail service with an accountable finance number.

352 **Completing the Express Mail Label**

To use Express Mail service, the Postal Service Acct. No. block of the Express Mail label must be filled in with the appropriate 8-digit combination of numbers (e.g., 419-99999 — where the first digit is always “4,” the second digit is “0” for field or “1” for Headquarters, and the last 6 digits are the accountable finance number).

36 Merchandise Return Service

No postal unit at any level (including managers and authorized purchasing agents) is authorized to use Merchandise Return Service for any purpose.

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4 Franked Mail

41 General

Official mail of members of Congress is sent without prepayment of postage and is identified by the member's frank (facsimile signature) in place of a postage stamp. Members of the House of Representatives may use penalty metered postage in addition to a member's frank. Franked mail is handled as ordinary mail and is entitled to any special service for which it is properly endorsed.

For a complete listing of persons entitled to use franked mail, see DMM E050.

For additional information about congressional mail, see *Postal Operations Manual* (POM) 491.

42 Prohibited Uses of Member's Frank

421 **Express Mail Service**

The House and Senate prohibit usage of nonprepaid Express Mail service, except for Senate Express Mail drop shipments from Washington, DC (see 452.4).

422 **Reply Mail**

The House and Senate do not allow their members to distribute franked cards, envelopes, or labels to constituents to facilitate replies or inquiries. Members of Congress are also prohibited from distributing any franked material to vendors to facilitate the shipment of materials or supplies.

43 Format

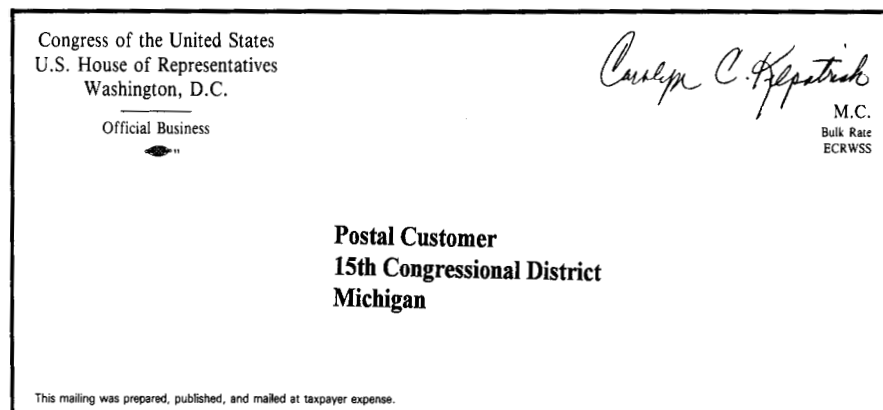
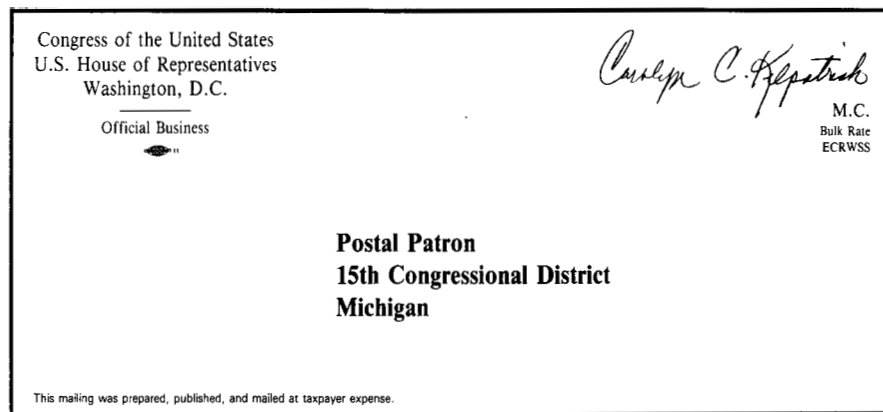
Franked mail is identified by the facsimile signature of the member of Congress in the upper right corner of the envelope or label, followed by "M.C." standing for member of Congress or "U.S.S." for U.S. Senate. The return address must include the words "Official Business."

If mail is being sent at other than single-piece rates, the appropriate mail category must be printed on the address side of the envelope underneath the member's signature.

Franked mailpieces included in a mass mailing may bear a simplified address for general distribution to postal customers within a congressional district or state (see 43).

Exhibit 43

Franked Envelope with Simplified Postal Address



44 Notification of Problems

Post offices experiencing any difficulties in providing services to the state or district office of a member of Congress should contact Legislative Affairs, Postal Service Headquarters.

45 Reporting Procedures

451 General

Several methods are used to track the official mail of members of Congress so that the Postal Service can receive proper reimbursement. The Postal Service tracks most mailing activity of senators through the Franked Mail Sampling System. The House tracks franked mailings of representatives through the Monthly Members Reporting System. In addition, the use of metered postage is captured through the resetting reports provided by meter manufacturers. Bulk rate mailings of both senators and representatives require appropriate postage statements, which are then entered into OMAS. GPO reports of mailings of *Agriculture Bulletins* sent out under a member's frank are also entered into OMAS. The manager, Post Office Accounting, prepares monthly bills for the House and Senate.

452 Mailings by Senators

452.1 Overview

The Postal Service uses a sampling system to track the individual piece mailing activity, including single-piece rate mass mailings, of senators. Separate sampling systems are used to track mail entering the mailstream inside and outside Washington, DC. Under Senate rules, all bulk rate mailings by senators must be mailed from the Washington, DC, post office. These bulk rate mailings require postage statements, which are used to enter postage charges into OMAS. The manager, Post Office Accounting, uses data from both the Franked Mail Sampling System and OMAS to provide the Senate with its monthly bill.

452.2 Franked Mail Sampling System — Inside Washington

Special procedures are used to track Senate franked mail entered into the mailstream in Washington, DC. Both individual piece mailings and single-piece rate mass mailings sent from Washington, DC, are recorded through the Franked Mail Sampling System. Any mail using the orange bag service that is sent from a senator's Washington, DC, office to the senator's home state office is also subject to sampling.

>> Do not include bulk rate franked mailings in a sampling since they require a postage statement, which is entered into OMAS (see 452.4).

452.3 Franked Mail Sampling System — Outside Washington

Post offices regularly serving the state offices of senators must sample the outgoing franked mail. To ensure the validity of statistical revenue estimates, senators' offices must not be aware of the scheduled test dates.

For specific sampling instructions and procedures, see POM 491.5 or contact the manager, Revenue and Volume Analysis, Postal Service Headquarters.

Note: Senate rules do not permit the state offices of senators to enter mass mailings at local post offices outside Washington, DC.

452.31 Sampling Procedures

Post offices included in the Franked Mail Sampling System provide the state offices of senators with orange pouches and outgoing pouch labels formatted as follows:

- The first line of the label identifies the facility with the designated functional unit responsible for sampling the mail.
- The second line reads "Congress — Data Collect Unit."
- The third line must include the senator's last name and the ZIP Code of the state office.
- If space permits, the city name and state code of the senator's office may be included.

Postmasters must ensure that the mail pouches are promptly delivered, on a daily basis, to the data collection unit that is responsible for sampling the mail. Pouches that are not sampled must be processed immediately.

452.32 Form 103 Reporting

Post offices included in the Senate sampling system must record all applicable information on Form 103 as described in Notice 4, *Sampling Instructions for Form 103, Franked Mail — Outside Washington Subsystem*.

>> Forward Form 103 to your district office no later than one day after the test is completed. Even if no reportable items are received on a scheduled test date, Form 103 must be submitted.

452.33 Field Data Collection

The manager, Revenue and Volume Analysis, in conjunction with the RCSCs and the districts, administers the collection of field data as described in Notice 4-A, *Administrative Procedures for Form 103, Franked Mail — Outside Washington Subsystem*.

452.34 Post Offices Not Included in Sampling System

Post offices not regularly serving a senator's state office do not report single-piece franked mailings. If a local post office begins to receive Senate franked mail on a regular basis, a supervisory employee must contact your district to determine if your post office should be included in the Franked Mail Sampling System.

452.4 **Bulk Rate Mailings**

All bulk rate mailings by senators are prepared by the Senate Service Bureau and are mailed from Washington, DC. Although each mailpiece includes the senator's frank, these mailings are accounted for as penalty permit imprint mailings. A postage statement that includes the proper permit imprint number (G-301 or G-791) must be submitted with the mailing. These postage statements should be sent to the Washington, DC, OMAS coordinator.

Bulk rate mailings to a senator's constituents are expedited by using either Express Mail drop shipment or Priority drop-ship service. Express Mail charges are entered into EMRS by the Washington, DC, post office for inclusion in OMAS. When mass mailings are sent to a senator's home state using Priority drop-ship service, separate postage statements are required to account for Priority Mail and bulk mail postage charges.

453 **Mailings by Representatives**

453.1 **Overview**

Mailing activity of members of the House of Representatives is tracked and billed on a direct accountability basis, rather than by sampling. The manager, Post Office Accounting, prepares a report of the postage used by each member and submits a consolidated bill to the House monthly. These bills are based on the following:

- Monthly reports of mailing activity from the House Finance Office.
- Postage statements submitted with mass and bulk rate mailings.
- Meter manufacturers' reports of meter setting activity by members' district offices.
- GPO reports of mailings of *Agriculture Bulletins* sent out under members' franks.

453.2 **Monthly Members Reporting System**

The House Postal Operations office tracks individual piece franked mail entered into the mailstream by House members in Washington, DC, and reports this activity to the House Finance Office monthly. The district offices of each member also report their individual piece mailing activity (other than metered mail) to the House Finance Office monthly. The House Finance Office submits a consolidated monthly report of mailing activity to the manager, Post Office Accounting. The Postal Service accepts this Monthly Members Reporting System (MMRS) as the basis for billing the House of Representatives for individual piece mail.

453.3 **Metered Mail**

In addition to using the member's frank, the district offices of some representatives use penalty CMRS postage meters. To obtain a penalty meter license, an authorized agent of the representative's office must submit Form 3601-A, *Application or Update for a License to Lease and Use Postage Meters* (see Exhibit 234.1a), to the mailing requirements unit of the local post

office. The application must include the 3-digit agency code for the House of Representatives (G-300) and the member's 5-digit cost code assigned by the House Finance Office. The mailing requirements unit and the setting location post office follow the same licensing and meter installation procedures as apply to other agencies (see 234 and 235.2).

453.4 **Mass Mailings**

Although mass mailings by representatives use the member's frank, these mailings are accounted for as penalty permit imprint mailings. Prior to entering the first mailing at a BMEU, the House permit imprint number (G-300) must be activated by submitting Form 3615, *Mailing Permit Application and Customer Profile* (see Exhibit 244), to the local post office.

When mass mailings are sent to the member's home district using Priority drop-ship service, separate postage statements are required to account for Priority Mail and bulk mail postage charges. The BMEU that receives these mailings should follow these procedures:

- 1 > Verify that each postage statement includes the House permit imprint number (G-300) and the member's 5-digit cost code assigned by the House Finance Office.
- 2 > Forward these postage statements to your district OMAS coordinator.

5 OMAS Reporting and Verification Procedures

51 Overview

Accounting units of local post offices (see 181.2) are responsible for ensuring that all official mail activity is reported in a timely manner to the district OMAS coordinators. This helps to ensure that agencies are properly billed for their mailing activity and that each finance number is credited with the proper amount of revenue. Accounting units have the following responsibilities:

- Daily processing of penalty mail forms received from reporting units (see 52).
- Batching of forms for submission to their district OMAS coordinators (see 53).
- Verifying processed batches and correcting transaction errors (see 54).
- Using OMAS management reports to verify revenues and resolve discrepancies (see 55).

Note: Post Offices that report under Standard Accounting for Retail (SAFR) must group official mail activity reports in batches and submit them to the USPS Scanning and Imaging Center at the following address:

USPS SCANNING AND IMAGING CENTER
PO BOX 9000
SIOUX FALLS SD 57117-9000

52 Daily Processing Activities

521 General

Accounting units have the following daily responsibilities:

- 1> Verify the penalty mail forms received from your reporting units (stations and branches, BMEU, postage due, and mailing requirements units) (see 522).
- 2> File any Forms 3610, *Record of Postage Meter Settings*, received for CMRS meters.

- 3> Prepare Forms 3634-G, *Transferring Postage to or Cancelling Penalty Mail Postage Meters*, as required (see 523).
- 4> Prepare a consolidated Form 3633-G (see 524).
- 5> File forms that will be submitted to your district OMAS coordinator in a Pre-Batch File.

522 Verifying Official Mail Forms

Accounting units should receive official mail documents from their reporting units on a daily or accounting period basis (depending on the type of penalty mail activity). Except for forms relating to permits and licenses, these documents should be attached to a completed Form 3633-G, *Daily Activity Recap for Official Mail*. (Specific reporting requirements for each category of official mail are discussed in detail in chapter 2.)

Note: Accounting units should receive a Form 3633-G from each of their reporting units on the last day of each reporting period, whether or not the reporting units have official mail activity to report for that day. (CAG A–G post offices must report on the last day of the accounting period. CAG H–L post offices must report on the last day of the postal quarter.)

Upon receiving completed Forms 3633-G and attached official mail documents, the accounting unit follows these verification procedures:

- 1> Separate all the forms attached to the submitted Forms 3633-G, and sort them by type of form.
- 2> Count the number of forms of each type, and verify your totals against the totals entered on your reporting units' Forms 3633-G.
- 3> Total the dollar amount for each type of form, and verify your totals against the totals entered on the Forms 3633-G.
- 4> If you receive notice of a meter checkout (Form 3601-C), prepare Form 3634-G (see 523).
- 5> Verify that all postage meter receipt numbers from Forms 3603, *Receipt for Postage Meter Settings*, are accounted for on the submitted Forms 3633-G.
- 6> Verify that the total number of postage statements received from the BMEU is the same as the number reported on that unit's Form 3633-G. Verify that all postage statement register numbers are accounted for.
- 7> Match the duplicate copy of any Forms 1908 received back from your reporting units with your file copy to ensure that each form you send to a reporting unit is returned. Find the corresponding error report in the Error Correction Suspense File, and staple the error report on top of the Form 1908 (see 544.2).

- 8> Match the duplicate copy of any Forms 3635-G received back from your reporting units with your file copy (see 545.2) to ensure that each form you sent to a reporting unit has been returned. Enter the date entered by the reporting unit in the "Today's Date" block on your file copy.
- 9> Check that any auto-generated fee transactions that you forwarded to a reporting unit (see 542) have been included as revenue in the Fees column of that unit's Form 3633-G.

Instructions for Permit System sites: You will receive postage statements from the BMEU without an accompanying Form 3633-G. Verify that each postage statement matches the amount on the attached Permit receipt (Form 3607) and include the revenue on your consolidated Form 3633-G (see 524).

523 **Preparing Form 3634-G for Meter Checkouts**

Upon receiving a Form 3601-C, *Postage Meter Activity Report* (see Exhibit 237.2), reporting a withdrawn or replaced meter, the accounting unit completes Form 3634-G, *Transferring Postage to or Cancelling Penalty Mail Postage Meters* (see Exhibit 523), as follows:

- 1> If the meter was replaced (that is, postage was transferred to a new meter), complete Part A of Form 3634-G (see Exhibit 523).
- 2> If the meter was canceled (that is, *no* postage was transferred), complete Part B of Form 3634-G.
- 3> Verify that the refund amount, if any, reported in Part A or B of Form 3634-G is the same as the refund amount shown on Form 3601-C.
- 4> Staple the completed Form 3634-G to the corresponding Form 3601-C, and file them in a Pre-Batch File to be included in the next batch submitted to your district OMAS coordinator (see 53). Also include both forms on your official mail daily recap (see 524).

524 **Preparing a Consolidated Form 3633-G**

Accounting units must prepare a consolidated Form 3633-G each day that you receive Forms 3633-G or other official mail documents, including applications for penalty licenses or permits, from your reporting units.

To prepare a consolidated Form 3633-G, follow these procedures:

- 1> Collect the following forms:
 - The previous day's (or most recent) consolidated Form 3633-G.
 - The official mail forms and postage statements that were submitted with your reporting units' Forms 3633-G.
 - Any forms received from your mailing requirements or postage due unit relating to the issuance of licenses or permits.
 - Any Forms 3632-G you prepared to correct error reports received back from your district with a batch (see 544.2).

Exhibit 523

Completed Part A of Form 3634-G, Transferring Postage to or Cancelling Penalty Mail Postage Meters

Transferring Postage to or Cancelling Penalty Mail Postage Meters	<i>Use separate forms to report transfers and cancellations.</i>
--	--

Prepared By Dennis Mitchell	Date 10/18/97	Finance No. 99-9999
Meter Cancellation Codes M = Malfunction L = Lost, stolen, destroyed by fire or flood P = Change in post office C = Change to another type of meter O = Other		

A. Transferring Postage to a Meter (Use Part A to transfer money to new meter.)

Setting Location ZIP Code 20026	CMRS Customer Account No. 6009999-9	License Number 90002
Old Meter Manufacturers' Code 02	Old Meter Serial No. 1312539	Date Withdrawn (MM/DD/YY) 10/18/97
New Meter Manufacturers' Code 02	New Meter Serial No. 216261	
Old Meter Register		
Ascending	\$ 752.61	New Meter Register
Descending before transfer	\$ 447.39	0.00
Descending after transfer*		\$ 440.00
CONTROL TOTAL	\$ 8000.00	
Amount transferred*	\$ 400.00	Enter "X" if refund or add'l billing pending
Amount refunded	\$ 7.39	Enter "X" if malfunction
TOTAL	\$ 447.39	Meter Cancellation Code (See codes at top) O

**These amounts must be equal.*

B. Cancelling a Meter

Setting Location ZIP Code	License Number	Meter Manufacturers' Code
Date Withdrawn (MM/DD/YY)	Meter Serial No.	
Meter Register		
Ascending	\$.	
Descending before checkout	\$.	
CONTROL TOTAL	\$.	
Amount refunded	\$.	
Enter "X" if refund or add'l billing pending	Enter "X" if malfunction	Meter Cancellation Code (See codes at top)

PS Form 3634-G, October 1987

- Any Forms 3634-G you prepared to report meter checkouts (see 523).
- 2>** Complete the heading section of a new Form 3633-G. In the Reporting Unit block, write “Consolidated.”
- 3>** Complete the Revenue section of the consolidated Form 3633-G as follows:
- Enter zero as the opening balance for each category of official mail at the start of each reporting period. Each subsequent day of the reporting period, enter the closing balances from the previous day’s (or most recent) consolidated Form 3633.
 - Total the revenue amounts from each column of your reporting units’ Forms 3633-G, and record the totals in the corresponding columns on the consolidated Form 3633-G. Include in the Fees column any auto-generated fee assessments (see Exhibit 541.1b), whether or not they were included on your reporting units’ Forms 3633-G.
 - Calculate the subtotals by adding the revenue amounts to the opening balances.
 - Total all refund amounts from the Meters column of your reporting units’ Forms 3633-G, and record the total in the corresponding column on the consolidated Form 3633-G.
 - Total all adjustment amounts from your reporting units’ Forms 3633-G, and record the totals in the corresponding columns on the consolidated Form 3633-G. All adjustment amounts are net adjustments, and they may have either a positive or a negative value.
 - Calculate the closing balance for each category of official mail by subtracting any meter refunds from the subtotal, and either adding or subtracting adjustments (depending on whether the amounts are positive or negative).
- 4>** Complete the Number of Forms section of the consolidated Form 3633-G as follows:
- Count each type of form submitted with your reporting units’ Forms 3633-G and enter the total counts in the appropriate blocks. Include any Forms 3635-G or Forms 1908 attached to error reports.
 - Count each type of form received from units that issue licenses and permits and enter the totals in the appropriate blocks.
 - Record both Forms 3601-C and attached Forms 3634-G (see 523), counting separately forms for which you completed Part A and Part B.
 - Enter the total number of forms to be submitted with this consolidated Form 3633-G.

- 5> Complete the Penalty Mailing Statement section of the consolidated Form 3633-G.
- 6> File the consolidated Form 3633-G and your reporting units' Forms 3633-G and any supporting documents (such as OMAS-generated fee assessments) that are not sent to the district in a batch. You will use them to verify the OMAS revenue for your post office (see 552).
- 7> File the official mail forms reported on your consolidated Form 3633-G, grouped by type of form, in a Pre-Batch File until you are ready to send a batch to your district OMAS coordinator.

Instructions for Permit System sites: Include the revenue from all penalty postage statements on your consolidated Form 3633-G. However, include only Forms 3602-G in the batch of official mail documents you send to your district OMAS coordinator. File all other postage statements (which have been entered into the Permit System), and use them to verify OMAS revenue at the end of each accounting period.

53 Preparing Batches

531 General

531.1 Standard Accounting for Retail (SAFR) Post Offices

- Post Offices submit official mail activity report batches to the USPS Scanning and Imaging Center on Friday of week 3 of the current accounting period to ensure that SS/A receives documents in a timely manner.
- The following reporting period starts with week 4 of the current accounting period and ends on week 3 of the subsequent accounting period.
- Post Offices that are not supported by the PERMIT system must group manual meter and permit imprint transactions in batches and submit them to the USPS Scanning and Imaging Center on a daily basis. The USPS Scanning and Imaging Center address is as follows:
USPS SCANNING AND IMAGING CENTER
PO BOX 9000
SIOUX FALLS SD 57117-9000

531.2 Other Post Offices

Post office accounting units may include up to 50 forms in a batch submitted to their district OMAS coordinators to be input into OMAS. The following schedule applies:

- CAG A–G post offices must submit a batch of official mail forms at least weekly.
- CAG H–L post offices must submit a batch by the end of each accounting period.

Note: Include corrected error reports in the batch with your other official mail forms. They no longer need to be batched separately.

532 **Maintaining a Batch Log**

Accounting units must maintain a Batch Log (see Exhibit 532) to help in assigning sequential batch numbers and in tracking the status of each batch. For each batch submitted to your district OMAS coordinator, record the following information, beginning a new sequence of batch numbers each fiscal year:

- A 13-digit batch number (e.g., 123456-98-001.00), created as follows:
 - First six digits = Post office finance number.
 - Next two digits = Current fiscal year.
 - Next three digits = A three-digit number indicating the number of batches prepared since the beginning of the fiscal year followed by a decimal point (001., 002., etc.).
 - Last two digits = Two zeros (after the decimal point).
- The date you mail a batch to your district.
- The date the batch is returned from your district.

Exhibit 532

Suggested Format for Batch Log

BATCH LOG		
<u>Batch No.</u>	<u>Date Mailed</u>	<u>Date Returned</u>
99 9999-98-001.00	10-7-97	10-15-97
99 9999-98-002.00	10-15-97	

533 **Preparing the Batch Header**

533.1 **Standard Accounting for Retail (SAFR) Post Offices**

Post Offices that report under the SAFR system must include PS Form 3637-G, *Batch Header for Official Mail*, in each batch of forms submitted to the USPS Scanning and Imaging Center.

533.2 **Other Post Offices**

A Form 3637-G, *Batch Header for Official Mail* (see Exhibit 533), must be included with each batch of forms sent to the district OMAS coordinator. The batch header shows the number of forms and associated revenue amounts in the batch. It serves as a control document to ensure that all forms you send to the district are received.

Complete Form 3637-G as follows:

- 1> Enter the sequential 13-digit batch number (see 532).
- 2> Enter the current date as the batch date.
- 3> Take the grouped forms from your Pre-Batch File and count the total number of each type of form. Enter the totals on the appropriate lines in the No. Forms column.
- 4> Total the dollar amounts as appropriate and enter the totals in the Amount column. Add all amounts, whether they are positive or negative values.
- 5> On the Total line, enter the number of forms and total dollar value of all the forms in the batch.
- 6> Make a copy of the completed batch header. Place the original batch header on top of the batch and clip the batch together. File the duplicate copy of the batch header (and duplicates of multi-part forms) in a Batch Suspense File (see 535).

Instructions for Permit System sites: Do not include postage statements (except Forms 3602-G, which are not entered into the Permit System) in the batch of documents you send to the district.

534 Submitting a Batch to the District

534.1 Standard Accounting for Retail (SAFR) Post Offices

- Post Offices submit official mail activity report batches to the USPS Scanning and Imaging Center on Friday of week 3 of the current accounting period, to ensure documents are received timely at the SS/A.
- The following reporting period starts with week 4 of current accounting period and ends on week 3 of the subsequent accounting period.
- Post Offices that are not supported by the PERMIT system must group manual meter and permit imprint transactions in batches and submit them to the USPS Scanning and Imaging Center on a daily basis.

534.2 Other Post Offices

Accounting units must send batches of official mail forms to your district OMAS coordinator either weekly or at the end of each accounting period (see 531). Address each batch in accordance with instructions from your district.

Note: Do not include any Forms 3633-G in the batch of forms you send to your district.

Exhibit 533

Completed Form 3637-G, Batch Header for Official Mail

UNITED STATES POSTAL SERVICE®			Batch Header for Official Mail					
Batch Number <div style="font-size: 1.2em; font-family: monospace;">999999-97-010.00</div> <div style="font-size: 0.8em; margin-top: 5px;"> (Finance Number) (FY) (Sequence Number) </div>			Batch Date <div style="font-size: 1.2em; font-family: monospace;">10-10-97</div> <div style="font-size: 0.8em; margin-top: 5px;"> (MM) (DD) (YY) </div>					
	Form	No. Forms	Amount		Form	No. Forms	Amount	
Meters	3533	2	\$ 43.00	Permit Imprint	Sub-Total <i>(From previous column)</i>		8	1620.39
	3601-A	2			3608-P			
	3603	2	\$ 1500.00		3608-R		\$	
	3604				3613			
	3631-G				3615			
	3632-G (Sec. A)				3651		\$	
	3632-G (Sec. B)				Periodicals	3501, 3510, 3511		
	3634-G (Sec. A)	1	\$ 7.39			3541-R		\$
	3634-G (Sec. B)		\$		Business Reply	3615	1	
	3600-P					3630-G		\$
Permit Imprint	3600-R		\$	Postage and Fee Adjustment	3635-G		\$	
	3602-G	1	\$ 70.00		Postage Due	3638-G		\$
	3602-PR			Merchandise Return		3615		
	3602-R		\$		3639-G		\$	
	3605-P			Error Reports			\$	
	3605-R		\$	TOTAL		9	\$ 1620.39	
Sub-Total <i>(Carry to next column)</i>			8	\$ 1620.39				

<p>Prepared By:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Printed Name TOM JONES</td> </tr> <tr> <td>Signature <i>[Signature]</i></td> <td>Telephone (202) 123-4568</td> </tr> <tr> <td colspan="2">Post Office (City, State, ZIP + 4) Washington, D.C 20002-9998</td> </tr> </table>	Printed Name TOM JONES		Signature <i>[Signature]</i>	Telephone (202) 123-4568	Post Office (City, State, ZIP + 4) Washington, D.C 20002-9998		<p>For District Use Only:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Total Quantity</td> <td>Total Amount \$</td> </tr> <tr> <td colspan="2">Verified By</td> </tr> <tr> <td colspan="2">Data Entry Operator</td> </tr> <tr> <td colspan="2">Batch Status <input type="checkbox"/> Open <input type="checkbox"/> Closed </td> </tr> </table>	Total Quantity	Total Amount \$	Verified By		Data Entry Operator		Batch Status <input type="checkbox"/> Open <input type="checkbox"/> Closed	
Printed Name TOM JONES															
Signature <i>[Signature]</i>	Telephone (202) 123-4568														
Post Office (City, State, ZIP + 4) Washington, D.C 20002-9998															
Total Quantity	Total Amount \$														
Verified By															
Data Entry Operator															
Batch Status <input type="checkbox"/> Open <input type="checkbox"/> Closed															

PS Form 3637-G, September 1997

535 **Maintaining a Batch Suspense File**

File the duplicate copy of the batch header (Form 3637-G) and duplicates of multi-part forms in a Batch Suspense File until you receive the processed batch back from the district.

54 **Verifying and Correcting Processed Batches**

541 **Batch Transaction Reports**

After the district has input a batch of official mail forms, the accounting unit receives back the batch with reports listing accepted and rejected (error) transactions, as well as any OMAS-generated fees. Accounting units must verify each batch and correct any errors.

Post Offices that report under the SAFR system submit OMAS report forms in batches to the USPS Scanning and Imaging Center and retain a copy until revenue verification is completed. SS/A and Post Office personnel resolve discrepancies in OMAS transactions. The USPS Imaging and Scanning Center address is as follows:

USPS SCANNING AND IMAGING CENTER
PO BOX 9000
SIOUX FALLS SD 57117-9000

541.1 **Batch Accepted Transaction Reports**

Accounting units receive two types of OMAS acceptance reports:

- Transactions in a batch that were successfully input. These reports (see Exhibit 541.1a) list all the accepted transactions in a batch. Accounting units receive separate reports for each reporting unit ZIP Code and for each type of official mail (meters, permit imprints, Periodicals, BRM, merchandise return, and postage due).
- Fees automatically assessed by OMAS. This report (see Exhibit 541.1b) lists auto-generated fee transactions (Form 3636-G) triggered by the anniversary date for a BRM permit, acceptance of a postage statement, or input of a permit application into OMAS. Accounting units receive separate reports for each reporting unit ZIP Code.

541.2 **Batch Transaction Error Reports**

An error report (see Exhibit 541.2) is generated for each transaction that was not accepted in OMAS. Accounting units are responsible for correcting all errors within 5 days (see 544 for error correction procedures).

Exhibit 541.1a

Batch Accepted Transaction Report Showing Accepted Meter Transactions

USPS FIN 28-4218 MINNEAPOLIS ISSC REPORT HSP530P1 SFX B/A 41 MSC 640 SUB		UNITED STATES POSTAL SERVICE OFFICIAL MAIL ACCOUNTING SYSTEM BATCH ACCEPTED TRANSACTION REPORT		REPORT DATE: 09/02/97 PAGE: 1			
POST OFFICE FINANCE NUMBER: 28-4218		BATCH NUMBER: 284218-97-136.00					
ZIP CODE OF REPORTING OFFICE: 64106-9998		BATCH DATE: 09/02/97					
METERS TRANSACTIONS							
FORM DATE	METER LICENSE	METER SERIAL #	AGENCY	TRANS TYPE	TRANS NO.	FINANCIAL TRANSACTION	CHANGE TRANSACTION
08/01/97	64106-90059	0480297	276-05613	SETTING	01	95,000.00	DATA ELEMENT BEING CHANGED
08/28/97	64106-90059	0480935	276-05613	SETTING	02	29,000.00	NEW VALUE/ NEW METER
METERS TRANSACTION TOTAL OF REPORTING OFFICE:						\$ 124,000.00	

Exhibit 541.1b

Batch Accepted Transaction Report Showing Auto-Generated Fee Transactions

USPS FIN 28-5778 MINNEAPOLIS ISSC REPORT HSP534P1 SFX B/A 41 MSC 640 SUB		UNITED STATES POSTAL SERVICE OFFICIAL MAIL ACCOUNTING SYSTEM BATCH ACCEPTED TRANSACTION REPORT		REPORT DATE: 07/10/97 PAGE: 1							
POST OFFICE FINANCE NUMBER: 28-5778 ZIP CODE OF REPORTING OFFICE: 63869-9998		BATCH NUMBER: 285778-97-015.00 BATCH DATE: 07/08/97									
FEE TRANSACTIONS (3636-G) (AUTO-GENERATED)											
PERMIT/LICENSE IDENTIFIER		TRANSACTION IDENTIFIER		FINANCIAL TRANSACTION							
FORM DATE	AGENCY	USPS PUB. NO.	ISSN NO.	BRM PERMIT	P.I. PERMIT	METER LICENSE	TRANS NUMBER	FEE TYPE	\$ AMOUNT OF FEES ASSESSED	FEE DATE	TOTAL DOLLAR AMOUNT OF TRANSACTION
07/08/97	018-29907				G-00268		02	ANNUAL BULK MAILING	\$ 85.00	07/08/97	\$ 85.00
FEE TRANSACTION TOTAL FOR REPORTING OFFICE:									\$	85.00	

Exhibit 541.2

Batch Transaction Error Report

USPS FIN 28-4218 MINNEAPOLIS ISSC REPORT HSP560P1 SFX B/A 41 MSC 640 SUB	UNITED STATES POSTAL SERVICE OFFICIAL MAIL ACCOUNTING SYSTEM BATCH TRANSACTION ERROR REPORT	REPORT DATE: 03/03/97 PAGE: 1
FINANCE NUMBER: 28-4218 REPORTING POST OFFICE: 64106	BATCH NUMBER: 284218-97-072.00 BATCH DATE: 02/28/97	
METER SETTING (NON-CMRS)		
TRANS NO 03	METER LICENSE NUMBER 90059	METER SERIAL NUMBER 0499625*
SETTING LOCATION ZIP CODE 64106	MFR CODE 01	DATE OF SETTING 02/28/97
INPUT FORM DATA	SYSTEM COMPARISON DATA	OTHER SYSTEM DATA
NEW DESC REG: 99039.063	OLD DESC REG: 0.000	LICENSE NO: 90059
NO UNITS SET: 29000.000	OLD ASCD REG: 0.000	INSTALLED DATE:
OLD DESC REG: 70039.063	CTRL TOTAL: 1186975.900	LAST TRANS DATE:
OLD ASCD REG: 1116936.837		LAST TRANS CODE:
OLD CTRL TOT: 1186975.900		LAST REASON CODE:
NO UNITS SET: 29000.000		
NEW CTRL TOT: 1215975.900		
	ERROR CODE 221	ERROR MESSAGE METER RECORD MUST BE INSTALLED
		CANCELLED DATE: CANCELLED CODE: MALFUNCTION FLAG:

542 Verifying Batches

Upon receiving a batch of official mail documents back from the district, the accounting unit verifies that all transactions in the batch have been processed and returned, following these steps:

- 1> Remove from the Batch Suspense File the documents that correspond to the batch you received back from the district.
- 2> Verify that the number of forms shown on the batch header (Form 3637-G) matches the total number of accepted and rejected transactions. If these totals do not match, determine which transactions are missing and report the discrepancy to your district OMAS coordinator.
- 3> Enter today's date in the Date Returned column of the batch log for that batch number.
- 4> If you received any error reports, correct the errors (see 544).
- 5> If you received any *Batch Accepted Transaction Reports* showing auto-generated fee transactions, forward them to the appropriate reporting units with instructions to include the revenue in the Fees column of their daily Form 3633-G.
- 6> File the cleared batch (see 543).

Note: Post Offices under SAFR submit OMAS report forms in batches to SS/A at Eagan for data entry and retain a copy until revenue verification is completed. SS/A and Post Office personnel resolve any discrepancies in OMAS transactions.

543 Maintaining a Batch Cleared File

Once a batch has been cleared (that is, it has been processed by the district and verified by the accounting unit), the accounting unit files the original copy of the batch header (Form 3637-G) and all batch supporting documents with the corresponding *Batch Accepted Transaction Reports* in batch number order in a Batch Cleared File. You will use these documents to verify revenue at the end of the reporting period (see 552).

Post Offices that report under the SAFR system submit OMAS report forms in batches to SS/A at Eagan for data entry and retain a copy until revenue verification is completed. SS/A and Post Office personnel resolve any discrepancies in OMAS transactions.

544 Correcting Errors in Rejected Transactions

When a transaction that was included in a batch is not accepted, OMAS generates a *Batch Transaction Error Report*. Upon receiving an error report, the accounting unit must take immediate action to correct the errors and return the adjusted error report to the district OMAS coordinator within 5 working days (within one day of the end of a reporting period). (For CAG A–G

post offices, the reporting period is the accounting period; for CAG H–L post offices, the reporting period is the postal quarter.)

Note: If you discover an error in a transaction that was *accepted* by OMAS, follow the instructions at 545.

Post Offices that report under the SAFR system submit OMAS report forms in batches to SS/A at Eagan for data entry and retain a copy until revenue verification is completed. SS/A and Post Office personnel resolve any discrepancies in OMAS transactions.

544.1 **Maintaining an Error Correction Suspense File**

Accounting units should file both copies of error reports in an Error Correction Suspense File until they are ready to correct the errors.

544.2 **Error Correction Procedures**

An asterisk (*) appears next to the problem data on each *Batch Transaction Error Report*. An error code and error message explaining why a transaction was not accepted by OMAS are listed at the bottom of the report. If you cannot resolve the error, send a copy of the error report and supporting documentation to the appropriate reporting unit for resolution.

Errors fall into one of the categories listed below. Begin with the first error category, and continue through the error correction procedures until you find the cause of the error.

Transaction rejected due to nonrevenue error. A transaction may be rejected by OMAS because of a nonrevenue error (for example, an incorrect license or permit number, incorrect setting location ZIP Code, or omitted data). Most errors will be in this category. To resolve a nonrevenue error, follow these steps:

- 1 > Draw a line through the incorrect data on both copies of the error report, and write the correct data next to it.
- 2 > File both copies of the error report in a Pre-Batch File for inclusion in the next batch you submit to your district OMAS coordinator.

Transaction rejected due to revenue error. A transaction may be rejected because of a math error or a meter register reading that caused an incorrect control total. To resolve a revenue error, follow these steps:

- 1 > Prepare Form 1908, *Financial Adjustment Memorandum* (see Exhibit 544.2), in triplicate, as follows:
 - Write “Form 3633-G” and the date it was filed in the Financial Report section.
 - Enter the adjustment amount and the reason for the adjustment.
 - Enter the batch number, transaction number, and transaction date (from the error report), and both the original and corrected revenue amounts.
 - Date and sign the form.

- 2> File the triplicate copy in a separate Form 1908 file, by reporting period, according to ZIP Code. Send the original and duplicate copy of Form 1908 to the reporting unit, with instructions to report the adjustment on its daily Form 3633-G. The reporting unit keeps the original and returns the duplicate copy with the daily recap.
- 3> File both copies of the error report in an Error Correction Suspense File.
- 4> When the reporting unit returns the duplicate copy of Form 1908, staple it to the second copy of the corresponding error report. File both copies of the error report in the Pre-Batch File until you are ready to submit a batch to the district (see 53).

Prior transaction not input. Transactions that are not entered into OMAS can cause the system to reject a subsequent transaction. For example, if a meter setting transaction is not entered, OMAS will reject the next meter setting transaction for that meter; or if a permit imprint authorization is not entered, OMAS will reject any postage statement transaction for that permit number. To input a missing transaction, follow these steps:

- 1> Include the missing transaction in the next batch you send to your district.
- 2> Print "Resubmit" in bold letters in the upper right corner of both copies of the error report, and file them in a Pre-Batch File. After sending the missing transaction to your district in a batch, wait at least one day before resubmitting the error report in a separate batch.

Exhibit 544.2

Completed Form 1908, Financial Adjustment Memorandum

<p align="center">U.S. POSTAL SERVICE</p> <p align="center">FINANCIAL ADJUSTMENT MEMORANDUM</p> <p align="center">(Prepare in triplicate: Original and 1 copy to reporting unit. Retain triplicate)</p>		<p>EXAMINATION of the financial report indicated showed discrepancies as described below. If an adjustment is required, please indicate the adjustment made and return the duplicate copy of this memorandum with the next report.</p>	
<p>(Postmaster, Station Mgr., Clerk-in-charge, Military Post Office)</p> <p align="center">L'Enfant Plaza Station Washington D.C. 20026-9998</p>		<p>Financial Report (Check applicable item)</p> <p>Form 1412</p> <p>Form 6019-MPO</p> <p>Bank Deposit Slip</p> <p>X FORM 3633-G</p>	<p>Dated</p> <p>11-13-97</p>
<p>The deposit shown below indicated this discrepancy:</p>		<p align="center">Make These Adjusting Entries</p>	
<p>Form 1412 Date</p>	<p>Amount of Deposit</p>	<p>Amount Verified by Bank</p>	<p>Adjust your current Form 3633-G for a -\$43.00. You had an error on your meter checkout form for meter 1647812.</p>
<p>Make the necessary adjustment on your next Form 1412 or Form 6019.</p>		<p>ORIGINAL BATCH NO. 105000-98-008</p>	
<p>The indicated Form 1412 AIC or Form 6019 Item No. contained this discrepancy:</p>		<p>ORIGINAL TRANS. NO. 09</p>	
<p>Date</p>	<p>No.</p>	<p>Explanation</p>	<p>TRANSACTION DATE 11/13/97 ORIGINAL REVENUE AMT. \$77.00 REFUND CORRECTED REVENUE AMT. \$120.00 REFUND</p>
<p>Date</p> <p>11-18-97</p>	<p>Prepared by (Unit)</p> <p>Main Office Accounting</p>	<p>Signature</p> <p>Carl Jenis</p>	

PS Form 1908, April 1982

*U.S. Government Printing Office: 1992 -- 312-605/62453

Transaction rejected because it was submitted in the same batch with a prior transaction. If two related transactions are submitted in the same batch, OMAS will generally reject the later transaction. For example, if a Form 3615 used to activate a permit imprint authorization is entered in the same batch as a postage statement with that permit imprint number, the postage statement will be rejected. To resolve this problem of timing, follow these steps:

- 1> Print "Resubmit" in bold letters in the upper right corner of both copies of the error report.
- 2> Resubmit the error report for the rejected transaction with your next batch.

Transaction rejected due to a previous error. A transaction may be rejected because a previous incorrect transaction was accepted by OMAS. Errors in this category usually involve meter transactions. For example, you may have recorded an incorrect amount as the "ascending" amount for a new

(replacement) meter on Form 3634-G. When OMAS accepted this initial amount, an incorrect control total for the new meter was established. If you later submit a setting with the correct control total, OMAS will reject the second transaction since it does not match the original control total. To resolve this problem, take these steps:

- 1> Complete Form 3632-G, *Miscellaneous Transactions for Penalty Mail Postage Meters* (Section A or B, as appropriate) (see Exhibit 235.2), to correct the accepted (but erroneous) transaction. Include this form in the next batch you submit to the district.
- 2> Print "Resubmit" in bold letters in the upper right corner of both copies of the error report, and file them in the Pre-Batch File. After submitting the Form 3632-G in a batch, wait at least one day before submitting the error report in a separate batch.

Transaction should not have been submitted. A transaction that should not have been submitted will be rejected by OMAS. For example, if you submit the same meter setting transaction (Form 3603) twice, the system usually rejects the second submission. To resolve a duplicate transaction, take action as follows:

- 1> Write "Void" in bold letters in the upper right corner of both copies of the error report. If the transaction did not have a revenue amount, file the voided forms in a Pre-Batch file and resubmit them in your next batch.
- 2> If the voided transaction had a revenue amount, prepare Form 1908 in triplicate (see Exhibit 544.2).

Note: When a transaction is voided, report the revenue amount on the batch header as zero.

545 **Correcting Errors in Accepted Transactions**

If you discover an error in a transaction that was accepted by OMAS (that is, the transaction appears on a *Batch Accepted Transaction Report*), the action you take depends on whether the error is a revenue error or a nonrevenue error.

545.1 **Nonrevenue Errors**

To correct a nonrevenue error on an accepted transaction, follow these steps:

- 1> Prepare Form 3632-G (Section A or B, as appropriate).
- 2> File the form in a Pre-Batch File for inclusion in the next batch you send to your district OMAS coordinator.


545.2 **Revenue Errors**

To change a revenue amount on an accepted transaction, follow these steps:

- 1> Complete Form 3635-G, *Adjusting Postage and Fees for Official Mail* (see Exhibit 545.2), for each erroneous transaction. Be sure to assign a reason code, and include a short explanation of the adjustment in the space provided. Leave blank the block labeled "Today's Date."

Exhibit 545.2

Completed Form 3635-G, Adjusting Postage and Fees for Official Mail

		Adjusting Postage & Fees for Official Mail <i>(Use separate forms to report increases and decreases. Return the triplicate copy of this form to the agency. Do not batch this form.)</i>	
Increase \$ _____		Batch Number of Transaction You Are Correcting 999999-99-004.00	
Decrease \$ 100.00		Transaction Number 13	Transaction Date 11/10/97
Today's Date		Type of Official Mail 4	
Agency Code - Cost Code 276-16148		Reason Code 21 Additional refund due on a malfunctioning meter	
ZIP Code 20044		Permit Imprint 1 = Total Postage, Form 3600-R 2 = Total Postage, Form 3602-R 3 = Total Postage, Form 3602-G 4 = Total Postage, Form 3605-R 5 = Annual Presort First-Class Mailing Fee 6 = Annual Presort Standard Mail (B) Mailing Fee 7 = Annual Presort Standard Mail (A) Mailing Fee 8 = Total Postage, Form 3608-R 9 = Total Postage, Form 3651 19 = Other	
Permit Number		Periodicals 41 = Total Postage, Form 3541-R 42 = Application Fee 43 = Incorrect ZIP Code 44 = Incorrect Pub No/ISSN No. 59 = Other	
USPS Publication Number		Business Reply 61 = Total Postage, Form 3630-G 62 = Annual Accounting Fee 63 = Incorrect ZIP Code 64 = Incorrect Permit Number 79 = Other	
ISSN Number		Merchandise Return 81 = Total Postage, Form 3639-G 82 = Annual Permit Fees 89 = Other	
Setting Location ZIP Code 20044		Postage Due 91 = Total Postage, Form 3638-G 99 = Other	
License Number 90005		Meters 21 = Total Postage 22 = Annual Presort First-Class Mailing Fee 23 = Annual Presort Standard Mail (B) Mailing Fee 24 = Annual Presort Standard Mail (A) Mailing Fee 39 = Other	
Meter Serial Number 0152691		Post Office (City, State, ZIP + 4) Washington D.C 20066-9998	
Presort Mailing Fee Effective Date (MM/DD/YY)		Finance Number 99-9999	Postmaster Signature Michelle Long
BRM Annual Accounting Fee Effective Date (MM/DD/YY)			
Enter Agency Name, Address, and ZIP + 4 Code Below, and Mail Duplicate to Agency in a Window Envelope:			
Agency NAME Street Address City, State, Zip + 4			
PS Form 3635-G, September 1997			

- 2> Have your postmaster or designated employee sign the completed Form 3635-G.
- 3> File the original copy of Form 3635-G in an Error Correction Suspense File. Send the duplicate copy to the affected reporting unit with instructions to take action as follows:
 - Report the adjustment on the official mail daily recap (Form 3633-G).
 - Enter the date of the change on Form 3635-G in the block labeled "Today's Date."
 - Attach the Form 3635-G to the official mail daily recap, and submit to the accounting unit at the end of the day.
- 4> When the reporting unit returns the duplicate Form 3635-G, locate the original copy in your file and enter the date entered by the reporting unit as "Today's Date." Include the adjustment amount from Form 3635-G on your consolidated Form 3633-G for that day. Place the original copy of Form 3635-G with the other supporting documents in a Pre-Batch File to be included in the next batch sent to your district.

Note: Do not use Form 1908 to correct a revenue amount for a transaction that was accepted by OMAS.

55 Reconciling OMAS Management Reports

551 General

OMAS generates a number of management reports to assist accounting units with the verification and reporting of OMAS transactions and revenues. Some reports are automatically generated for all post offices. Other reports are generated only for affected offices or upon the request of the district OMAS coordinator. Accounting units are responsible for reviewing and verifying revenue reports (552), resolving suspended (uncorrected) transactions (553), and resolving CMRS discrepancies (554).

552 Verifying Official Mail Revenues

At the end of each accounting period, accounting units receive two types of revenue reports: *Revenue Listing for Finance Number* (see Exhibit 62b), which lists OMAS revenue credited to each finance number by reporting office ZIP Code; and *Revenue Listing for ZIP Code* (see Exhibit 62c), which lists OMAS revenue-generating transactions for each reporting unit within a finance number. Accounting units are responsible for verifying the OMAS revenue shown on these reports using the worksheets provided (see Exhibits 552a and 552b), following these steps:

Step 1. Determine whether there are discrepancies.

- 1> Collect these documents:
 - Revenue Listing for Finance Number (see Exhibit 62b) for the period you are verifying.
 - Revenue Listing for Finance Number for the prior period.
 - Consolidated Form 3633-G for the last day of the period you are verifying.
- 2> Complete Worksheet 1, Verifying Revenue by Finance Number (see Exhibit 552a).
- 3> If the worksheet balances, the official mail revenue for your post office has been verified. Proceed to step 4.

Step 2. Identify reporting units that are out of balance.

- 1> If Worksheet 1 is not in balance and you have only one reporting unit, proceed to step 3.
- 2> If Worksheet 1 is not in balance and you have more than one reporting unit, complete Worksheet 2, Verifying Revenue by Reporting Unit (Exhibit 552b), for each reporting unit ZIP Code. Continue to work with Worksheet 2 until you identify which unit or units are out of balance.

Step 3. Identify and correct discrepancies.

- 1> Collect these documents:
 - Daily Forms 3633-G for each out-of-balance reporting unit.
 - Batch Accepted Transaction Reports and corresponding batches containing transactions for the period you are verifying.
 - Revenue Listing for ZIP Code (see Exhibit 62c) for each out-of-balance reporting unit for the period you are verifying.
- 2> Compare the number of forms and the revenue amounts on each Form 3633-G to the information on the Batch Accepted Transaction Reports. If the data does not agree, research the cause of the differences. Be aware of these common problems:

Exhibit 552a

Worksheet 1: Verifying Revenue by Finance Number

Worksheet 1. Verifying Revenue by Finance Number		
Finance No.:	_____	Period being verified (AP/FY): _____
1. Total closing balance from consolidated Form 3633-G for last day of period being verified		\$ _____
2. Total revenue from <i>Revenue Listing for Finance Number</i> (Total, Column D) for the period being verified	\$ _____	
3. Total amount of transactions in suspense at end of prior period from <i>Revenue Listing for Finance Number</i> (Total, Column C) for the prior period	\$ _____	
4. Line 2 minus line 3		\$ _____
5. Line 1 minus line 4		\$ _____
<p>Instructions: If line 5 is zero, your post office is in balance for this reporting period and you have completed your verification of revenue. Proceed to step 4, certification of revenue reports.</p> <p>If line 5 is <i>not</i> zero, you are out of balance in one of more of your reporting units. If you are out of balance and your post office has more than one reporting unit, go to Worksheet 2 (see exhibit 552b). If your post office has only one reporting unit, go to step 3.</p>		

Exhibit 552b

Worksheet 2: Verifying Revenue by Reporting Unit

Worksheet 2. Verifying Revenue by Reporting Unit		
Reporting Unit ZIP Code: _____		Period being verified (AP/FY): _____
1. Total closing balance from reporting unit's Form 3633-G for last day of period being verified		\$ _____
2. Total revenue for reporting unit for period being verified (from <i>Revenue Listing for Finance Number</i> , Column D)	\$ _____	
3. Total amount of transactions in suspense for reporting unit at end of prior period (from prior period <i>Revenue Listing for Finance Number</i> , Column C)	\$ _____	
4. Line 2 minus line 3		\$ _____
5. Line 1 minus line 4		\$ _____
<p>Instructions: Complete a separate worksheet for each reporting unit until you determine which reporting unit (or units) are out of balance.</p> <p>If line 5 is zero, this reporting unit is in balance for the reporting period. Continue completing a worksheet for each reporting unit until you find the unit (or units) that are out of balance.</p> <p>If line 5 is <i>not</i> zero, you are out of balance on one or more days for this reporting unit. Proceed to step 3 to identify and correct the discrepancy.</p>		

Failure to include a transaction in a batch. A transaction that was included in a reporting unit's Form 3633-G total may not have been batched and entered into OMAS. Review your Pre-Batch File and your file of reporting period supporting documents to see if any forms were not sent to your district OMAS coordinator. To resolve this problem:

- >> Include the missing forms in the next batch you send to your district OMAS coordinator. When the revenue amounts for these forms are accepted into OMAS, they will appear as prior period transactions in the next revenue report for that ZIP Code. Make a note on the *Revenue Listing for ZIP Code* explaining why the revenue shown is less than the amount reported on your consolidated Form 3633-G.

Failure to include a transaction on a consolidated Form 3633-G.

You may have included a transaction in a batch without including the revenue on your consolidated Form 3633-G. To correct this problem:

- >> Correct the consolidated Form 3633-G so that it matches the OMAS revenue credited to your post office.

Failure to adjust revenue for an error correction. You may have failed to prepare a Form 1908 to adjust an incorrect revenue amount that appeared on a Batch Transaction Error Report. Or the reporting unit may not have included the Form 1908 adjustment on a Form 3633-G. To correct this problem:

- >> Make a note of the reason for the discrepancy on your consolidated Form 3633-G, and adjust the totals as necessary.

Timing difference in reporting an error correction. If you fail to submit error corrections to the district OMAS coordinator in a timely manner (that is, within one day of the end of a reporting period), a revenue adjustment may be entered into OMAS in the next reporting period. This results in a discrepancy in revenue totals for the reporting period. To resolve this problem:

- >> Make a note of the reason for the discrepancy on your consolidated Form 3633-G, and adjust the totals as necessary.

Transaction error. A transaction with an incorrect amount may have been accepted by OMAS. This will be a rare occurrence if you compute the batch control totals carefully and verify all batches returned from the district (see 54). To resolve this problem:

- 1 > Adjust the consolidated Form 3633-G to reflect the actual revenue processed by OMAS for the reporting period, and note the reason for the adjustment on the form.
- 2 > Complete Form 3635-G to adjust the revenue on the accepted transaction (see 545.2). This amount will be reported as a revenue adjustment in the reporting period in which it is processed by OMAS.

Math error on Form 3633-G. There may have been an error in the revenue totals on a Form 3633-G submitted by a reporting unit or on a consolidated Form 3633-G. To resolve this problem:

- >> Correct the consolidated Form 3633-G so that it matches the revenue amount credited to your post office in OMAS.

Processing delay or failure to process batch. A batch that you submitted before the end of the reporting period may have been input into OMAS after the revenue reports were generated. To resolve this problem:

- >> Review both the Batch Suspense File and Batch Cleared File to determine whether the discrepancy reflects a batch that was processed after the report date. If the batch has subsequently cleared, make a note on the revenue report that the transaction

will appear as a prior period transaction on the next OMAS revenue report. If more than 2 weeks has elapsed since you sent the batch to the district, ask your district OMAS coordinator to review the status of the batch.

Step 4. Certify the OMAS revenue reports.

After you have reconciled the OMAS revenue reports against your consolidated Form 3633-G, follow these steps:

- 1> Sign the *Revenue Listing for Finance Number*, certifying that it has been verified and is correct or that it will be corrected in a subsequent reporting period.
- 2> If corrections are necessary, note the specific transactions affected, the revenue amount of the corrections, and the reporting period in which they will be processed.
- 3> Bring any unexplained discrepancies to the attention of your district OMAS coordinator for resolution.
- 4> Attach the consolidated Form 3633-G for the last day of the reporting period to the signed revenue report. File these documents with the supporting documentation (including the batch headers) for that reporting period.

Note: Retain all official mail documents for 4 years from the close of the fiscal year.

553 Resolving Suspended Transactions

Accounting units receive a *Suspended Transaction Report* (see Exhibit 63b) for each reporting office ZIP Code that has uncorrected error transactions (transactions in suspense) at the end of an accounting period. Verify the status of each error transaction listed, following these steps:

- 1> If you have not corrected and returned an error report to the district, you should find a copy of it in the Error Correction Suspense File or the Pre-Batch File. If you have not already done so, correct the error immediately and submit the corrected error report in a batch to your district.
- 2> If you have already submitted the corrected error report in a batch to your district, you should find a copy of it in the Batch Suspense File or the Batch Cleared File. Generally, no further action is required. However, if the correction has not been processed and more than 10 working days have elapsed since you submitted the corrected error report in a batch, contact your district OMAS coordinator to determine the status of the batch.

554 Resolving CMRS Discrepancies

Accounting units receive a *Computerized Meter Resetting System (CMRS) Report* (see Exhibit 65d) at the end of an accounting period if any transaction reported by the meter manufacturer does not match a meter record in the OMAS files. Discrepancies that show up on this report are usually caused by one of the following:

- Failure to report a meter installation or meter checkout.
- An incorrect setting location ZIP Code or CMRS account number
- A timing difference.

For each transaction that appears on a *CMRS Report*, determine the problem and correct it immediately, following these steps:

- 1> Before taking any corrective action, determine whether the discrepancy is simply a timing problem. If the appropriate forms are already in the Pre-Batch, Batch Suspense, or Batch Cleared files, they may have been processed after the cut-off date for the *CMRS Report*. If so, no further action is necessary.
- 2> If the problem is not simply one of timing, read the error message for each transaction and take the appropriate corrective action.

An alphabetical listing of CMRS error messages and an explanation of how to resolve each error message follows:

According to meter manufacturer's records, CMRS meter was mistakenly set by post office. The post office should not have set the CMRS meter. To resolve the error:

- 1> Void the incorrect Form 3603 transaction shown on the *Batch Transaction Error Report*.
- 2> Prepare Form 3635-G to adjust (increase) the revenue for that setting amount.

According to meter manufacturer's records, transfer was made from non-CMRS to CMRS meter. The post office should not have transferred postage from a non-CMRS meter to a CMRS meter. To resolve the error:

- 1> Void the incorrect Form 3634-G, Part A, shown on the error report.
- 2> Prepare Form 3634-G, Part B, to cancel the old (non-CMRS) meter.
- 3> Prepare Form 3632-G, Part A, to install the new CMRS meter in OMAS.

Canceled meter has different customer account number. Your office should have reported a new CMRS account number before canceling the meter. To resolve the error:

- >> Prepare Form 3632-G, Part A, to correct the CMRS account number in OMAS.

CMRS meter must be installed. To resolve the error:

- >> Prepare Form 3632-G, Part A, to install the meter in OMAS.

Customer account number should be changed. The meter manufacturer has reported a new CMRS account number for this meter. To resolve the error:

- >> Complete Form 3632-G, Part A, to change the CMRS account number in OMAS.

Meter active at different finance number. The meter is still active in OMAS at the former post office setting location. To resolve the error:

- >> Ask the former post office to submit Form 3634-G to its district to withdraw the meter from service at the former setting location.

Meter active at different setting location. Another post office may have failed to cancel a meter that your office tried to install. To resolve the error, ask your district OMAS coordinator what setting location is listed in OMAS for the meter and then take action as follows:

- 1 > If the meter is still installed at another setting location post office, ask that post office to submit Form 3634-G to its district to withdraw the meter from service.
- 2 > If the meter was installed at the wrong setting location ZIP Code, submit one Form 3631-G to delete the incorrect ZIP Code and another Form 3631-G to add the correct ZIP Code.
- 3 > If the meter manufacturer's records are incorrect, ask the meter manufacturer to correct the ZIP Code.

Meter active at different setting location with different customer account number. Another office may have failed to cancel a meter that your office tried to install. Ask your district OMAS coordinator what setting ZIP Code is listed in OMAS for the meter. Depending upon the situation, take one of the following actions:

- 1 > If the meter is still active at a ZIP Code in another post office, ask that post office to submit Form 3634-G to take the meter out of service.
- 2 > If the meter is active at your post office under another agency's license, submit Form 3634-G to take the meter out of service and reinstall it under the current agency's license.
- 3 > If the meter is installed under the correct license, determine whether the setting location ZIP Code listed in OMAS is incorrect. If so, submit one Form 3631-G to delete the incorrect setting location, and another Form 3631-G to add the correct setting location ZIP Code.
- 4 > If the CMRS meter manufacturer's records are incorrect, ask the manufacturer to correct the setting location ZIP Code in its records. Also submit Form 3632-G, Part A, in a separate batch to correct the CMRS account number.

Meter active at different setting location with same customer account number. Another office may have failed to cancel a meter that your office has tried to install. Ask your district OMAS coordinator what setting location ZIP

Code is listed in OMAS for the meter. Depending on the response, take one of the following actions:

- 1> If the meter is still installed at a former setting location post office, ask the former post office to submit Form 3634-G to its district to withdraw the meter from service.
- 2> If the meter is installed at your post office, determine whether the setting location ZIP Code is listed incorrectly in OMAS. If so, complete one Form 3631-G to delete the incorrect ZIP Code and another Form 3631-G to add the correct ZIP Code.
- 3> If the meter manufacturer's records are incorrect, ask the meter manufacturer to correct the ZIP Code in its records.

Meter active with different customer account number. To resolve the error:

- 1> If your office failed to cancel this meter for another customer, submit Form 3634-G to withdraw the meter from service.
- 2> If not, complete Part A of Form 3632-G to correct the CMRS account number.

Meter installed with different customer account number. To resolve the error:

- >> Complete Part A of Form 3632-G to correct the CMRS account number.

Meter not active on transaction date. To resolve the error:

- >> Submit Part B of Form 3632-G to correct the installation date for this meter.

Meter not found at setting location ZIP. Ask your district OMAS coordinator what setting location ZIP Code is listed in OMAS for the meter. Depending upon the response, take one of the following actions:

- 1> If the meter is still installed at another setting location post office, ask that post office to submit Form 3634-G to its district to withdraw the meter from service.
- 2> If the meter was never installed at your post office, submit Part A of Form 3632-G to install the meter at your post office.
- 3> If the meter was installed at the wrong setting location ZIP Code, submit one Form 3631-G to delete the incorrect ZIP Code and another Form 3631-G to add the correct ZIP Code.
- 4> If the meter manufacturer's records are incorrect, ask the meter manufacturer to correct the ZIP Code.

Meter not installed at any setting location. To resolve the error:

- >> Submit Part A of Form 3632-G to install the meter in OMAS at the appropriate setting location ZIP Code.

Meter record not found. To resolve the error:

- 1> Submit Part A of Form 3632-G to install the meter in OMAS.
- 2> Determine whether a meter license application (Form 3601-A) is also required.

Meter record not found at setting location. Ask your district OMAS coordinator what setting location ZIP Code is listed in OMAS for the meter. Depending upon the response from the district, take one of the following actions:

- 1> If the meter is still installed at another post office (setting location), ask that post office to submit Form 3634-G to its district to withdraw the meter from service.
- 2> If the meter was never installed in OMAS, submit Part A of Form 3632-G to install the meter at your post office.
- 3> If the meter was installed at the wrong setting location ZIP Code, submit one Form 3631-G to delete the incorrect ZIP Code and another Form 3631-G to add the correct ZIP Code.
- 4> If the meter manufacturer's records are incorrect, ask the meter manufacturer to correct the ZIP Code in its records.

Meter should be installed with setting location add form. To resolve the error:

- >> Submit Form 3631-G to add the correct setting location ZIP Code for this meter.

Meter still active at setting location. To resolve the error:

- >> Submit Form 3634-G, Part B, to cancel the meter.

Meter withdrawn with setting location delete. Your office has already submitted a Form 3631-G to delete a setting location ZIP Code for this meter. To resolve the error:

- 1> Submit another Form 3631-G to add the new (correct) ZIP Code.
- 2> If the meter has been taken out of service, also submit Form 3634-G in a separate batch.

New CMRS meter record not found. To resolve the error:

- >> Submit Form 3632-G, Part A, to install the meter in OMAS. Determine whether a meter license application (Form 3601-A) is also required.

New meter active at different setting location. Ask your district OMAS coordinator what setting location ZIP Code is listed in OMAS for the meter. Depending upon the response, take one of the following actions:

- 1> If the meter is still installed at another post office (setting location), ask that post office to submit Form 3634-G to its district and withdraw the meter from service.

- 2> If the meter is installed in OMAS under the wrong ZIP Code, submit one Form 3631-G to delete the incorrect ZIP Code and another Form 3631-G to add the correct ZIP Code.
- 3> If the meter manufacturer's records are incorrect, ask the meter manufacturer to correct the ZIP Code in its records.

New meter active with different customer account number. Ask your district OMAS coordinator what setting ZIP Code is listed in OMAS for the meter and take action as follows:

- 1> If the meter is still installed at a setting location in another post office, ask that post office to submit Form 3634-G to its district and withdraw the meter from service.
- 2> If the meter is not active at another post office, submit Part A of Form 3632-G to correct the CMRS account number in OMAS.

New meter inactive at setting location. Take the following action:

- 1> To install a new meter in OMAS, submit Part A of Form 3632-G.
- 2> To install a replacement meter, submit Part A of Form 3634-G.

New meter not found. Take the following action:

- 1> To install a new CMRS meter in OMAS, submit Part A of Form 3632-G.
- 2> To replace an old CMRS meter with a new CMRS meter, submit Part A of Form 3634-G.

No match on customer account number. Take the following action:

- >> To correct a CMRS account number, submit Part A of Form 3632-G.

Setting location delete should be processed. Ask your district OMAS coordinator what setting location ZIP Code is listed in OMAS for the meter. Then take action as follows:

- 1> If the meter is installed at the wrong ZIP Code, submit one Form 3631-G to delete the old ZIP Code and another Form 3631-G to add the new ZIP Code.
- 2> If the meter manufacturer's records are incorrect, ask the meter manufacturer to correct the ZIP Code.

ZIP Code is invalid. Ask your district OMAS coordinator what setting location ZIP Code is shown in OMAS for the meter. Then take action as follows:

- 1> If the meter is installed at the wrong ZIP Code, submit one Form 3631-G to delete the old ZIP Code and another Form 3631-G to add the new ZIP Code.
- 2> If the meter manufacturer's records are incorrect, ask the meter manufacturer to correct the ZIP Code.

6 Monitoring OMAS Activities

61 General

District OMAS coordinators are responsible for ensuring that all official mail activity in their districts is properly reported and input into OMAS in a timely manner; resolving operational difficulties; and monitoring compliance with OMAS procedures (see 182.1). This helps ensure that agencies are properly billed for their nonprepaid mailing activity and that each post office is credited with the appropriate amount of revenue.

Instructions for Permit System sites: Do not enter penalty postage statements (except Forms 3602-G) into OMAS since they are entered into the Permit System locally.

OMAS provides various management tools, including those listed here, to help district OMAS coordinators monitor the accuracy and completeness of the OMAS data submitted by the post offices in their districts:

- Reports automatically generated by OMAS on a quarterly or accounting period basis, either for all post offices or for affected post offices.
- Reports that can be requested using the OMAS Reports Menu.
- Screens that can be accessed using the OMAS Inquiry Menu, to display records for individual post offices.
- OMAS Reporting System Bulletin Board, an on-line service that provides timely information on OMAS developments.

Note: Post Offices that report under the SAFR system submit OMAS report forms in batches to the USPS Scanning and Imaging Center and retain a copy until revenue verification is completed. SS/A and Post Office personnel resolve any discrepancies in OMAS transactions. SS/A at the Eagan ASC monitors OMAS activities. The USPS Imaging and Scanning Center address is as follows:

62 Monitoring OMAS Revenues

District OMAS coordinators are responsible for reviewing the following OMAS revenue reports to identify and resolve problems:

Revenue by Finance Number (District). This report (see Exhibit 62a) lists OMAS revenue for the prior period, current period, and year to date for each

post office in a district. It also shows prior period and current period amounts in suspense (transactions with uncorrected problems). Use this report to identify and correct problems of reporting and entering data on a timely basis.

- 1> Check for significant prior period revenue for a post office. This may indicate either that the accounting unit is not following proper OMAS reporting procedures (as outlined in chapter 5) or that the district is not entering transactions into OMAS on a timely basis.
- 2> Check for significant prior period suspense amounts, which may indicate that a post office is not correcting errors on a timely basis.

Revenue Listing for Finance Number. This report (see Exhibit 62b) lists the dollar value of transactions entered into OMAS for each reporting office ZIP Code in a post office. Column A lists revenue for accepted transactions entered during the reporting period; column B lists Form 3635-G adjustments to accepted transactions; and column C lists amounts for transactions that are held in suspense due to uncorrected errors. The total amount of revenue that will be credited to the finance number is the sum of columns A and B. Post offices do not receive credit for transactions in suspense until the error is resolved. Note that revenue amounts in columns A and B may include transactions from a prior period that were corrected and accepted in the current period.

- >> Review this report and forward it to the appropriate post office accounting unit for verification (see 552).

Revenue Listing for ZIP Code. This report (see Exhibit 62c) provides detailed revenue information for a single reporting unit ZIP Code, including a breakout of revenues from CMRS meters, penalty mail stamps, and Express Mail.

- >> Review these reports and send them to the appropriate accounting unit with the *Revenue Listing for Finance Number* for verification.

Revenue Tracking Report. This report (see Exhibit 62d) compares current revenue to the average revenue for the previous three accounting periods for each post office in a district (or each district in an area).

- >> If the report reveals substantial revenue variances, determine whether the variances reflect changes in agency mailing patterns, problems with timely reporting, or incorrect data.

Batch Status for a Post Office. This screen (Exhibit 62e) can be accessed using the OMAS Inquiry Menu. Enter a finance number to display a listing of batches processed for that post office.

- >> Review the frequency of submission of batches to determine whether revenue variances for a post office reflect a problem in timely reporting.

Note: Post Offices that report under the SAFR system submit OMAS report forms in batches to SS/A at Eagan for data entry and retain a copy until revenue verification is completed. SS/A and Post Office personnel resolve any discrepancies in OMAS transactions. SS/A at the Eagan ASC monitors OMAS activities.

Exhibit 62b

Revenue Listing for Finance Number

USPS FIN 28-4218 MINNEAPOLIS ISSC REPORT HSP630P2 SFX B/A 41 MSC 640 SUB		OFFICIAL MAIL ACCOUNTING SYSTEM REVENUE LISTING FOR FINANCE NUMBER AP 12 FY 97		DATE 08/18/97 TIME 21:10:32 PAGE 1
POSTMASTER		FINANCE NUMBER: 28-4218		
ATTN: FINANCE UNIT KANSAS CITY MO 64108-9512		CAG: A		
REPORTING OFFICE ZIP CODE	(A) ORIGINAL TRANSACTIONS (INCLUDING CORRECTIONS)	(B) FORM 3635-G ADJUSTMENTS END OF PERIOD	(C) TRANSACTIONS IN SUSPENSE AT END OF PERIOD	(D) TOTAL
64105	2,168.66	0.00	0.00	2,168.66
64106	254,718.50	0.00	0.00	254,718.50
64108	1,423,871.39	0.00	0.00	1,423,871.39
64110	27,017.00	0.00	0.00	27,017.00
64116	826.16	0.00	0.00	826.16
64118	2,278.26	0.00	0.00	2,278.26
64120	1,000.00	0.00	0.00	1,000.00
64124	500.00	0.00	0.00	500.00
64127	596.34	0.00	0.00	596.34
64131	57,417.70	0.30	0.00	57,418.00
64134	2,461.61	0.00	0.00	2,461.61
64141	9,176.99	0.00	0.00	9,176.99
64142	159,250.00	0.00	0.00	159,250.00
64152	750.00	0.00	0.00	750.00
64153	2,939.60	0.00	0.00	2,939.60
64195	37.60	0.00	0.00	37.60
64196	50,030.00	0.00	0.00	50,030.00
TOTAL	\$ 1,993,847.13	\$ 0.30	\$ 0.00	\$ 1,993,847.43

THE TOTAL OMAS REVENUE THAT WILL BE CREDITED TO YOUR FINANCE NUMBER FOR THIS REPORTING PERIOD IS \$ 1,993,847.43 (COLUMN A + B). THIS REVENUE WILL BE INCLUDED ON LINES 01702 OF THE FY 97, AP 13 PSFR AS EITHER "CURRENT PERIOD REVENUE" OR AS A "PRIOR PERIOD ADJUSTMENT". IT WILL ALSO APPEAR AS EITHER GENERAL LEDGER ACCOUNT NUMBER 41422, OMAS WORKLOAD REVENUE, OR 41423, OMAS WORKSHARED REVENUE, ON THE REVENUE AND EXPENSE SUMMARY. THIS AMOUNT WILL ALSO BE INCLUDED ON THE GROSS REVENUE REPORT, DISTRIBUTED ANNUALLY TO EACH POST OFFICE.

Exhibit 62c

Revenue Listing for ZIP Code

USPS FIM 28-4218 MINNEAPOLIS ISSC REPORT HSP630P3 SFX B/A 41 MSC 640 SUB		OFFICIAL MAIL ACCOUNTING SYSTEM REVENUE LISTING FOR ZIP CODE AP 12 FY 97				DATE 08/18/97 TIME 21:10:32 PAGE 12
POST OFFICE FINANCE NUMBER: 28-4218		KANSAS CITY, MO		64131-9998		
REPORTING OFFICE:						
PRIOR PERIOD TRANSACTIONS:						
	(A)	(B)	(C)	(D)		
	ORIGINAL TRANSACTIONS (INCLUDING CORRECTIONS)	FORM 3635-G ADJUSTMENTS	TRANSACTIONS IN SUSPENSE AT END OF PERIOD -- BY PRIOR PERIOD FORM DATE	MAIL CATEGORY	BATCH/TRAN NO.	
FORM DATE						
05/27/97	186.61-	0.00	0.00	METERS	284218-97-122.00/01	
07/10/97	16.10	0.00	0.00	EXPRESS-MAIL	284218-00-000.00/00	
PRIOR PERIOD TOTAL	\$ 170.51-	\$ 0.00	\$ 0.00			\$ 170.51-
TOTAL LINE 1:						
CURRENT PERIOD TRANSACTION SUMMARY:						
	(A)	(B)	(C)	(D)		
	ORIGINAL TRANSACTIONS (INCLUDING CORRECTIONS)	FORM 3635-G ADJUSTMENTS	TRANSACTIONS IN SUSPENSE AT END OF PERIOD -- BY CURRENT PERIOD FORM DATE	TOTAL		
FORM DATE						
07/28/97	0.00	0.30	0.00	0.30		
08/15/97	2,088.21	0.00	0.00	2,088.21		
CURRENT PERIOD SUBTOTAL:	\$ 2,088.21	\$ 0.30	\$ 0.00	\$ 2,088.51		
PENALTY MAIL STAMP						
CURRENT PERIOD TOTAL:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
CMRS CURRENT PERIOD						
CURRENT PERIOD TOTAL:	\$ 55,500.00	\$ 0.00	\$ 0.00	\$ 55,500.00		
CURRENT PERIOD TOTAL	\$ 57,588.21	\$ 0.30	\$ 0.00	\$ 57,588.51		
TOTAL LINE 2:						
TOTAL OMAS REVENUES FOR THIS PERIOD						
TOTAL LINE 3:	\$ 57,417.70	\$ 0.30	\$ 0.00	\$ 57,418.00		

Exhibit 62d
Revenue Tracking Report

USPS FIN 10-5005 MINNEAPOLIS ISSC REPORT HSP637P1 SFX B/A 4D MSC 200 SUB		OFFICAL MAIL ACCOUNTING SYSTEM REVENUE TRACKING REPORT FOR AP 06 FY 95 CAPITAL CS DISTRICT		DATE 04/14/95 PAGE NO 1
FINANCE NO	POST OFFICE NAME	CURRENT AP REVENUE	LAST 3 AP AVG REVENUE	REVENUE VARIANCE
10-5005	CAPITAL CS DISTRICT	121,986.91	39,517.83	208.6%
23-0018	ABELL	.00	.00	0.0%
23-0234	ANNAPOLIS JUNCTION	471,848.81	305,239.62	54.5%
23-0432	BARSTOW	.00	34,000.00	-9999.9%
23-0576	BELTSVILLE	2,600.00	1,233.33	110.8%
23-0675	BETHESDA	114,560.51	309,693.91	-63.0%
23-0936	BOWIE	.00	.00	0.0%
23-1296	BURTONSVILLE	.00	.00	0.0%
23-1656	CHARLOTTE HALL	75,000.00	.00	9999.9%
23-1998	CLINTON	.00	558.46	-9999.9%
23-3294	FORT GEORGE G MEADE	3,192.37	29,136.11	-89.0%
23-3528	GAITHERSBURG	357.75	35,445.37	-98.9%
23-3672	GERMANTOWN	.00	.00	0.0%
23-3780	GLEN ECHO	.00	345.86	-9999.9%
23-4014	GREENBELT	46,500.00	29,204.69	59.2%
23-4320	HIGHLAND	.00	.00	0.0%
23-4626	INDIAN HEAD	.00	.00	0.0%
23-4770	JESSUP	70,000.00	40,000.00	75.0%
23-5076	LANHAM	70,259.06	451.45	5462.9%
23-5112	LA PLATA	178.33	403.36	-55.7%
23-5130	LAUREL	181,029.84	106,941.98	69.2%
23-5184	LEONARDTOWN	3,238.97	1,017.97	218.1%
23-7092	PATUXENT RIVER	.00	.00	0.0%
23-7470	PRINCE FREDERICK	1,000.00	333.33	200.0%
23-8010	SAINT INIGOES	.00	3,233.33	-9999.9%
23-8750	SUBURBAN MARYLAND	544,751.13	361,005.97	50.8%
23-9234	UPPER MARLBORO	.00	.00	0.0%
23-9324	WALDORF	77,635.49	37,744.27	105.6%
TOTALS FOR ALL OFFICES		9,013,201.64	8,355,979.67	7.8%

Exhibit 62e
Batch Status for a Post Office

OMAS - BATCH STATUS FOR A POST OFFICE						
HIGHEST BATCH NUMBER DISPLAYED FIRST						
EFFECTIVE DATE JULY 1987						
ENTER FINANCE NUMBER 02 4173						
BATCH NUMBER	BATCH DATE	BATCH COUNT	BATCH AMOUNT	BATCH STATUS	DATE CLOSED	
97 028 . 00	07 31 97	01	\$ 5.60	CLOSED	07 31 97	
97 027 . 00	07 10 97	01	\$ 3097.06	CLOSED	07 10 97	
97 026 . 00	06 28 97	01	\$ 373.31	CLOSED	06 28 97	
97 025 . 00	06 28 97	01	\$ 863.18	CLOSED	06 28 97	
97 024 . 00	06 18 97	01	\$.00	CLOSED	06 18 97	
97 023 . 00	06 18 97	01	\$ 9000.00	CLOSED	06 18 97	
97 022 . 00	06 11 97	01	\$.00	CLOSED	06 11 97	
97 021 . 00	06 04 97	01	\$ 9000.00	CLOSED	06 04 97	
97 020 . 00	05 09 97	05	\$ 4293.22	CLOSED	05 09 97	
97 019 . 00	05 09 97	01	\$ 1159.58	CLOSED	05 09 97	
MORE BATCHES FOR THIS FINANCE NUMBER						
INQUIRY=PF1 PRIOR MENU=PF3 PAGE DOWN=PF7 PAGE UP=PF4						

63 Monitoring Suspended Transactions

District OMAS coordinators should use the following reports to ensure that suspended transactions (that is, errors that have not been corrected in OMAS) are corrected on a timely basis:

Transactions in Error Suspense. This report (see Exhibit 63a) lists transactions that were rejected during the initial OMAS processing and remain uncorrected. You can request this report using the OMAS Reports Menu for an entire district or for individual post offices.

>> Request this report several days prior to the end of each accounting period. Notify each post office having transactions in suspense so that errors can be corrected and transactions removed from suspense before the end of the accounting period.

Suspended Transaction Report. This report (see Exhibit 63b) is generated automatically for post offices that have uncorrected error transactions at the end of an accounting period. For each suspended (uncorrected) transaction, the report lists the type of official mail activity, batch number, transaction date, and dollar amount.

>> Forward this report to the accounting unit of the affected post office with instructions to correct all errors immediately so that the suspended transactions can be credited as revenue (see 553).

Note: Shared Services/Accounting at the Eagan ASC monitors OMAS activities and suspended transactions.

Exhibit 63a
Transactions in Error Suspense

USPS FIN 10-4098 MINNEAPOLIS ISSC REPORT HSP575P1 SFX B/A 6Z MSC 000 SUB		UNITED STATES POSTAL SERVICE OFFICIAL MAIL ACCOUNTING SYSTEM TRANSACTIONS IN ERROR SUSPENSE FORM DATE PRIOR TO 09/05/97		REPORT DATE: 09/05/97 PAGE: 1	
FINANCE NUMBER	BATCH TRAN NUMBER	FORM DATE	TRANSACTION AMOUNT	TRANSACTION TYPE	DESCRIPTION
10-5000	97-749.00 10	5/21/97	\$ 0.00	MISC CHANGE	LICENSE 90429
	97-763.00 01	8/26/97	\$ 413.80	3602G STMT	PI 00763
	97-764.00 01	7/17/96	\$ 1326.87	MTR SETTING	METER 0504440
	97-751.00 06	6/10/97	\$ 999.00		
			TOTAL TRANSACTIONS IN SUSPENSE FOR FINANCE NUMBER: 4		
			TOTAL DOLLAR AMOUNT: \$ 2,739.67		
			TOTAL TRANSACTIONS IN SUSPENSE FOR MSC: 200 4		
			TOTAL DOLLAR AMOUNT FOR MSC: 200 \$ 2,739.67		

Exhibit 63b

Suspended Transaction Report

USPS MINNEAPOLIS ISSC REPORT HSP660P1 SFX B/A 4E MSC 990 SUB		UNITED STATES POSTAL SERVICE OFFICIAL MAIL ACCOUNTING SYSTEM SUSPENDED TRANSACTION REPORT FOR METERS, PERMIT IMPRINT, BRM, AND SECOND CLASS		DATE 11/12/96 PAGE 139
TRANSACTIONS SUSPENDED BEFORE 11/08/96				
POST OFFICE FINANCE NUMBER: 54-8050				
REPORTING OFFICE ZIP CODE: 99219				
TRANSACTION TYPE	ERROR BATCH NUMBER	FORM DATE	TRANSACTION NUMBER	TRANSACTION AMOUNT
METERS	548050-97-005.00	02/27/96	01	\$ 0.00
ZIP CODE TOTAL	NUMBER OF TRANSACTIONS	AMOUNT OF TRANSACTIONS		
	1	\$ 0.00		
FINANCE NUMBER TOTAL	NUMBER OF TRANSACTIONS	AMOUNT OF TRANSACTIONS		
	1	\$ 0.00		

64 Monitoring Open Batches

An *Open Batch Report* (see Exhibit 64) is automatically generated if a batch that was being input into OMAS is left open at the end of the day. This report reminds the data input employee to complete the data entry so that the batch can be closed. SS/A at the Eagan ASC monitors OMAS activities.

Exhibit 64
Open Batch Report

USPS FIN 04-0405 MINNEAPOLIS ISSC REPORT HSP512P2 SFX B/A 4G MSC 720 SUB		UNITED STATES POSTAL SERVICE OFFICIAL MAIL ACCOUNTING SYSTEM OPEN BATCH REPORT		DATE 09/06/97 PAGE 1	
BATCH DATE	BATCH NUMBER	DATA ENTRY ID	BATCH DOLLAR AMOUNT		NUMBER OF FORMS
			FROM BATCH HEADER FORM	INPUT TO SYSTEM	FROM BATCH HEADER FORM INPUT TO SYSTEM
09/04/97	040405-97-021.00	SG0178	\$ 76.03	\$ 76.03	1 1

THE BATCHES ON THIS LIST ARE IN AN "OPEN" STATUS.
 MSCS MUST REVIEW EACH BATCH TO DETERMINE WHY IT WAS LEFT OPEN. THEN, EITHER
 CLOSE THE BATCH (ADDING DATA, IF NECESSARY) OR DELETE THE BATCH (IF IT IS NO LONGER
 VALID).

65 Monitoring Meter Activity

District OMAS coordinators should use the following OMAS reports to monitor the official mail meter activity of post offices in their districts:

Lack of Meter Activity Report. This quarterly report (see Exhibit 65a) lists all active non-CMRS meters by setting location post office that have not had a setting reported for 6 months or longer.

- >> Ask the affected post offices to review this report, take appropriate corrective action, and report back to you. In particular, the post office should compare all meters listed on this report to its records to determine if any of the following conditions exist:
 - Meters need to be inspected.
 - Meters have had settings that were not reported to OMAS.
 - Meters have been withdrawn from service without being reported as canceled in OMAS.

Installed Meters. This report (see Exhibit 65b), available through the OMAS Reports Menu, lists the serial number, license number, setting location ZIP Code, agency code and cost code, installation date, and control total for meters installed in OMAS.

- 1 > Request this report every 6 months to obtain a current list of meters for each post office in your district.
- 2 > Compare this report to the *Meter License Status Report* (see Exhibit 65c) to determine whether any licenses have been issued without a meter being installed in OMAS. Take appropriate corrective action if any errors are discovered.
- 3 > Compare this report with a listing of meters obtained from the MATS coordinator to ensure that all penalty meters in the MATS database have been installed in OMAS.
- 4 > Forward the report to the affected reporting units with instructions to compare the report to their Form 3610 records for non-CMRS meters to determine if the control totals in OMAS are correct. Discrepancies usually indicate unreported revenue requiring appropriate corrective action.
- 5 > Report to your district any meters that are not installed in OMAS. Cancel any meters that are not on the meter manufacturer's report.

Meter License Status Report. This report (see Exhibit 65c) should be requested every 6 months using the OMAS Reports Menu. It lists both active and canceled penalty meter licenses that have been entered into OMAS. Use this report to ensure complete and proper reporting of meter licenses as follows:

- 1 > Compare this report to the *Installed Meters* report (see Exhibit 65b) to determine whether there are active licenses for which OMAS has no record of activity. Also verify that all license numbers in each post office's 90000 series are accounted for.

- 2> If errors are discovered, forward the report to the post office with instructions to take the following action(s):
- Investigate whether a meter has been installed without being reported to OMAS or if the license should be canceled. Take appropriate action to report the meter installation and all settings to OMAS or cancel the license.
 - Compare any missing license numbers or numbers not in the 90000 series against the Penalty Meter License Log maintained by the mailing requirements unit. To enter missing licenses into OMAS, submit Form 3601-A.

Computerized Meter Resetting System (CMRS) Report. This report (see Exhibit 65d) is generated at the end of each accounting period. It is produced for any post office that has at least one official mail CMRS meter transaction reported to OMAS by the manufacturer that does not match a meter record in OMAS files. Both revenue and nonrevenue transactions are reported.

- >> Send the report to the affected post office with instructions to determine the cause of the problem and correct it within 5 working days. (See 554 for more detailed instructions and a list of CMRS error messages.)

Meter Inquiry. This screen (see Exhibit 65e) is accessed through the OMAS Inquiry Menu. Enter the meter serial number to display information about the meter, including the most recent transaction entered into OMAS for that meter.

Exhibit 65a

Lack of Meter Activity Report

USPS NEW YORK PDC REPORT HSP800P1 SFX B/A 4I MSC 640		FINANCE NUMBER 28-4218 SETTING LOCATION ZIP CODE 64108		USPS OFFICIAL MAIL SYSTEM LACK OF METER ACTIVITY REPORT FOR INACTIVITY SINCE 11-09-96		DATE PAGE
METER SERIAL #	MFR CODE	LICENSE NUMBER	AGENCY CODE SUBCODE	CONTROL TOTAL AFTER LAST TRANSACTION	LAST TRANSACTION DATE	LAST TRANSACTION CODE
0460761	01	90131	217-73401	.000	04/22/96	T16
0510135	04	90086	009-00087	239,342.030	09/26/96	T25
0531281	04	90020	018-29207	5,228.000	10/28/96	T25
5148732	02	90126	412-88419	1,711.110	08/02/96	T25

Exhibit 65b
Installed Meters

USES FIN 10-4098 MINNEAPOLIS ISSC REPORT HSP565P1 SFX B/A 6Z MSC 000 SUB		UNITED STATES POSTAL SERVICE OFFICIAL MAIL ACCOUNTING SYSTEM INSTALLED METERS		DATE PAGE			
FINANCE NUMBER	METER SERIAL NUMBER	LICENSE NUMBER	SETTING ZIP CODE	AGENCY CODE	AGENCY SUBCODE	DATE OF INSTALLATION	CONTROL TOTAL
23-4554	0431783	90012	20785	213	00000	7/16/97	29198.000
	0450196	90005	20785	005	98000	12/04/96	65796.050
	0489145	90022	20785	229	16000	9/15/94	10.000
	0489655	90030	20785	135	09009	11/21/96	147204.000
	0498696	90012	20785	213	00000	7/07/97	105548.000
	0500697	90012	20785	213	00000	10/04/95	156500.000
	0504092	90014	20788	277	30007	3/23/94	367491.840
	0504392	90020	20780	009	00536	5/02/95	37027.060
	0506192	90012	20785	213	00000	10/24/95	375000.000
	0514851	90030	20785	135	09009	5/16/96	510100.000
	0530890	90024	20780	218	52810	9/13/94	54945.000
	2310040	90031	20781	259	10000	1/19/91	0.000
	2310044	90000	20785	146	22101	2/28/97	5000.000
	2310215	90013	20785	072	00000	1/19/91	130000.000
	2310844	90031	20781	259	10000	6/03/96	0.000
	2310856	90018	20780	071	00000	9/16/93	253000.000
	2310905	90029	20782	217	00000	6/24/96	245169.260
	2311914	90027	20783	093	07316	4/26/95	2000.000
	2311946	90033	20782	074	00000	11/14/96	0.000
	3017990	90000	20785	146	22101	5/15/92	70032.400
	5502975	90025	20782	242	37003	12/14/94	1500.000
	5503117	90023	20785	093	07318	3/07/95	3000.000
	5504718	90023	20785	093	07318	10/16/95	3555.070
	6250894	90006	20781	051	25200	2/18/88	983023.960
	6251267	90006	20781	051	25200	2/18/88	1040896.990
	6252000	90006	20781	051	25200	6/07/93	536100.000
	7250033	90033	20782	074	00000	7/10/97	0.000
	7250099	90010	20782	217	00001	6/18/97	40050.270
	8500191	90017	20785	144	24000	10/15/93	11150.000
	8503956	90032	20785	043	06530	2/07/97	13089.046

TOTAL METERS FOR FINANCE NUMBER: 30

TOTAL METERS FOR MSC: 30

Exhibit 65c

Meter License Status Report

USPS FIN 02-4563 MINNEAPOLIS ISSC REPORT HSP801F1 SFX B/A 6Z MSC 200 SUB		UNITED STATES POSTAL SERVICE OFFICIAL MAIL ACCOUNTING SYSTEM METER LICENSE STATUS REPORT		DATE PAGE
SEQUENTIAL	LICENSE NUMBER	SETTING ZIP CODE	AGENCY CODE	ISSUANCE DATE
				09/05/97 1
				DELETION DATE
90001		99901	016-10050	00/00/00
90004		99901	018-02130	00/00/00
90005		99901	275-54003	00/00/00
90007		99901	143-00000	00/00/00
90008		99901	259-00000	00/00/00
90009		99901	133-43300	00/00/00
90010		99901	216-29014	00/00/00
90020		99901	276-06997	00/00/00
90021		99901	209-17000	00/00/00
90022		99901	070-00000	00/00/00

END OF REPORT

Exhibit 65d

Computerized Meter Resetting System (CMRS) Report

USPS FIN 15-1900 MINNEAPOLIS ISSC REPORT HSP622P1 SFX B/A 4E MSC 990 SUB	UNITED STATES POSTAL SERVICE OFFICIAL MAIL ACCOUNTING SYSTEM COMPUTERIZED METER RESETTING SYSTEM (CMRS) REPORT AP 12 FY 97	DATE: 08/18/97 PAGE: 2
---	--	---------------------------

MSC CODE: 990
 FINANCE NUMBER: 15-1900

THIS REPORT LISTS INCONSISTENCIES BETWEEN OMAS DATA AND THE DATA FROM THE METER MANUFACTURER ON CMRS METERS. SEE APPENDIX D, HANDBOOK DM-103, PENALTY MAIL, FOR AN EXPLANATION OF HOW TO RESOLVE THESE PROBLEMS, AND MAKE NECESSARY CORRECTIONS WITHIN 5 WORKING DAYS.

LIST OF NON-REVENUE TRANSACTIONS

METER PO ZIP SERIAL CODE NUMBER VENDOR	CMRS ACCOUNT NUMBER	CMRS TRANS DATE	TRANS TYPE	OLD METER SERIAL NUMBER	OLD CMRS ACCOUNT NUMBER	MESSAGE
83814 5501782 PB	60116159	08/15/97	INSTALL			CMRS METER MUST BE INSTALLED

LIST OF REVENUE TRANSACTIONS

THIS LIST OF REVENUE TRANSACTIONS IS RECYCLED AND SENT TO YOUR OFFICE EVERY 2 WEEKS UNTIL YOU CORRECT EACH PROBLEM. SEE COLUMN TITLED "NO. OF CYCLES".

METER PO ZIP SERIAL CODE NUMBER VENDOR	CMRS ACCOUNT NUMBER	CMRS TRANS DATE	TRANS TYPE	TRANS AMOUNT	NO. OF CYCLES	MESSAGE
83814 5501782 PB	60116159	08/15/97	RESET	400.00	1	METER RECORD NOT FOUND

Exhibit 65e
Meter Inquiry

```

.....
.USPS RESTRICTED INFORMATION          METER INQUIRY          HSP310AM
.DATE: 97/09/05 THE OFFICIAL MAIL ACCOUNTING SYSTEM (OMAS)    TIME: 10:32:55
.....
METER NUMBER: 0530977
FINANCE NUMBER: 287632    LICENSE NUMBER: 90000    SETTING ZIP CODE: 65785
CMRS ACCT NO: 03777854    AGENCY CODE: 018    AGENCY SUBCODE: 29305
DATE INSTALLED: 02/28/95    MFR CODE: 04    DATE CANCELLED:
MALFUNCTION: NO
DATE TRAN  TYPE TRAN  REASON CANCELLED  ASNDG REG  DSNDG REG  CONTROL TOTAL
04/30/97  MTR RESET                5994.000    999.000    6993.000
04/30/97  MTR RESET                4995.000    999.000    5994.000
11/22/96  MTR RESET                3996.000    999.000    4995.000
04/17/96  MTR RESET                2997.000    999.000    3996.000
10/27/95  MTR RESET                1998.000    999.000    2997.000
.....
INQUIRY=PF1    PAGE DOWN=ENTER    PRIOR MENU=PF3

```

66 Monitoring Permit Imprint Activity

District OMAS coordinators should use the following reports and on-line inquiries to ensure that all penalty permit imprint activity has been entered into OMAS:

Permit Imprint Authorizations. This report (see Exhibit 66a) lists all active and canceled permit imprint authorizations for a post office and can be requested for a single post office or your entire district.

>> Request this report every 6 months using the OMAS Reports Menu. Use it in conjunction with the *Permit Imprint Inquiry* screen (see Exhibit 66c) to determine if any active permits in your district do not show recent activity or have had a change in mailing frequency. If so, ask the affected post offices to use this report to verify that all permit imprint authorizations have been reported to OMAS. Use Form 3615 and any unreported postage statements to correct omissions.

Permit Imprint Inquiry for a Post Office. This screen (see Exhibit 66b), accessed using the OMAS Inquiry Menu, provides the same information as the Permit Imprint Authorizations report. Enter a finance number to display all the permit imprints that are authorized for that post office.

Permit Imprint Inquiry. This screen (see Exhibit 66c), which is accessed through the OMAS Inquiry Menu, displays the most recent postage statements entered into OMAS for a specific permit imprint number and post office.

- >> Check this screen every 6 months to review the current activity for each permit imprint number authorized at each post office in your district. If a permit number has not had any recent mailings or the mailing frequency has changed, send a printed copy of the screen to the affected post office for review. Ask the affected BMEU to determine whether all postage statements for this permit imprint number have been reported or whether the permit imprint authorization should be canceled.

Inactive Permit Imprint Authorizations. This report (see Exhibit 66d) lists, by post office, all active permits for which there has been no mailing activity for more than a year. It is distributed annually to each district.

- >> Ask the BMEU of the affected post office to review its records for each permit number listed to determine whether there have been mailings under this permit that have not been reported in OMAS or action should be taken to cancel the permit authorization because of a lack of permit imprint activity.

Exhibit 66a

Permit Imprint Authorizations

USPS FIN 10-4098 NEW YORK PDC REPORT HSP750P1 SFX B/A 6Z MSC 000 SUB		UNITED STATES POSTAL SERVICE OFFICIAL MAIL ACCOUNTING SYSTEM PERMIT IMPRINT AUTHORIZATIONS FINANCE 04-5130		REPORT DATE: 09/05/97 PAGE: 1	
FINANCE NUMBER	P. O. ZIP CODE	PERMIT NUMBER	AGENCY CODE - SUBCODE	DATE OF ISSUANCE	CANCELLED DATE
04-5130	72201	G-00028	271-00000	10/07/91	3/25/96
	72201	G-00030	093-00000	10/12/89	12/ 8/94
	72201	G-00048	218-00000	06/15/94	9/ 3/97
	72201	G-00054	252-52000	11/21/86	
	72201	G-00075	238-00000	10/28/96	
	72201	G-00082	198-00000	04/29/88	
	72201	G-00145	005-18000	06/22/88	10/ 7/92
	72201	G-00268	018-05002	11/21/86	
	72201	G-00300	300-50117	12/27/95	
	72201	G-00738	143-05621	03/17/93	
	72201	G-00782	242-00000	01/19/94	
	72231	G-00009	043-00000	12/17/87	3/10/94
	72231	G-00012	144-96071	11/21/86	
	72231	G-00038	005-20000	02/07/90	9/ 3/97
	72231	G-00051	101-00000	06/04/90	
	72231	G-00058	250-00000	03/29/90	10/15/92

TOTAL ACTIVE AUTHORIZATIONS FOR FINANCE NUMBER:
TOTAL ACTIVE AUTHORIZATIONS FOR MSC:

Exhibit 66b
Permit Imprint Inquiry for a Post Office

OMAS - PERMIT IMPRINT INQUIRY FOR A POST OFFICE					
ENTER FINANCE NUMBER 12 0440					
PERMIT	DATE	PERMIT	DATE	PERMIT	DATE
G-00002	03/02/87	G-00007	11/02/93	G-00009	11/21/86
G-00011	11/21/86	G-00012	11/21/86	G-00024	08/25/89
G-00026	11/21/86	G-00027	11/21/86	G-00028	12/17/90
G-00030	06/24/87	G-00035	04/23/92	G-00040	11/21/86
G-00044	11/21/86	G-00048	11/21/86	G-00051	11/21/86
G-00053	02/11/87	G-00054	11/21/86	G-00058	11/21/86
G-00063	11/05/87	G-00075	11/01/93	G-00077	08/08/91
G-00078	04/01/88	G-00079	04/09/96	G-00082	03/01/88
G-00097	02/07/88	G-00131	12/15/93	G-00157	06/12/87
G-00189	08/18/97	G-00192	08/07/92	G-00231	07/29/96
G-00264	10/01/92	G-00268	11/21/86	G-00281	03/06/96
G-00284	11/21/86	G-00285	03/15/94	G-00290	06/24/97
PF1 = INQUIRY PF3 = PRIOR MENU PF7 = PAGE DOWN PF4 = PAGE UP					

Exhibit 66c
Permit Imprint Inquiry

OMAS - PERMIT IMPRINT INQUIRY					
ENTER FINANCE NUMBER 41 6608			ENTER PERMIT IMPRINT NUMBER G- 00268		
AUTHORIZED	11/21/86	FEE EXPIRATION DATES:		(MM DD YY)	
CANCELLED		PRESORT 1ST-CLASS		04 15 96	
AGENCY CODE	018	BULK 3RD-CLASS		03 18 98	
SUBCODE	42002	PRESORT 4TH-CLASS			
ZIP CODE	15290				
FORM	DATE	AMOUNT	FORM	DATE	AMOUNT
3602-R	07/15/97	\$371.62	3602-R	07/15/97	\$424.57
3602-R	06/23/97	\$132.80	3602-R	06/19/97	\$134.84
3602-R	06/18/97	\$642.32	3602-R	06/16/97	\$132.80
3602-R	06/16/97	\$579.61	3602-R	06/09/97	\$132.80
3602-R	06/04/97	\$132.80	3602-R	05/27/97	\$132.80
3602-R	05/12/97	\$592.64	3602-R	05/05/97	\$628.75
3602-R	05/05/97	\$527.36	3602-R	03/07/97	\$683.38
MORE DATA ON FILE					
PF1 = INQUIRY PF3 = PRIOR MENU PF7 = PAGE DOWN PF4 = PAGE UP					

Exhibit 66d

Inactive Permit Imprint Authorizations

USPS NEW REPORT B/A	FIN 28-4218 YORK PDC HSP752P1 SFX 41 MSC 640 SUB	FINANCE NUMBER 28-4218	ZIP CODE 64108	UNITED STATES POSTAL SERVICE OFFICIAL MAIL ACCOUNTING SYSTEM PERMIT IMPRINT PERMITS INACTIVE SINCE 11/09/96	DATE 06/28/97 PAGE 782
PERMIT NO.	AGENCY CODE	DATE OF LAST MAILING STATEMENT			
G-00017	274-00000	05/22/95			
G-00054	252-53400	03/15/96			
G-00071	135-44130	01/13/95			
G-00082	198-07090	08/30/95			
G-00112	005-08801	03/05/96			
G-00266	015-15281	09/28/95			
G-00753	143-00000	09/10/96			
G-00782	242-45001	07/07/95			
G-00796	096-60002	06/27/96			

67 Monitoring BRM Activity

District OMAS coordinators should use the following reports to ensure that all penalty BRM activity has been entered into OMAS:

Business Reply Mail Accounts. This report (see Exhibit 67a), which is accessed using the OMAS Reports Menu, lists all active penalty mail BRM permits and the expiration date of the BRM accounting fee, where applicable. You can request this report for a single post office or for every post office in your district.

- 1 > Request this report every 6 months for each office in your district. Ask the individual post offices to use this report to verify that all penalty mail BRM permits have been reported in OMAS. Use this report in conjunction with the *BRM Permit Inquiry for a Post Office* screen (see Exhibit 67b) to identify and investigate permits that have had no reported BRM activity for 6 months or more.
- 2 > Use these reports to determine which of the following actions is appropriate:
 - The permit should be revoked for lack of activity.
 - The post office needs to report BRM activity using Form 3630-G.
 - The district needs to input reported BRM activity on a timely basis.

BRM Permit Inquiry for a Post Office. This screen (see Exhibit 67b), which is accessed using the OMAS Inquiry Menu, displays each BRM permit authorized at a post office and the date of the most recent BRM accounting period report (Form 3630-G).

- >> Bring up this screen every 6 months for each post office in your district. Use this report in conjunction with the *BRM Accounts* report to identify BRM accounts with no mailing activity reported for 6 months or longer. Ask the affected postage due unit to determine if there is unreported BRM revenue for these accounts. Any identified discrepancies must be corrected immediately.

BRM Inquiry. This screen (see Exhibit 67c) is accessed through the OMAS Inquiry Menu. Enter a BRM permit number and ZIP Code combination to display a list of the most recent Form 3630-G accounting period reports.

- >> Use this screen to ensure that all BRM activity in your district is properly reported.

Exhibit 67a

Business Reply Mail Accounts

USPS FIN 10-4098 NEW YORK PDC REPORT HSP812P1 SFX B/A 6Z MSC 000 SUB		UNITED STATES POSTAL SERVICE OFFICIAL MAIL ACCOUNTING SYSTEM BUSINESS REPLY MAIL ACCOUNTS		REPORT DATE: 09/05/97 PAGE: 1		
MSC: 170	FINANCE NUMBER	POST OFFICE ZIP CODE	PERMIT NUMBER	AGENCY CODE	AGENCY SUBCODE	ACCOUNTING FEE EXPIRATION DATE
41-3484		17107	01100	259	00000	7/13/98
		17107	04377	025	00000	10/15/97
		17107	12585	005	20042	11/1/97
		17107	12615	009	00000	5/25/98
		17107	12634	144	14442	6/28/98
		17107	12707	143	05621	6/28/98
		17107	12782	072	00000	3/15/98
		17107	13057	209	00000	5/18/98
		17107	16280	242	67002	3/8/98
		17107	18452	276	06204	10/30/97
		17107	99132	259	01000	12/9/97
		17107	99141	143	05621	3/15/98
TOTAL ACCOUNTS FOR MSC:						12

Exhibit 67b
BRM Permit Inquiry for a Post Office

OMAS - BRM PERMIT INQUIRY FOR A POST OFFICE								
MSC NUMBER		995						
FINANCE NUMBER		02 0312						
PERMIT NUMBER	PO CODE	ZIP AGENCY	ISSUE DATE	CANCEL DATE	ACCT FEE EXP DATE	DATE OF LAST FORM 3630-G	BRM ACT	Y/N
01100	99513	259 00000	10 01 88		10 02 97	08 15 97	Y	
12272	99510	101 00000	10 01 88		09 23 97	12 06 96	Y	
12272	99513	101 00000	10 01 88		10 02 96	06 20 96	Y	
12303	99510	198 00000	10 30 89		10 30 90	09 21 90	Y	
12438	99510	070 00000	10 30 89		10 30 96	10 29 96	Y	
12438	99513	070 00000	10 01 88		10 05 97	08 15 97	Y	
12503	99523	043 00000	07 28 89	09 30 93	10 03 91	02 17 93	Y	
12577	99514	238 00000	10 01 88		04 17 94	09 22 89	N	
ADDITIONAL DATA ON FILE								
INQUIRY=PF1		PAGE UP=PF4		PAGE DOWN=ENTER		PRIOR MENU=PF3		

Exhibit 67c
BRM Inquiry

OMAS - BRM INQUIRY					
ENTER BRM NUMBER		1100		ENTER ZIP CODE 99513	
ISSUE DATE		10-01-88		LAST TRANSACTION DATE 08-15-97	
CANCEL DATE				FEE EXPIRATION DATE 10-02-97	
AGENCY COST CODE		00000		FINANCE NUMBER 02-0312	
MSC NUMBER		995		ACCOUNT INDICATOR Y	
DATE	VOLUME	AMOUNT	DATE	VOLUME	AMOUNT
8/15/97	45	64.76	7/18/97	55	84.72
6/20/97	48	69.39	5/23/97	61	81.83
4/25/97	79	115.03	3/28/97	79	103.05
2/28/97	89	128.77	1/31/97	85	121.41
1/03/97	34	50.46	11/07/96	91	113.76
10/29/96	78	105.67	9/12/96	90	95.89
8/02/96	73	92.33	7/16/96	72	78.71
PF1 = INQUIRY PF3 = PRIOR MENU PF7 = PAGE DOWN PF4 = PAGE UP					

68 Monitoring Periodicals Activity

District OMAS coordinators should use the *Periodicals Inquiry* screen (see Exhibit 68) to ensure that all penalty Periodicals mailings in their districts have been properly reported. Access the screen using the OMAS Inquiry Menu, then enter a publication number and ZIP Code combination to display the dates of the most recent Periodicals postage statements.

>> Bring up the *Periodicals Inquiry* screen every 6 months to check that penalty Periodicals mailings in your district are being properly recorded.

Exhibit 68

Periodicals Inquiry

OMAS - PERIODICALS INQUIRY					
ENTER PUBLICATION 966 - 360			ENTER ZIP CODE 60607		
AUTHORIZATION DATE 10-01-88		REINSTATEMENT DATE			
DELETION DATE		ISSN NUMBER		0000-0000	
AGENCY CODE 096		ORIGINAL FINANCE NUMBER		10-5000	
AGENCY COST CODE 00000		ADDITIONAL FINANCE NUMBER		16-1542	
DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
1/25/96	1,592.13	1/24/96	1,645.75	1/23/96	1,600.32
1/22/96	1,596.36	1/19/96	1,596.36	1/18/96	1,607.62
1/17/96	1,607.62	1/16/96	1,545.98	1/12/96	1,615.18
1/11/96	1,613.38	1/10/96	1,557.14	1/09/96	1,615.18
1/08/96	1,558.06	1/05/96	1,613.38	1/04/96	1,554.01
1/04/96	1,628.35	1/02/96	1,565.40	12/29/95	1,615.43
12/28/95	1,556.14	12/27/95	1,633.08	12/26/95	1,573.15
PF1 = INQUIRY PF3 = PRIOR MENU PF7 = PAGE DOWN PF4 = PAGE UP					

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Appendix

Agency Authorization Codes

This is an updated listing of agencies that are authorized to participate in the Official Mail Accounting System (OMAS).

Explanation of Table

Agency Code	A 3-digit code identifying each federal agency that is authorized to participate in OMAS. Only authorized agencies may send mail without prepayment of postage. Component units of an agency share the agency code assigned to their parent agency.
Permit Imprint Number	Penalty permit imprint number(s) assigned to agency.
BRM Permit Number	Penalty business reply mail permit number(s) assigned to agency.
MRS Permit Number	Penalty merchandise return service permit number(s) assigned to agency.
Express Mail Number	Only those agencies having their agency code listed in this column may use the "Federal Agency Account No." block on Express Mail labels. All other agencies require postage on their Express Mail packages.
NA	Denotes agencies electing to prepay postage for all their mail. These agencies are not authorized to use any form of penalty mail except under <i>Domestic Mail Manual</i> (DMM) E060.5.7.
* (Asterisk)	Denotes a terminated agency.
Boldface	Denotes a newly established agency or recent change to the agency status since the last published listing.
# (Pound Sign)	Denotes a correction to the last published listing.

Agency Name	Agency Code	Permit Imprint Number	BRM Permit Number	MRS Permit Number	Express Mail Number
Access Board, The U.S. (formerly The Architectural and Transportation Barriers Compliance Board)	017	G-152	13969		None
Administrative Law Judges, Office of (ALJ) — Labor	143	G-842			None
Administrative Office of the U.S. Courts	009	G-18	12615, 12957		None
Advisory Commission on Intergovernmental Relations	NA	NA	NA	NA	NA
Advisory Council on Historic Preservation	007	G-81	99001		007
Affordable Housing and Health Facility Needs for Seniors in the 21st Century, Commission on	293 (cc 30000)	G-893			None
African Development Foundation	019	G-275	99002		None
Agency for International Development	004	G-107	12887		None
Agricultural Cooperative Service (ACS) — Agriculture	005	G-713			005
Agricultural Experiment Stations — Agriculture	NA	NA	NA	NA	NA
Agricultural Marketing Service — Agriculture (formerly listed as Marketing Service)	005	G-297	See Agriculture, Department of	915 (Cotton Division, Memphis, TN, only)	005
Agricultural Research Service — Agriculture	005	G-95	See Agriculture, Department of		005
Agricultural Stabilization and Conservation Service (see Farm Service Agency — Agriculture)					
Agriculture, Department of (see also individual components)	005		04391, 12558, 12585, 12639, 12744, 12766, 12770, 12801, 13016, 13199, 13509, 13613, 14689, 14690, 16527, 99076, 99086, 99089, 99095, 99121, 99122, 99172		005
Air Force, Department of the — Defense (may be used only by GPO contractors)	298	G-825	NA	NA	NA

Agency Authorization Codes

Agency Name	Agency Code	Permit Imprint Number	BRM Permit Number	MRS Permit Number	Express Mail Number
Alcohol, Tobacco and Firearms, Bureau of — Treasury	226	G-86	12843	920	226
American Battle Monuments Commission	006	G-149	16876		None
American Forces Information Service — Defense	NA	NA	NA	NA	NA
Animal and Plant Health Inspection Service — Agriculture	025	G-41, G-298	04377, 04387, 04388	916	025
Appalachian Regional Commission	008	G-99	99007		008
Architect of the Capitol	012	G-151	99008		None
Architectural and Transportation Barriers Compliance Board (See Access Board, The U.S.)					
Arctic Research Commission, U.S.	164	G-721	99004		None
Army, Department of the — Defense	NA	NA	NA	NA	NA
Assistant Secretary for Administration and Management, Office of the (OASAM)— Labor	143	G-746	99079#		None
Assistant Secretary for Health, Office of — PHS/HHS	275	G-280	13669		275
Attorneys, Executive Office of the U.S.	242	G-782	16280		None
Bankruptcy Courts	009	G-18	12615, 12957		None
Barry Goldwater Scholarship and Excellence in Education Foundation	065	G-711	99010		None
Benefits Review Board (BRB)/ Administrative Review Board (ARB)/ Employees' Compensation Appeals Board (ECAB) — Labor	143	G-844			None
Blind or Severely Disabled, Committee for Purchase from People Who Are	024	G-153	99012		None
Bonneville Power Administration — Energy	NA	NA	NA	NA	NA
Botanic Garden, U.S.	012	G-151	99008		None
Broadcasting Board of Governors (agency number formerly assigned to U. S. Information Agency — now part of the Department of State)	107	G-186	12792		107
Bureau of (see other part of title)					
Census Bureau, U.S. — Commerce (formerly Bureau of the Census)	250	G-58	16081, 16734, 17162, 99108, 99109		250

Agency Name	Agency Code	Permit Imprint Number	BRM Permit Number	MRS Permit Number	Express Mail Number
Center for Biologics Evaluation and Research (CBER) — National Institutes of Health	278	G-826	13155		None
Center for Information Technology (CIT) — National Institutes of Health	278	G-821	13155		None
Center for Scientific Review (CSR) — National Institutes of Health	278	G-822	99106		None
Centers for Disease Control and Prevention	277	G-284, G-762	99110, 00953 (moved from agency 278)		277
Centers for Medicaid and Medicaid Services (CMS) — (formerly the Health Care Financing Administration — HCFA — HHS)	271	G-28 G-845	18463		None
Central Intelligence Agency	NA	NA	NA	NA	NA
Chemical Safety and Hazard Investigation Board, U. S.	290	G-837			None
Chief Economist, Office of the — Agriculture (formerly World Agricultural Outlook Board)	005	G-289	See Agriculture, Department of		005
Chief Financial Officer, Office of the (OCFO) — Labor	143	G-893	99176		None
Children and Families, Administration for — HHS	273	G-717	12918, 99028		None
China Security Review Commission, U.S.	293 (CC 20000)	G-893			None
Christopher Columbus Fellowship Foundation (Cost Code 90000)	093	G-30	None		None
Civil Rights, Commission on	029	G-73	12907		029
Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS), Office of — Defense (see Tricare Support Office — Defense)					
Civilian Radioactive Waste Management, Office of — Energy	NA	NA	NA	NA	NA
Claims Courts	009	G-18	12615, 12957		None
Coast Guard, U.S. — Transportation	209	G-157	13057		209
Commerce, Department of (see individual components)					
Commerce — Office of the Secretary of	263	G-46	99017, 99101		263

Agency Authorization Codes

Agency Name	Agency Code	Permit Imprint Number	BRM Permit Number	MRS Permit Number	Express Mail Number
Commodity Futures Trading Commission	037	G-57	99018		037
Commission on/for (see other part of title)					
Communications, Office of — Agriculture (formerly Governmental Public Affairs, Office of)	005	G-714	See Agriculture, Department of		005
*Competitiveness Policy Council					
Compliance, Office of	285	G-799	99169		None
Comptroller of the Currency, Office of the — Treasury	220	G-8	73330		220
Congressional and Intergovernmental Affairs, Office of (OCIA) — State	143	G-843			None
Congressional Budget Office	299	G-70	99019		None
Consular Affairs, Bureau of (Passport Office — State)	189	G-225, G-226	12260		189
Consumer Product Safety Commission	023	G-72	12064		None
Cooperative Extension Service — Agriculture	018	G-268	00001, 00009, 00012, 00016, 00017, 00020, 00022, 00029, 00038, 00052, 00100, 00140, 00164, 00216, 00227, 00340, 00345, 00454, 00482, 00554, 00603, 00621, 00928, 01001, 01268, 01307, 01922, 02854, 02983, 03210, 04402, 06734, 14688		None
Corporation for National and Community Service, The	001	G-21	12909		001
Court of Appeals for the Federal Circuit, U.S.	234	G-244	16453		None
Court of International Trade, U.S.	233	G-252	99022		None
Court of Military Appeals, U.S.	235	G-251	99021		235
Court of Veterans Appeals, U.S.	236	G-736	99083		None
Courts of Appeals, U.S.	009	G-18	12615, 12957		None
Customs Service, U.S. — Treasury	216	G-97	12994, 99174		216

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Defense Contract Audit Agency — Defense	NA	NA	NA	NA	NA
Defense, Department of (see individual components)					
Defense Information Systems Agency (formerly Defense Communications Agency) — Defense	NA	NA	NA	NA	NA
Defense Intelligence Agency — Defense	046	G-162	12964		046
Defense Investigative Service — Defense (See Defense Security Service)					
Defense Logistics Agency — Defense	NA	NA	NA	NA	NA
Defense Mapping Agency — Defense (see National Imagery and Mapping Agency— Defense)					
Defense Nuclear Agency — Defense	NA	NA	NA	NA	NA
Defense Nuclear Facilities Safety Board	202	G-737	99090		None
Defense, Office of the Secretary of — Defense	048	G-79	12257		None
Defense Security Service (formerly Defense Investigative Service)— Defense	053	G-131	12858		053
Denali Commission	287	G-836	None		None
Department of (see other part of title)					
Director, Office of — National Institutes of Health	278	G-802	13156, 99087		None
Disability Determination Services (SSA)	276	NA	NA	NA	276
District Courts	009	G-18	12615, 12957		None
Drug Enforcement Administration — Justice	136	G-33	99025		None
Economic Advisors, Council of —Executive Office of the President	064	G-141	13335		064
Economic Analysis, Bureau of — Commerce	251	G-56	12787		None
Economic Development Administration — Commerce	253	G-165	99027		253

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Economic Research Service — Agriculture	005	G-145	See Agriculture, Department of		005
Economics and Statistics Administration — Commerce	251	G-56	12787		None
Education, Department of	274	G-17	12935	903	274
Employment and Training Administration (ETA) — Labor (Washington, DC, headquarters only)	143	G-755	13010#		None
#Employment Security — Labor (includes all State Employment Security and Services Agencies (SESAs))	144	G-12	12634		None
Employment Standards Administration (ESA) — Labor	143	G-744	13126#		None
Energy, Department of (if components are not listed)	NA	NA	NA	NA	NA
Energy Information Administration — Energy	NA	NA	NA	NA	NA
Engraving and Printing, Bureau of — Treasury	223	G-166	12737	917	None
Enrichment Corporation, U.S.	NA	NA	NA	NA	NA
Environmental Protection Agency	062	G-35	11663		062
Equal Employment Opportunity Commission	063	G-14, G-833	12857		None
Executive Office of the President — Office of Administration	064	G-141	13335		064
Export Administration, Bureau of — Commerce	255	G-720	99048		None
External Services Agencies, GSA	293	G-893			None
Farm Credit Administration	069	G-167	05989		069
Farm Service Agency — Agriculture (formerly Agriculture Stabilization and Conservation Service)	013	G-96	12597		None
Farmers Home Administration (see Rural and Economic Community Development — Agriculture)					
Federal Aviation Administration — Transportation	070	G-44	12438		070
Federal Bureau of Investigation — Justice	131	G-168	12083		None
Federal Communications Commission	071	G-111	12941		071

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Federal Crop Insurance Corporation — Agriculture	005	G-112	See Agriculture, Department of		005
Federal Deposit Insurance Corporation	072	G-36	12782		072
Federal Election Commission	073	G-31	12976		073
Federal Emergency Management Agency	074	G-114	11989, 99178	904	074
Federal Energy Regulatory Commission — Energy	080	G-142	12683		080
Federal Financial Institutions Examination Council	085	G-169	99029		None
Federal Highway Administration — Transportation	206	G-66	12946	919	206
Federal Labor Relations Authority	075	G-139	99030		None
Federal Law Enforcement Training Center — Treasury	034	G-93	99031	918	None
Federal Maritime Commission	078	G-172	17035		None
Federal Mediation and Conciliation Service	079	G-173	99033		079
Federal Mine Safety and Health Review Commission	083	G-174	99034		083
Federal Prison Industries — Justice	132	G-175	99035		None
Federal Public Defender	009	G-18	12615, 12957		None
Federal Railroad Administration — Transportation	211	G-128	14560		211
Federal Reserve System, Board of Governors of	076	G-124 G-125	12708		None
Federal Retirement Thrift Investment Board	088	G-704	16717		None
Federal Supply Service — GSA	093	G-176	99036		None
Federal Trade Commission	081	G-62	00173, 12498	908	081
Federal Transit Administration — Transportation	205	G-129	13563		205
Financial Management, Office of, National Financial Center — Agriculture	005	G-703	See Agriculture, Department of		005
Financial Management Service — Treasury	217	G-4	12724		217
Fish and Wildlife Service — Interior	121	G-77	00318, 12874		121
Fogarty International Center (FIC) — National Institutes of Health	278	G-819	13155		None

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Food and Consumer Services (see Food and Nutrition Services) — Agriculture					
Food and Drug Administration — PHS/HHS	275	G-285	00946, 12626		275
Food and Nutrition Service (formerly Food and Consumer Services) — Agriculture	026	G-39	12725		None
Food Safety and Inspection Service — Agriculture	035	G-42	11750		035
Foreign Agricultural Service — Agriculture	005	G-262, G-294	See Agriculture, Department of		005
Forest Service — Agriculture	016	G-40	10040		None
Former Presidents' Services (formerly agency 092) — GSA	093	None	None		093
General Accounting Office	090	G-100	12937		090
General Services Administration	093	G-30	12710	914	093
Geological Survey, U.S. — Interior	111	G-23, G-785 through G-788, G-798	04883, 99123, 99124, 99127, 99128, 99163, 99168	910, 922, 923, 924, 925	None
Government Ethics, U.S. Office of	178	G-726	99052		None
Government Printing Office	096	G-26, G-796	12949, 99134, 99135	909 (Laurel, MD only)	096
Governmental Public Affairs, Office of (see Communications, Office of — Agriculture)					
Grain Inspection Packers and Stockyards Administration — Agriculture	005	None	See Agriculture, Department of		005
Harry S. Truman Scholarship Foundation	201	G-16	14168		None
Health and Human Services (HHS), Department of (see individual components)					
#Health and Human Services — Office of the Secretary (all of this activity now under Public Health — PHS/HHS)	275	G-45	12821, 99078#		275

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Health Care Financing Administration — HHS (See Centers for Medicaid and Medicaid Services — CMS)					
Health Resources and Services Administration — PHS/HHS	275	G-286	00947, 01187		275
Holocaust Memorial Council, U.S.	103	G-287	99037		None
House of Representatives, U.S. Congress	300	G-300	None		None
Housing and Urban Development, Department of	101	G-51, G-795	12272		101
Immigration and Naturalization Service — Justice	133	G-78	13147		None
Indian Affairs, Bureau of — Interior	112	G-74	00003, 02107, 12948		112
Indian Health Service — PHS/HHS	275	G-290	00948		275
Information Agency, U.S. (now part of the Department of State)	199	G-130	14369		199
Inspector General, Office of the — Agriculture	005	None	See Agriculture, Department of		005
Inspector General, Office of the — Defense	NA	NA	NA		NA
Inspector General, Office of the (OIG) — Labor	143	G-747	15792#		None
#Institute of Museum and Library Services	102	G-274	16387		None
Inter-American Foundation	105	G-183	05139		None
Interior, Department of the (for Management Services, Office of the Secretary, and components not listed separately)	116	G-65 G-832	15852, 16232, 16998		116
Internal Revenue Service — Treasury	218	G-48	12686		218
International Boundary and Water Commission	108	G-184	00098		108
International Broadcasting, Board for (see U.S. Information Agency)					
International Joint Commission — U.S. and Canada	104	G-122	99042		None
International Labor Affairs, Bureau (ILAB) — Labor	143	G-757	99177		None
International Religious Freedom, United States Commission On	293 (CC 10000)	G-893			None

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Agency Name	Agency Code	Permit Imprint Number	BRM Permit Number	MRS Permit Number	Express Mail Number
International Trade Administration — Commerce	252	G-54	12827, 12954, 13027, 13145, 13369, 14419, 15005		252
International Trade Commission, U.S.	231	G-253	12840		None
Interstate Commerce Commission (see Surface Transportation Board — Transportation)					
James Madison Memorial Fellowship Foundation	140	G-740	99093		None
Japan–U.S. Friendship Commission	129	G-187	99043		None
Joint Staff, The — Defense (formerly Joint Chiefs of Staff)	NA	NA	NA	NA	NA
Justice, Department of (use for all components not otherwise listed)	135	G-71	01806		None
Justice Programs, Office of — Justice	134	G-91	99045		None
#Labor, Department of Office of the Secretary (see also individual components)	143	G-743# G-756#	99079#		None
Labor Statistics, Bureau of (BLS) — Labor	143	G-738	12707, 99141		None
Land Management, Bureau of — Interior	113	G-76	14153		113
Library of Congress	146	G-103	12794, 12795, 12796, 12797, 15017, 16140, 16153, 16373	902 (Cataloging in Publication Division only) 907 (Loan Division only)	146
Mail and Reproduction Management Division, Office of the Secretary — Agriculture	005	G-272	See Agriculture, Department of		005
Management and Budget, Office of — Executive Office of the President	064	G-141	13335		064
*Management and Cooperative Programs, Bureau of — Labor					
Management Standards, Office of (OLMS) — Labor	143	G-748	15058#		None
Marine Corps, U.S. — Defense	NA	NA	NA	NA	NA

Agency Name	Agency Code	Permit Imprint Number	BRM Permit Number	MRS Permit Number	Express Mail Number
Marine Mammal Commission	148	G-189	99046		None
Maritime Administration — Transportation	256	G-117	12706		256
Marshals Service, U.S. — Justice	239	G-779	99155		None
Medicare Payment Advisory Commission	177	G-707	99059		None
Merit Systems Protection Board	147	G-113	12966		147
#Mine Safety and Health Administration (MSHA) — Labor	143	G-745	02520#		None
Minerals Management Services — Interior	127	G-270	07111, 08330		127
Minority Business Development Agency — Commerce	257	G-192	14548		None
Mint, U.S. — Treasury	219	G-7	14111, 14460	911	219
*Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation	NA	NA	NA	NA	NA
National Aeronautics and Space Administration	154	G-27	12028	906	None
National Agricultural Library — Agriculture	005	None	See Agriculture, Department of		005
National Agricultural Statistics Service — Agriculture	005	G-38	See Agriculture, Department of		005
National Appeals Division — Agriculture	005	None	See Agriculture, Department of		005
National Archives and Records Administration — GSA	166	G-293	15415	921	None
National Biological Service — now part of U.S. Geological Survey/Interior	111	G-790	99163		None
National Cancer Institute — National Institutes of Health	278	G-806	13165		None
National Capitol Planning Commission	156	G-196	13362		156
National Center for Complimentary Medicine (NCCAM) — National Institutes of Health	278	G-826	13155		None
National Center for Health Services Research — PHS/HHS	275	G-282	01007		275
National Center for Health Statistics — CDC/HHS	277	G-281	99110		277

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National Center for Research Resources (NCRR) — National Institutes of Health	278	G-818	13155		None
National Center on Minority Health and Health Disparities — National Institutes of Health	278	G-838	13155		None
*National Commission for Employment Policy — Labor					
National Commission on Libraries and Information Science	170	G-116	99049		None
National Computer Security Center — NSA	044	G-330, G-712	00011		044
National Council on Disability	158	G-279	99051		None
National Credit Union Administration	168	G-88	12394		168
*National Education Standards and Improvements Council					
National Endowment for the Arts	165	G-50	12952		165
National Endowment for the Humanities	167	G-43	12885		167
National Eye Institute (NEI) — National Institutes of Health	278	G-812	13155		None
National Gallery of Art	159	G-47	15424, 16001, 16088, 16155, 16750		None
National Gambling Impact Study Commission	288	G-829			None
National Heart, Lung, and Blood Institute (NHLBI) — National Institutes of Health	278	G-814	13157		None
National Highway Traffic Safety Administration — Transportation	212	G-90	73173		212
National Human Genome Research Institute (NHGRI) — National Institutes of Health	278	G-828	13155		None
National Imagery and Mapping Agency — Defense (formerly Defense Mapping Agency — Defense)	051	G-2	12859		051
National Institute of Alcohol Abuse and Alcoholism (NIAAA) — National Institutes of Health	278	G-824	13155		None
National Institute of Allergy and Infectious Diseases (NIAID) — National Institutes of Health	278	G-804	99107		None

Agency Name	Agency Code	Permit Imprint Number	BRM Permit Number	MRS Permit Number	Express Mail Number
National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS) — National Institutes of Health	278	G-805	13155		None
National Institute of Child Health and Human Development (NICHD) — National Institutes of Health	278	G-807	13155		None
National Institute of Deafness and Other Communication Disorders (NIDCD) — National Institutes of Health	278	G-808	13155		None
National Institute of Dental and Craniofacial Research (NIDCR) — National Institutes of Health	278	G-809	13155		None
National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK) — National Institutes of Health	278	G-810	13155		None
National Institute of Environmental Health Sciences (NIEHS) — National Institutes of Health	278	G-811	13182		None
National Institute of General Medical Sciences (NIGMS) — National Institutes of Health	278	G-813	13155		None
National Institute of Mental Health (NIMH) — National Institutes of Health	278	G-823	99097		None
National Institute of Neurological Disorders and Stroke (NINDS) — National Institutes of Health	278	G-815	13155		None
National Institute of Nursing Research (NINR) — National Institutes of Health	278	G-817	13155		None
National Institute of Standards and Technology — Commerce	264	G-195, G-797	12856		264
National Institute on Aging (NIA) — National Institutes of Health	278	G-803	13155		None
National Institute on Drug Abuse (NIDA) — National Institutes of Health	278	G-827	13155		None
National Institutes of Health (also see individual components)	278	G-831	13155		None
National Labor Relations Board	160	G-132	12636		160

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National Library of Medicine (NLM) — National Institutes of Health	278	G-816	13166		None
#National Mediation Board	161	G-197	14491		None
National Oceanic and Atmospheric Administration — Commerce	259	G-19	01100, 99132, 99133, 99142, 99143, 99144, 99145, 99146, 99147, 99148, 99149, 99150		259
National Park Service — Interior	115	G-83	12651, 12886		115
National Science Foundation	162	G-69	12806		None
National Security Agency	044	G-278	00011		044
National Security Council — Executive Office of the President	064	G-141	13335		064
National Technical Information Service — Commerce	260	G-15, G-292	07362, 99125, 99170		260
National Telecommunications and Information Administration — Commerce	265	G-199	99054		265
National Transportation Safety Board	207	G-200	99055		207
National Women's Business Council	124	G-764			None
Natural Resource Conservation Service — Agriculture (formerly Soil Conservation Service)	011	G-267	13066		None
Navajo and Hopi Indian Relocation, Office of (formerly Commission)	155	G-138	00353		155
Navy, Department of the — Defense	NA	NA	NA	NA	NA
Nuclear Regulatory Commission	169	G-67	12904		169
Nuclear Waste Technical Review Board	171	G-725	99032		None
#Occupational Safety and Health Administration, Office of (OSHA) — Labor	143	G-749	12975#		None
Occupational Safety and Health Review Commission	175	G-222	99056		None
Office of (see other part of title)					
Organization of American States — Pan American Union — State	191	G-85	99006		191
Overseas Private Investment Corporation	183	G-223	14418		183
Pan American Health Organization — State	192	G-61	14324		192

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Pan American Sanitary Bureau	192	G-61	14324		192
Panama Canal Commission	186	G-224	99057		None
Passport Office (see Bureau of Consular Affairs — State)					
Patent Office — Commerce	261	G-84	13721		261
Peace Corps	184	G-264	13741		184
Pension and Welfare Benefits Administration (PWBA) — Labor	143	G-751	12985#		None
Pension Benefit Guaranty Corporation	142	G-92	12868		142
Personnel Management, Office of	NA	NA	NA	NA	NA
Postal Rate Commission	185	G-228	99060		185
Postal Service, U.S.	400–416	G-10	73026, 99998	999	400–416
Preservation of America's Heritage Abroad, U. S. Commission for the	082	G-771			None
Presidential Advisory Commission on Holocaust Assets in the U.S.	289	G-834			None
Presidential Transition Mail	093	None	None		093
President's Commission on Privatization — Executive Office of the President	064	G-141	13335		064
President's Committee on Employment of People with Disabilities (PCEPD) — Labor	143	G-750			None
Prisons, Bureau of — Justice	137	G-231	14045		None
Public Affairs, Office of (OPA) — Labor	143	G-840	99080		None
Public Debt, Bureau of the — Treasury	224	G-232	12943		224
Public Debt, Bureau of the — Treasury (Savings Bond Agents)	224	G-701	12943		224
Public Health Service — PHS/HHS (see individual components)	275				275
Railroad Retirement Board	188	G-120	12086		188
Reclamation, Bureau of — Interior	118	G-110	12849		None
Research and Special Programs Administration — Transportation	248	G-126	14561		248
Research Services, Office of (ORS) — National Institutes of Health (under Office of the Director)	278	G-835	13155		None

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Rural and Economic Community Development — Agriculture (formerly Farmers Home Administration)	015	G-266	12688		None
St. Lawrence Seaway Development Corporation — Transportation	195	G-234	99062		None
#SAMSA (Substance Abuse and Mental Health Services Administration — PHS/HHS)	275	G-283	00945		275
Savings Bond Division, U.S. — Treasury	227	G-55	12933		227
Science and Technology Policy, Office of — Executive Office of the President	064	G-141	13335		064
Secret Service, U.S. — Treasury	229	G-258	12931		229
Securities and Exchange Commission	196	G-123	12820		196
Selective Service System	197	G-119	12542		197
Senate — U.S. Congress	301	G-301, G-791	None		None
Small Business Administration	198	G-82	12303		198
Smithsonian Institution	203	G-94	12915, 14210	912	203
Social Security Administration	276	G-11	18452		276
Soil Conservation Service (see Natural Resource Conservation Service — Agriculture)					
Soldiers' and Airmen's Home, U.S.	230	G-254	99064		None
Solicitor, Office of the (SOL) — Labor	143	G-841	15793		None
Southeastern Power Administration — Energy	119	G-236	99065		None
Southwestern Power Administration — Energy	120	G-237	07448		120
Special Counsel, Office of the U.S.	141	G-754	99100		None
State, Department of (see also individual components)	199	G-130	14369		199
Statistical Reporting Service — Agriculture	005	G-38	See Agriculture, Department of		005
Supreme Court of the United States	204	G-238	99067		204
#Surface Mining Reclamation and Enforcement, Office of — Interior	125	G-239	12971		125
Surface Transportation Board — Transportation	123	G-64	12815		None

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Tax Court, U.S.	232	G-256	99068		232
Tennessee Valley Authority	NA	NA	NA	NA	NA
Thrifty Supervision, Office of	077	G-170	12884		077
Trade and Development Agency, U.S.	286	G-830	99173		None
Trade Deficit Review Commission (Cost Code 91000)	093	G-30	None		None
Trade Representative, Office of the U.S. — Executive Office of the President	064	G-141	13335		064
Transportation, Department of (see components)					
Transportation, Office of the Secretary of	213	G-127	13506		213
Transportation Systems Center — Transportation	214	G-242	99071		214
Treasury, Department of the (Office of the Secretary and all components not listed separately)	215	G-52	99072		215
Tricare Support Office — Defense (formerly Civilian Health and Medical Program of the Uniformed Services, Office of -OCHAMPUS — Defense)	050	G-143	00275		None
Uniformed Services University of the Health Sciences — Defense U.S. (see other part of title)	042	G-259	73106, 99175		None
Veterans Affairs, Department of	238	G-75	12577		None
Veterans Employment and Training Services (VETS) — Labor	143	G-752	15794#		None
Warren Grant Magnuson Clinical Center (CC) — National Institutes of Health	278	G-820	13155		None
White House Conference on a Drug Free America — Executive Office of the President	064	G-141	13335		064
Women's Bureau (WB) — Labor	143	G-753	15796#		None
Working Capital Fund (WCF) — Labor	143	G-59	12330		None
World Agricultural Outlook Board (see Chief Economist, Office of the — Agriculture)					