



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
400 RUSSELL AVE BLDG 192
NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 5218.1F
14
25 Sep 2012

NAVY RECRUITING DISTRICT NEW ORLEANS INSTRUCTION 5218.1F

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: POSTAGE MANAGEMENT PROCEDURES

Ref: (a) OPNAVINST 5218.7C

(b) COMNAVCRUITCOMINST 4400.1D

1. Purpose. To promulgate policies and regulations governing the management of official mail in accordance with reference (a) and (b).

2. Cancellation. NAVCRUITDISTNOLAINST 5218.1E

3. Background. To decentralize the payment of official postage from Navy's Central Postage Fund to the user level. To provide guidance on obtaining checks to pay for purchase of stamps, deposits into Advanced Deposit Trust Accounts (ADTA's) for permit mailing, business reply mail, postage due, and pre-sorted first class mail.

4. Discussion. This instruction provides detailed guidance on postage management at Navy Recruiting District, New Orleans. The Official Mail Control Officer (OMCO) is required to maintain financial ledgers. Sub-financial ledgers must be kept by the Advertising Mail Control Officer (AMCO) and the Official Mail Manager (OMM) to ensure postage cost by program is properly maintained. Specific ledgers have been designed for use by the AMCO to track individual ADTA balances and report postage cost by mail code. Ledgers have been designed for the AMCO to track advertising ADTAs by program and the OMM to manage stamps.

5. Definitions. Postage procedures terms are defined as follows:

a. Advanced Deposit Trust Accounts (ADTA). Accounts set up by the Official Mail Control Officer with the servicing post office to pay for and maintain control of recruiting postage costs.

b. Official Mail Control Officer (OMCO). The Logistics Support Officer (LSO) will be designated in writing as the OMCO and shall be responsible to the Commanding Officer for all official mail functions and metering equipment. The OMCO will be guided by reference (b) in the performance of his duties.

c. Official Mail Manager (OMM). The Admin Officer (AO) usually will be designated as the OMM, however, a responsible E-6 or above, or any commissioned officer can be appointed. The OMM will be designated in writing and shall manage the daily postage program requirements of the command.

d. Postal Fund Inspection and Verification Officer. A commissioned officer will be designated in writing as the Postal Auditor and shall conduct surprise command postal audits and prepare a quarterly report of findings.

e. Internal Request Document (IRD). Utilized by the OMM and AMCO for requesting procurement/expenditure of postal funds.

f. Address Correction Service. Under contract, the U. S. Postal Service will update the District's mailing list information through provision of address change information on a computer diskette rather than simply returning undeliverable.

g. Financial Control Ledgers. Utilized by the OMCO to manage funds deposited into the ADTAs.

h. Financial Control Sub-Ledger. Utilized by the AMCO to manage funds (by program) deposited into an ADTA.

i. Stamp Control Ledger. Utilized by the OMM to reflect controls by current value of stamps on hand and maintain the stock of using appropriate security measures.

6. Responsibilities. All District personnel shall be made aware of the high cost of postage and potential cost saving measures (consolidated mail, guard mail, etc.). The OMCO will ensure that responsible individuals are adequately trained and understand the scope of their duties.

a. The Official Mail Control Officer will:

(1) Prepare the District Administrative Commercial Postal Budget.

(2) Train and supervise the Official Mail Manager (OMM).

(3) Ensure NAVCOMPT Form 2277s and appropriate postal order forms are properly prepared and delivered to the Disbursing Officer so that checks may be issued to the United States Postal Service for all commercial postage requirements (stamps, deposits for ADTAs, Address Correction Service, etc.).

(4) Establish ADTAs with the servicing post office to pay for the below listed postal services:

(a) Permit Mail (ADTA mandatory).

(b) Postage Due (includes address corrections that are paid to the local post office).

(c) Business Reply Mail (ADTA mandatory).

(5) Maintain Financial Control Ledgers, enclosures (2) through (5) of reference (b) to track deposits, payments and balance available. Retain copies of all vouchers and payment receipts for deposits/payments and reconcile the ledgers with the post office and AMCO on a monthly basis. Retain quarterly ledgers, supporting copies of deposits, vouchers and payment of receipts for the current and prior four fiscal years for audit purpose.

(6) Maintain the Address Correction Service Financial Ledger, tab M of reference (b) to track payment for address corrections. The United States Postal Service in Memphis, Tennessee will periodically return all undeliverable on computer disk. The OMCO will ensure payments for this service are promptly processed.

(7) Track payment of annual permit fees. Maintain a postage fees file quarterly, which contains copies of all voucher and receipts for the payment of fees. Retain the postage fees file for the current and prior four fiscal years.

(8) Prepare and submit the Annually Official Mail Financial Expenditure Report by mail code tab A of reference (b) to Region EAST NLT the 15th day of the month following the end of the Fiscal Year, by 15 October.

b. The Official Mail Manager will:

(1) Process all outgoing official mail (not including advertising). Ensure that mail is properly prepared and wrapped. For packages, process in accordance with current postal regulations.

(2) Deliver outgoing mail to the post office (1000 and 1400) unless alternate arrangements have been approved by CO.

(3) Order administrative commercial postage requirements (i.e., stamps, etc.) by preparing IRD's and submitting to the OMCO.

(4) Control stock of postage stamps to be issued to the recruiting stations and other recruiting locations not served by a postage meter. Balance the Financial Stamp Control Ledger at least monthly, to reflect the total current dollar value of stamps on hand and provide an accurate record of stamps purchased/issued.

c. The Postal Auditor will:

(1) Conduct a surprise postal audit on a quarterly basis on the OMCO and OMM to ensure that Stamp Control Ledger is in balance with the value of the stamps on hand.

(2) Conduct a surprise postal audit on a quarterly basis on at least two recruiting stations to ensure that Stamp Usage Logs are in balance with the stamps held at the station.

(3) Ensure the OMCO ADTA ledgers are in balance and reconciled with the AMCO as frequently as required, but no less than once a month.

(4) Submit results of inspection in writing to the Commanding Officer, with copies to OMM and OMCO. Any discrepant findings will have a Plan of Action and Milestones (POA&M) for corrective action.

d. Division Officer (DIVO), Division Leading Chief Petty Officer (DLCPO), Leading Petty Officer (LPO), and Navy Recruiting Processing Stations who operate from a separate office will:

(1) Ensure that postage stamps are for official business only.

(2) Submit Mail Stamps Requisition Form for postage stamps to the OMM by 5th of the month. Postage stamps will be issued by the OMM as needed.

(3) Maintain between one and three months' supply of stamps on hand depending on volume of official mail.

(4) Safeguard security of stamps by keeping them in a locked container when not in use.

(5) Submit the Commercial Mail Stamp Usage Report tab C of reference (b) as per reference (b) to the OMCO, for filing and review by the 5th of each month showing the previous month's usage.

(6) Leading Petty Offices (LPOs) upon being relieved as LPO will include in their turnover of minor property an inventory of the postage stamps on hand and the total current dollar value of the stamps that are being turned over.

/s/
G. R. SHARP

Distribution List:
Electronic only, via
<http://www.cnrc.navy.mil/neworleans/>