



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO
P.O. BOX 3990
COLUMBUS, OHIO 43218-3990

IN REPLY REFER TO:

NAVCRUITDISTOHIOINST 5218.1K CH-2
10
6 MAY 2013

NAVCRUITDIST OHIO INSTRUCTION 5218.1K CHANGE TRANSMITTAL 2

From: Commanding Officer, Navy Recruiting District Ohio

Subj: OFFICIAL MAIL MANAGEMENT

Encl: (1) Revised Enclosure (4)

1. Purpose. To transmit revised Enclosure (4) to the basic instruction. The signature line in the First Endorsement was changed to the present Executive Officer.

2. Action

a. Remove Enclosure (4) of the basic instruction and insert Enclosure (1).

b. On page 1 of the basic instruction, in the top right hand corner, enter "CH-2" and the date of change transmittal, and initials of the individual making the change.

3. Cancellation. This change transmittal is cancelled when the required action has been taken.

A handwritten signature in black ink, appearing to read "John L. Nguyen".

JOHN L. NGUYEN

Distribution:
NAVCRUITDISTOHIOINST 5216.1K
List III

6 MAY 2013

(Date)

MEMORANDUM

From: Official Mail Manager
To: Executive Officer, Navy Recruiting District Ohio

Subj: QUARTERLY STAMP AUDITS

Ref: (a) NAVCRUITDISTOHIOINST 5218.1K

Encl: (1) Quarterly Stamp Audits for _____ QTR, FY _____

1. Per reference (a), enclosure (1) has been received from four Navy Officer Recruiting Stations and three Navy Recruiting Processing Stations.

2. Discrepancies: (YES/NO)

Very respectfully,

S. J. MCCLELLAN

(Date)

FIRST ENDORSEMENT

From: Executive Officer
To: Official Mail Manager

1. I concur with the Quarterly Stamp Audits as being accurate.

ERIC A. SHAFER

Copy to:
Official Mail Control Officer

Enclosure (4)



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO
P.O. BOX 3990
COLUMBUS, OHIO 43218-3990

IN REPLY REFER TO:

NAVCRUITDISTOHIOINST 5218.1K CH-1
10
1 2 FEB 2013

NAVCRUITDIST OHIO INSTRUCTION 5218.1K CHANGE TRANSMITTAL 1

From: Commanding Officer, Navy Recruiting District Ohio

Subj: OFFICIAL MAIL MANAGEMENT

Encl: (1) Revised Enclosure (5)

1. Purpose. To transmit revised Enclosure (5) to the basic instruction.

2. Action

a. Remove Enclosure (5) of the basic instruction and insert Enclosure (1).

b. On page 1 of the basic instruction, in the top right hand corner, enter "CH-1" and the date of change transmittal, and initials of the individual making the change.

3. Cancellation. This change transmittal is cancelled when the required action has been taken.

A handwritten signature in black ink, appearing to read "John L. Nguyen", is positioned above the printed name.

JOHN L. NGUYEN

Distribution:

Electronic only, via

https://www.milsuite.mil/wiki/Portal:Navy_Recruiting_District_Ohio/Command_Directives

(Date)

MEMORANDUM

From: Postal Inspection and Verification Officer, NRD Ohio
To: Commanding Officer
Via: Executive Officer

Subj: QUARTERLY STAMP AUDIT FOR _____ QTR, FY _____

Ref: (a) NAVCRUITDISTOHIOINST 5218.1K

1. Per reference (a), the following are results of the quarterly stamp audit of NRD Ohio Headquarters completed on _____.

<u>DENOMINATION OF STAMP(S)</u>	<u>NUMBER ON HAND</u>	<u>VALUE OF STAMPS ON HAND</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 2. Total Number of Stamps on Hand _____
- 3. Total Value of Stamps on Hand \$ _____
- 4. Stamp Control Ledger \$ _____
- 5. Mail Machine Balance (NRD Headquarters only) \$ _____ :
- 6. Mail Machine Log (NRD Headquarters only) \$ _____ :

Additional Comments:

(SIGNATURE)

Copy to:
Official Mail Control Officer
Official Mail Manager

Enclosure (5)



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO
P.O. BOX 3990
COLUMBUS, OHIO 43218-3990

IN REPLY REFER TO:

NAVCRUITDISTOHIOINST 5218.1K
10

17 JAN 2013

NAVCRUITDIST OHIO INSTRUCTION 5218.1K

Subj: OFFICIAL MAIL MANAGEMENT

Ref: (a) OPNAVINST 5218.7C
(b) COMNAVCRUITCOMINST 4400.1D

Encl: (1) Stamp Control Ledger (Sample)
(2) NAVCRUIT 5110/14 (9-93), Record of Commercial Mail Stamp Usage
(3) NAVCRUIT 5110/5 (8-93), Meter Readings
(4) Quarterly Stamp Audits Memorandum
(5) Quarterly Stamp Audit Memorandum (NRD Headquarters)
(6) LCPO/LPO/NORS/NRPS Turn Over Stamp Audit Memorandum
(7) Postage Stamp Request Memorandum
(8) Quarterly Stamp Audit Memorandum (Division Leading Chief Petty Officer/NORS/EPDS)

1. Purpose. To publish regulations and policies on the handling of postage stamps and the processing of official mail within Navy Recruiting District (NRD) Ohio.

2. Cancellation. NAVCRUITDISTOHIOINST 5218.1J.

3. Action. All personnel who originate, handle or process official mail will ensure knowledge of references (a) and (b), and compliance with this instruction.

4. Responsibilities

a. Commanding Officer (CO)

(1) Responsible for strict compliance with all guidance regarding official mail management.

(2) Ensures that district personnel are aware of the high costs associated with postage.

(3) Designate in writing: Official Mail Control Officer, Official Mail Manager, Advertising Mail Control Officer and Postal Fund Inspection and Verification Officer.

b. Official Mail Control Officer (OMCO)

(1) Manages the command Official Mail Program.

(2) Due to the large dollar value of funds involved, it is strongly recommended that the Logistic Support Officer will normally be designated. However, a responsible E-7 or above, or any commissioned officer can be appointed.

(3) To avoid conflicts of interest, the OMCO may not be from the ADMIN department.

(4) Prepares the district's administrative postal budget.

(5) Provides the Official Mail Manager with necessary guidance related to the official mail program.

(6) Maintains Financial Control Ledgers and reconciles them with the Financial Control Sub-ledgers maintained by the OMM on a monthly basis.

(7) Reconciles all accounts with the servicing post office on a monthly basis.

(8) Prepares and submits the Quarterly Official Mail Financial Expenditure Report (NAVCRUIT RCS 5110-2) to CNRC (Code N8) not later than the 20th day of the month, following the end of the quarter.

c. Official Mail Manager (OMM)

(1) Manages daily administrative postal program requirements.

(2) Process all outgoing official administrative mail, and ensure the mail is properly prepared and wrapped per reference (a) and current postal regulations.

(3) Delivers outgoing mail to the post office on a daily basis unless alternative arrangements have been approved by the CO.

(4) Orders administrative commercial postage requirements (i.e., meter settings, stamps, etc.) by preparing Internal Request Documents (IRD) and the appropriate Postal Service forms.

(5) Controls stock and maintains custody of commercial mail stamps or metered postage to be issued to recruiting locations that have bona-fide requirements. Maintains enclosure (1) to reflect the current inventory of stamps or metered postage on-hand.

(6) When mail stamps are issued to recruiting stations, or other recruiting locations including own site, enclosure (2) must be utilized for accountability purposes at the respective site.

(7) Ensures that the postage meter is reset and money added by calling Pitney Bowes "Postage by Phone." Maintain the financial sub-ledger to reflect the total current postage meter value utilizing enclosure (3).

(8) Ensures security of the postage meter and mail stamps. Calls Pitney Bowes for minor maintenance to the postage meter and associated equipment (i.e., cleaning and adjustments).

(9) Drafts memorandum utilizing enclosure (4) for the Executive Officer's (XO) approval.

d. Postal Fund Inspection and Verification Officer

(1) Conducts quarterly postal audits on the 5th calendar day of each fiscal quarter on all facets of the command Official Mail Program using enclosure (5).

(2) Prepares quarterly reports and submits findings to the CO via the XO.

(3) The auditor must not be assigned to the Logistics, or Admin Departments.

e. Leading Chief Petty Officers (LCPOs)/Leading Petty Officers (LPOs). The LCPO/LPO of each Navy Recruiting Station is responsible for the following:

(1) Conducts turnover stamp audit to include value and types of stamps on hand (enclosure (6)). Audit is due to OMM no later than the 5th calendar day after the turnover.

(2) Request custody of postage stamps for the Navy Recruiting Station under his/her cognizance per enclosure (7).

(3) Maintaining an inventory of not less than one nor more than two month's supply of postage stamps based on an average weekly volume of outgoing mail.

(4) Ensuring postage stamps are used only for official mail.

(5) Accounts for the security of stamps on a daily basis and given the best possible protection against loss or theft by ensuring postage stamps are maintained in a locked container

(i.e. drawer or file cabinet). This will be done to prevent unauthorized use.

(6) Accounting for stamps usage on a daily basis through the use of enclosure (2).

(7) Submission of enclosure (2) to the OMM by the 1st work day of each month to document the previous month's usage of postage stamps.

f. Division Leading Chief Petty Officers (DLCPOs)

(1) DLCPOs who operate from the same office as an LPO shall use the LPOs postage stamps.

(2) DLCPOs who operate from a separate office shall follow the procedures in paragraph 4e.

(3) DLCPOs shall conduct quarterly stamp audits not later than the 15th calendar day of each fiscal quarter and submit findings to the CO via the XO utilizing enclosure (7).

g. Officer Recruiters (OR)

(1) ORs who operate from a separate office shall follow the procedures in paragraph 4e.

(2) The OR in charge of each Officer Recruiting Station shall conduct quarterly stamp audits not later than the 15th calendar day of each fiscal quarter and submit findings to the CO via the XO utilizing enclosure (7).

h. Enlisted Processing Division Supervisor (EPDS)

(1) The EPDS that operates from a separate office shall follow the procedures in paragraph 4e.

(2) The EPDS shall conduct quarterly stamp audits not later than the 15th calendar day of each fiscal quarter and submit findings to the CO via the XO utilizing enclosure (7).

5. Procedures

a. Postage Stamps

(1) Postage stamps shall be requested and signed for using enclosure (7). The order may be requested by mail, FAX, E-mail, or in person. LPO/OR/EPDS signatures are required on all

requests. In the event of leave or hospitalization of the respective program managers the acting DLPO/OR/EPD shall assume responsibility for postage stamp program.

(2) Each user of postage stamps is responsible to ensure proper postage is placed on each piece of official mail. As a guide, one standard legal envelope and up to four sheets of standard paper can be mailed using a single First Class stamp.

(3) Headquarters is not authorized the use of postage stamps except under emergency conditions when the postage machine is out of working order.

(4) Navy Recruiting Stations (NRS) that are closed will return their postage stamps to the OMM.

b. Mass Mail-out

(1) The LEADS Department has been designated as the processing point for mass mail-outs.

(2) The originating department of a mass mail-out in excess of 2,500 pieces may be required to provide assistance to the LEADS Department in the mail-out preparation.

c. Business Reply Mail (BRM)

(1) This account is used for the reply returned to the district from a prospective applicant from a bulk mail-out.

(2) Business Reply Mail will continue in use, both in the post card and envelope format, per reference (a).

(3) Use of BRM will be required when a reply to correspondence from NRD Ohio is requested.

(4) The address on BRM pieces cannot be altered to an address other than that of the Permit Holder which is NAVCRUITDIST Ohio. Business Reply Mail items cannot be converted for any purpose other than intended by the permit holder, even when postage is affixed.

d. Relieving Procedures

(1) A personnel change involving a custodian of postage stamps will require the following procedures:

(a) The incumbent and relieving designee shall conduct a joint inventory and reconciliation, compare it to the current financial control ledgers and sub-ledgers, and submit a joint relieving letter (enclosure (6)).

(b) The relieving letter shall disclose any discrepancies noted.

(c) The written relieving letter shall acknowledge receipt of any financial items and indicate their value.

(d) A copy of the relieving letter must be maintained by the new custodian. The original must be forwarded to the XO and filed for a period of five years.

e. Packages. Personnel sending packages through official mail are responsible for ensuring the package is properly wrapped. Packages improperly wrapped will be returned to the sender for correction. The OMM will check packages for proper wrapping and notify individuals of any packages with discrepancies. The OMM will make the final decision on package acceptability.

6. Report. The report required by paragraph 4b.(8) is assigned NAVCRUIT Report Control symbol 5510-2.

7. Forms. Enclosures (1) through (8) may be reproduced locally or procured by contacting the Administrative Department.



JOHN L. NGUYEN

Distribution:
Electronic only, via
https://www.milsuite.mil/wiki/Portal:Navy_Recruiting_District_Ohio/Command_Directives

1 7 JAN 2013

METER READINGS

METER READINGS
ACCOUNT NUMBER _____
MAIL CODE 1005
LOCATION: NRD OHIO

METER MANUFACTURER: _____
METER LICENSE NUMBER: _____
METER SERIAL NUMBER: _____

MONTH: _____
YEAR: _____

DATE	ACTION B/F	(POSTAGE SUM) CONTROL NUMBER	REGISTERS		POSTAGE USED
			ASCENDING	DESCENDING	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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30					
31					

B/F

(Date)

MEMORANDUM

From: Official Mail Manager
To: Executive Officer, Navy Recruiting District Ohio

Subj: QUARTERLY STAMP AUDITS

Ref: (a) NAVCRUITDISTOHIOINST 5218.1K

Encl: (1) Quarterly Stamp Audits for _____ QTR, FY _____

1. Per reference (a), enclosure (1) has been received from four Navy Officer Recruiting Stations and three Navy Recruiting Processing Stations.

2. Discrepancies: (YES/NO)

Very respectfully,

S. J. MCCLELLAN

(Date)

FIRST ENDORSEMENT

From: Executive Officer
To: Official Mail Manager

1. I concur with the Quarterly Stamp Audits as being accurate.

JOHN L. NGUYEN

Copy to:
Official Mail Control Officer

Enclosure (4)

(Date)

MEMORANDUM

From: Postal Inspection and Verification Officer, NRD Headquarters
To: Commanding Officer
Via: Executive Officer

Subj: QUARTERLY STAMP AUDIT FOR _____ QTR, FY _____

Ref: (a) NAVCRUITDISTOHIOINST 5218.1K

1. Per reference (a), the following are results of the quarterly stamp inspection completed on _____.

- a. Value on hand \$
- b. Stamp Control Ledger \$_____:
- c. Mail Machine Balance (NRD Headquarters only) \$_____:
- d. Mail Machine Log (NRD Headquarters only) \$_____:

Additional Comments:

(SIGNATURE)

Copy to:
Official Mail Control Officer
Official Mail Manager

(Date)

MEMORANDUM

From: Leading Chief Petty Officer/Leading Petty Officer, NRS/NORS/EDPS
To: Commanding Officer
Via: Executive Officer

Subj: LCPO/LPO/NORS/NRPS TURN OVER STAMP AUDIT

Ref: (a) NAVCRUITDISTOHIOINST 5218.1K

1. Per reference (a), the following is the result of the LCPO/LPO/OR/EPDS Turn Over stamp Audit of NRS/NORS/NRPS _____, completed on _____:

<u>DENOMINATION OF STAMP(S)</u>	<u>NUMBER ON HAND</u>	<u>VALUE OF STAMPS ON HAND</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 2. Total Number of Stamps on Hand _____
- 3. Total Value of Stamps on Hand \$ _____
- 4. Stamp Control Ledger \$ _____

Additional Comments:

(SIGNATURE)

Copy to:
Official Mail Control Officer
Official Mail Manager
Division Leading Chief Petty Officer

(Date)

MEMORANDUM

From: _____
NRS/NORS/NRPS

To: Official Mail Manager

Subj: POSTAGE STAMP REQUEST

1. Request the following postage stamps:

<u>Quantity</u>	<u>Denomination</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL \$ _____

(SIGNATURE)

TO BE COMPLETED UPON RECEIPT OF REQUESTED STAMP ORDER.

From: _____
NRS/NORS/NRPC

To: Official Mail Manager

1. I acknowledge and take custody of the above stamps.

(SIGNATURE/DATE)

(Date)

MEMORANDUM

From: Division Leading Chief Petty Officer, Division_____/NORS/EPDS
To: Commanding Officer
Via: Executive Officer

Subj: QUARTERLY STAMP AUDIT FOR _____ QTR, FY _____

Ref: (a) NAVCRUITDISTOHIOINST 5218.1K

1. Per reference (a), the following are results of the quarterly stamp audit of NRS/NORS/NRPS_____ was completed on _____.

<u>DENOMINATION OF STAMP(S)</u>	<u>NUMBER ON HAND</u>	<u>VALUE OF STAMPS ON HAND</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 2. Total Number of Stamps on Hand _____
- 3. Total Value of Stamps on Hand \$_____
- 4. Stamp Control Ledger \$_____

Additional Comments:

(SIGNATURE)

Copy to:
Official Mail Control Officer
Official Mail Manager