



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT, PORTLAND

7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 5218.7J

ADMIN

8 Sep 11

NAVCRUITDIST PORTLAND INSTRUCTION 5218.7J

Subj: NAVY OFFICIAL MAIL MANAGEMENT

Ref: (a) DOD 4525.8-M
(b) OPNAVINST 5218.7C
(c) COMNAVCRUITCOMINST 4400.1D

Encl: (1) NRD Portland Postage Stamp Request (PTLDO 5218/71
(9-08))
(2) NRD Portland Monthly Stamp Inventory Log (PTLDO
5218/73 (9-08))
(3) Federal Express Government Air Bill

1. Purpose. To promulgate regulations and policies regarding the handling and processing of official mail in compliance with references (a) and (b).

2. Cancellation. NAVCRUITDISTPORTLANDINST 5218.7H.

3. Discussion. Official mail is any letter, publication, or parcel relating exclusively to the business of the government which is mailed using an official mailing permit, command leased postage meter, or command issued commercial postage stamp. Only those items authorized under postal laws may be sent by official mail.

4. Action. All personnel associated with the handling, storage, accountability, and processing of Navy official mail will ensure thorough knowledge of, and compliance with, this instruction. Postage stamps will be kept in locked containers at Military Entrance Processing Stations (MEPSs), Navy Recruiting Processing Stations (NRPSs), and Navy Recruiting Stations (NRSs). On-site supervisors (Department Heads, Enlisted Processing Division Supervisors (EPDSs), and Leading Petty Officers (LPOs)) will be held responsible for lost, stolen, or fraudulently used postage stamps.

5. Unauthorized use of Official Mail. Commercial stamps purchased with appropriated funds will be issued to all stations for official use only. Invitations to the change of command and retirement ceremonies are considered official business. Social functions held in connection with such ceremonies are not considered official business. Government purchased mail stamps

may not be used to send greeting cards, resumes, or invitations to unofficial functions. Findings of unauthorized use of the government purchased mail stamps will be subject to full range of punitive actions under the UCMJ.

6. Responsibilities

a. The Logistics Support Officer (LSO) will be designated in writing by the Commanding Officer as the Official Mail Control Officer (OMCO) to manage all facets of the Command Official Mail Management Program and be responsible for the following duties:

- (1) Manage the command Official Mail Program.
- (2) Prepare the NAVCRUITDIST's administrative postal budget.
- (3) Provide the Official Mail Manager (OMM) with necessary guidance related to the official mail program.
- (4) Maintain Financial Control Ledgers and reconcile them with the Financial Control Sub ledgers maintained by the OMM on a monthly basis.
- (5) Reconcile all accounts with the servicing post office on a monthly basis.
- (6) Prepare and submit the Quarterly Official Mail Financial Expenditure Report (NAVCRUIT RCS 5110/2) to COMNAVCRUITCOM (N8) not later than the twentieth day of the month, following the end of the quarter.

b. The Administrative Officer (AO) will be designated in writing by the Commanding Officer as the Official Mail Manager (OMM) to coordinate the command Official Mail Management Program and to be responsible for the following duties:

- (1) Manage daily administrative postal program requirements.
- (2) Process all outgoing official administrative mail, and ensure the mail is properly prepared and wrapped in accordance with reference (b) and current postal regulations.

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

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

(5) Control stock and maintain custody of commercial mail stamps or metered postage to be issued to recruiting locations that have bonafide requirements. Maintain the Financial Stamp Control Ledger (NAVCRUIT 5110/6) to reflect the current inventory of stamps or metered postage on-hand.

(6) Utilize the Record of Commercial Mail Stamp Usage (NAVCRUIT 5110/14) for accountability when stamps or metered postage are issued to other recruiting locations.

(7) Ensure that the postage meter is reset and that money is added as required. Maintain the financial sub ledger to reflect the total current postage meter value on the PS Form 3602-A, or a similar locally prepared form (NAVCRUIT 5110/5).

(8) Ensure the security of postage meters and mail stamps, and schedules required maintenance to postage meters and associated equipment (i.e., cleaning and adjustments).

c. An officer or Chief Petty Officer assigned to the command (not assigned to the Logistics or Administrative Departments) will be designated in writing by the Commanding Officer as the Postal Fund Inspection and Verification Officer to coordinate surprise audits and verifications of command postal assets no later than the fifth working day of January, April, July, and October, and to be responsible for the following duties:

(1) Conduct quarterly postal audits on all facets of the command Official Mail Program (i.e., Logistics, and ADMIN Departments), ensuring all stamp control sub-ledgers are in balance with the value of the stamps or metered postage on-hand. Ensure that the postage meter is in balance with the meter log.

(2) Prepare quarterly reports and submit findings to the Commanding Officer via the Executive Officer, with a copy to the OMCO.

e. On-site Supervisors (LPOs, EPDSs, and NRPS Directors) are responsible for coordinating their respective (NRS, MEPS, and NRPS) Official Mail Management Program and are responsible to:

(1) Order and maintain custody of postage stamps under their cognizance by using the NRD Portland Postage Stamp Request Form, enclosure (1). Ensure point of contact and station is printed legibly.

(2) Maintain an inventory of no less than one but not more than a three months supply of postage stamps based upon the average weekly volume of outgoing mail.

(3) Maintain security of postage stamps in a locked container, safe, or drawer.

(4) Account for the use of mail stamps on a daily basis.

(5) Ensure that the mail stamps are used only for official mail.

(6) Account for the security of stamps or metered postage on a daily basis.

(7) Forward via fax, the Monthly Stamp Inventory Logs enclosure (2), to the AO via the Leading Chief Petty Officers (LCPOs) by the seventh calendar day of each month for review. Ensure the station is printed legibly in enclosure (2). A copy of the Monthly Stamp Inventory Log must be retained in the station files for a period of three years.

(8) At the end of the month, an inventory (hand count) of stamps must be completed. The inventory must be accurately reflected in enclosure (2).

f. The postage requirements of LCPOs and Command Ombudsmen will be supported by the main office with which they are co-located (NRS, MEPS, NRPS). LCPOs are responsible for reviewing Stamp Inventory Logs each month for accuracy and

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suspected fraudulent use for those stations within their cognizance and forwarding the originals to the Official Mail Manager (OMM) for review and file. The OMM will retain Monthly Stamp Usage Logs and Stamp Inventory Logs for a period of three years.

7. Mailing Procedures. The following official mail procedures will be followed:

- a. Weigh each piece of mail using an approved postal scale.
- b. Ensure all outgoing mail meets the USPS standard size requirements.
- c. Affix the required postage amount on the mail. Do not use stamps for bulk mail-outs.
- d. Consolidate all mailings to one addressee whenever possible.

8. Meter Security

- a. The OMM or their designated representative shall be responsible for security of the postage meter and prevention of its unauthorized use.
- b. Postage meters will be removed from the mailing machine and placed in a locked safe, locked file cabinet or room that only the OMM or their designated representative has access to after normal working hours.
- c. Missing, lost or stolen postage metering equipment will be reported immediately in accordance with local physical security instructions and to the post office where it is licensed, the meter manufacturer, and the command property program.

8. Federal Express (FEDEX). An established GSA contract exists to provide guaranteed delivery to addressees in the continental United States within 24 hours. The use of FEDEX service at NRD Portland is authorized for materials requiring time-sensitive handling. **Only the OMCO is authorized to approve the use of Federal Express at NRD Portland.** The following steps are required for the use of Federal Express service:

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a. Obtain the necessary supplies from the nearest Federal Express Drop Point, i.e., shipping envelope and FEDEX Government Air Bills.

b. Headquarters and local area personnel will deliver any FEDEX requirements to the LSO Department for FEDEX pick-up arrangement.

c. For NRS's not within the local area, contact the LSO Department to get the command Federal Express Account Number and a control number. Provide the content of the package and a justification for FEDEX shipment and as to why it cannot be mailed using USPS.

1. The shipper will arrange the pick-up with FEDEX by calling the Toll Free number.

2. Forward copies of all shipping documents to the LSO department for bill processing. A sample of a government Federal Express Air Bill is provided in enclosure (3).

9. Relieving Procedures. The following procedures are required when personnel changes take place involving a new designation or appointment letter.

a. The new and old designee will conduct a joint inventory and reconciliation, compare it to the current financial control ledgers and sub ledgers, and submit a joint relieving letter.

b. The relieving letter will disclose any discrepancies noted.

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

d. The new custodian must maintain a copy of the relieving letter. The original must be forwarded to the Executive Officer and retained for a period of five years.

10. Forms

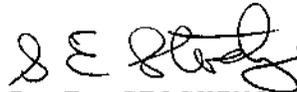
a. NRD postal accounting forms for use by OMCO, AMCO, and OMM are available from the OMM.

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b. NRD Portland Postage Stamp Request, NRD Portland Monthly Stamp Inventory Log are available from the AO.

c. Postal Service posters and charts are available from the local post office.

d. Federal Express Air Bills are available from the LSO or any local branch of Federal Express.


S. E. STOCKING

Distribution:
NAVCUITDISTPORTLANDINST 5216.1T
Lists A, B, C, and D

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NAVY RECRUITING DISTRICT, PORTLAND
POSTAGE STAMP REQUEST

DATE

From: _____
Print Name (Last, First, M NRS)

To: Official Mail Manager (Chief Administrator)

Subj: POSTAGE STAMP REQUEST

1. Request postage stamps in the following denominations and quality:

\$0.02 _____ \$1.00 _____
\$5.00 _____ Forever Stamps _____

Received By:

Signature/Date

Issued By:

Signature/Date

NAVY RECRUITING DISTRICT, PORTLAND
 MONTHLY STAMP INVENTORY LOG
 MONTH/YEAR: _____ STATION: _____

DENOMINATION	BEGINNING		USED		RECEIVED		ENDING	
	QTY	\$	QTY	\$	QTY	\$	QTY	\$
\$0.02								
Forever Stamps \$0.42								
\$1.00								
\$5.00								

 NRS/MEPS/NRPS (Signature/Date)

From: Origin ID: PDXA (503)258-2038
Renato Asuncion
NRD PORTLAND
7028 NE 79TH COURT

PORTLAND, OR 97218



Ship Date: 21AUG08
ActWgt: 2 LB
System#: 5732663/NET8061
Account#: S *****

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Delivery Address Bar Code



Ref # 1112
Invoice #
PO #
Dept #

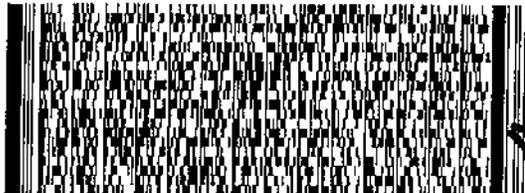
SHIP TO: 2083751363 BILL SENDER

BOISE NRS
Attn: PO1 Burns
8269 W FRANKLIN RD STE D

BOISE, ID 837092685

TRK# 7911 2531 2951
02 11

FRI - 22AUG A2
STANDARD OVERNIGHT



WM BOIA

83709
ID-US
BOI



After printing this label:

1. Use the 'Print' button on this page to print your label to your laser or inkjet printer.
2. Fold the printed page along the horizontal line.
3. Place label in shipping pouch and affix it to your shipment so that the barcode portion of the label can be read and scanned.

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