

Official Mail
COST CONTROL PROGRAM AND REPORTING PROCEDURES (RCS: ISC-76)

Summary. This regulation prescribes uniform policies, defines responsibilities, and establishes procedures for operating the Army official mail "pay-as-you-go" program.

Applicability. This regulation applies to U.S. Army Reserve Command (USARC), CONUSA, and Forces Command (FORSCOM) installations.

Suggested improvements. The proponent agency of this regulation is the Directorate of Command, Control, Communications, and Computers, J6. Users are invited to send comments and suggestions on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to CDR, FORSCOM, ATTN: FCJ6-OAR, Fort McPherson, GA 30330-6000.

Internal Control Systems. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. Checklists pertaining to subject matter of this regulation are published in DA Circular 11-series.

Supplementation of this regulation is prohibited without prior approval from the Director, Command, Control, Communications, and Computers, J6, FORSCOM.

Interim changes to this regulation are not official unless they are authenticated by the Director, Command, Control, Communications and Computers, J6, FORSCOM.

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FOR THE COMMANDER:

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DISTRIBUTION of this regulation is Special, intended for official mail managers, resource managers, finance officers, and DOIMs at FORSCOM installations; DCSIMs, official mail managers, and USAR units that meter or use commercial stamps for mailing purposes.

Copies furnished:
HQ FORSCOM (FCJ8)
HQ FORSCOM (record set) (FCJ6-OAP)

1. Purpose

The purpose of this regulation is to prescribe uniform policies, define responsibilities, and establish procedures for operating the Army official mail "pay-as-you-go" program.

2. References

a. Required publications.

- AR 5-3 (Installation Management and Organization). Cited in paragraph 3c(1).
- AR 25-1 (The Army Information Resources Management Program). Cited in paragraph 3c(1).
- AR 5-16 (Army Supplement to Defense Regional Interservice Support (DRIS)). Cited in paragraphs 3c(2), 3c(3).
- AR 25-400-2 (The Modern Army Recordkeeping System (MARKS)). Cited in paragraphs 5k(1) and 8a(2).
- AR 37-49 (Budgeting, Funding and Reimbursement For Base Operations Support of Army Activities). Cited in paragraph 3c(2).
- DA Pamphlet 600-8 (Management and Administrative Procedures). Cited in paragraph 4a(1).

b. Related publications.

- DOD 4525.8-M (Department of Defense Official Mail Manual).
- AR 340-3 (Official Mail Cost Control Program).

3. Responsibilities

a. FORSCOM will—

- (1) Command, staff, resource, and assure the effective operation of the Army Official Mail Program.
- (2) Develop and recommend Army policies and procedures for official mail and distribution functions.
- (3) Develop and issue instructions to ensure that proper official mailing procedures and cost-effective measures are used for operating the Army Official Mail Program.
- (4) Centrally manage and implement the Army official mail program at all FORSCOM installations and military communities assigned to their commands.
- (5) Ensure that Army official mail program supports the mission of FORSCOM installations.
- (6) Coordinate command official mail policy and operational matters with Headquarters, U.S. Army Information Systems Command (USAISC), and the Director of Information Systems for Command, Control, Communications, and Computers (DISC4).

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(7) Appoint an official mail manager (OMM) within the Office of the Deputy Chief of Staff for Information Management (DCSIM) for program management within FORSCOM.

(8) Fund the official mail program for the CONUSA and all FORSCOM installations.

b. USARC will—

(1) Develop implementing policies and procedures for USAR Official Mail program.

(2) Appoint an OMM and alternate within the DCSIM to manage the Official Mail program within the USAR.

(3) Budget and fund the official mail program for the USAR and Reserve Center tenant units.

(4) Provide official mail support for tenants in U.S. Army Reserve and U.S. Armed Forces centers.

(5) Monitor expenditure and commitment of official mail funds within the USAR.

(6) Guard against over committing official mail funds by coordinating with resource managers.

c. FORSCOM installation commanders will—

(1) Appoint an installation OMM within the office of the Director of Information Management (DOIM) for overall program management within the installation, including DOD and Army tenant activities. See AR 5-3, paragraph 4-18, and AR 25-1, paragraphs 4-3a and 4-6.

(2) Provide official mail support to all DOD and Army tenant/satellite activities as a common service function under the provision of and in accordance with AR 5-16, paragraphs 1b(3)(a), 1b(7), 1b(12), and AR 37-49, paragraph 5.

(3) Initiate installation service support agreements with all non-Army tenant/satellite activities with garrison supports, in accordance with AR 5-16.

(4) Budget, fund, and execute the official mail program for their installation and all tenant/satellite activities.

(5) Ensure that official mail funds are expended in accordance with installation policies and procedures.

(6) Guard against over committing official mail funds by coordinating with installation resource managers.

d. Tenant activity commanders are supported by the host installation in accordance with paragraph 3c(2), above. Tenant activity commanders will—

(1) Appoint an activity OMM to assist the installation OMM in carrying out official mail duties within the tenant activity.

(2) Coordinate all official mail requirements with the installation OMM.

(3) Provide reimbursement when required and/or official mail cost exceeds the established ceiling set forth in the service support agreement or historical cost data maintained by the installation OMM.

4. Program administration

a. OMM appointments.

(1) USARC, Major U.S. Army Reserve Commands (MUSARCs), Reserve Centers, installations, tenant activities, and staff elements will appoint OMMs. Assistant OMMs (AOMMs) may be appointed to perform OMM duties when the OMM is absent. The appointment will be in writing and will include the appointee's official address, E-Mail address, and telephone number. Appoint-

ment will be made in accordance with DA Pamphlet 600-8, paragraph 9-15, using the informal memorandum.

(2) The written appointment shall state that the OMM and AOMM are authorized to accept a check at the Finance and Accounting Office (FAO), made out to the U.S. Postal Service or vendors for presort contracts and ground service carriers, for the following official mail services:

(a) Local United States Post Office (USPS) purchases of meter postage, permit mailing cost, business reply mailing cost, and commercial stamps or commercial stamped envelopes.

(b) Presort contractor for service rendered for permit mailings.

(c) Commercial carriers.

(3) OMMs will be commissioned or noncommissioned officers (pay grade E-7 or higher) or DOD civilians (GS-7 or higher). Requests for waivers when there are no personnel of the stated grade will be submitted to CDR, FORSCOM, FCJ6-OAR, Fort McPherson, GA 30330-6000, for AC units and to CDR, USARC, ATTN: AFRC-IMA-M, Fort McPherson, GA 30330-5000, for USAR units.

(a) OMM will be from the DCSIM, DOIM, or comparable information management element.

(b) Frequent changes of OMMs shall be avoided. Necessary changes should provide enough overlap so that the new OMM becomes thoroughly familiar with duties before the incumbent departs.

b. OMM training requirements.

(1) Newly assigned personnel who prepare official items for mailing will receive in-depth training on official mail cost control procedures from the command OMM or staff element OMMs.

(2) Command OMMs shall conduct annual official mail cost control training with the following subjects being addressed:

(a) Private express statutes.

(b) Material that cannot be mailed.

(c) Classification of mail.

(d) Special postal services and discounts.

(e) Postage and fees required.

(f) Cost-saving methods.

(g) Addressing mail and updating mailing lists.

(h) Protection of mail.

(i) Performing mail surveys.

(j) International mail requirements.

(3) Secretaries and clerk-typists will receive official mail training as part of their correspondence training.

5. Accounting for Army official mail funds

a. Official mail funds will be accounted for in accordance with Army resource management regulations, policies, and procedures.

b. Official mail cost is paid by appropriated funds for authorized business pertaining solely to the U.S. Army. Items may be transferred by—

(1) The USPS when postage and fees are prepaid.

(2) Private carriers when postage fees are billed. (Provisions of the Private Express Statutes must be complied with when transporting letter mail. See paragraph 7a.)

c. Use of official postage in order to avoid the payment of postage for personal use is prohibited by 641 and 1719, USC 18.

d. The prepaid concept requires close and continuing coordination between the DOIM/DCSIM/ACSIM OMM and Resource Managers (RMs). The installation DOIM is responsible for executing the installation's Official Mail Program and will coordinate and centrally manage all official mail for the installation and CONUSA.

e. FORSCOM will issue installation/CONUSA Official Mail program funds on a Funding Authorization Document (FAD) via Program Budget Accounting System to the installation Directorate of Resource Management (DRM). The DRM will distribute funds to the DOIM to support installation official mail costs. The USARC will issue funds to the MUSARCs.

f. The OMM will contact the servicing FAO to determine if there are any locally unique procedures that must be used for payment of official mail services.

g. All transactions with the USPS, presort contractors, and commercial carriers must be accomplished by a United States Treasury check.

h. All official mail postage and meter settings will be purchased from the USPS. The electronic set-by-phone meter service will not be used.

i. RMs/OMMs responsible for funding and managing the official mail program must mutually verify a need for funds in addition to those already being carried on mail meters and advance trust accounts (ADTAs).

j. The OMM or AOMM is responsible for receiving the check and making prompt payment to USPS, presort contractors, and commercial carriers for official mail services. The check will not be given to the postage meter vendor to take to the post office.

(1) The FAO will use DD Form 577, Signature Card, to verify the person receiving the check.

(2) An appointment document and a DD Form 577 must be on file in the servicing FAO (Commercial Account Payable Office) before a check for mail services will be furnished to the OMM/AOMM.

k. The OMM will request official mail funds using SF 1034, Public Voucher for Purchases and Services Other Than Personal. The SF 1034 will be used as a payment voucher and as the obligation document for accounting purposes. The following guidance for processing SFs 1034 is stated for uniform compliance:

(1) A payment folder of all documents relating to official postage services will be maintained by the OMM. See AR 25-400-2, file number 340-3c, for disposition instructions. The purpose of maintaining these documents is to monitor the requirement for replenishment and provide an audit trail for reconciliation of accounts with USPS, presort contractors, and private commercial carriers. All related documents must be signed and dated.

(2) Whenever possible, requirements should be consolidated and one SF 1034 prepared for several meters, ADTAs, and stamp purchases.

(3) Official postage services which are purchased one fiscal year and carried over into the first quarter of the new fiscal year must not exceed the amount of funds needed to operate for up to 90 days. When determining the amount of funds to add to a meter, the OMM will ensure that the amount of combined funds on the meter and in the

ADTA will not exceed the requirements to operate the official mail program for 90 days.

6. OMM procedures for processing official mail funds at the servicing FAO are stated below:

a. OMMs on the same site as the servicing FAO or within easy commuting distance to the servicing FAO, will, 3 days before a check is to be picked up at the FAO, send an original and three copies of a memorandum to the commercial account payable office, stating the dollar amount of official mail postage to be purchased.

b. OMMs geographically separated from their servicing FAO will, 10 calendar days before the check is needed, prepare and send a memorandum (original and four copies) to the servicing FAO commercial accounts payable, stating the dollar amount of official mail postage to be purchased.

c. The memorandum must be accompanied by a completed SF 1034. The amount requested in the memorandum must be the same as the amount cited on the SF 1034.

d. The OMM will sign the approval block of the SF 1034, and the servicing FAO delegated commercial accounts payable officer will sign the SF 1034 as the certifying officer.

e. A receipt will be obtained from USPS clerk when the OMM and/or alternate has signed for the check and handcarried the check to the servicing post office to buy postage or have the meter reset.

f. OMMs will make a copy of the receipt for their files and the original receipt will be handcarried and/or mailed to the servicing FAO (commercial accounts payable).

7. Private Express Statutes

The Private Express Statutes, U.S.C. 1693-1699, 1724, and 39, and U.S.C. 901-906, confer a monopoly, with certain exceptions, upon USPS over carriage of letters.

a. These statutes also apply to Federal government agencies when circumstances cause their letters to be carried by a private contractor, at their own expense. They are, nevertheless, required to reimburse the Postal Service at the same rate as would be charged if the letter was sent to the destinations involved by U.S. mail by metering or placing stamps on each letter being sent through a private carrier.

b. Typical correspondence created by staff agencies fall under the private express statutes. The installation/agency Staff Judge Advocate should be contacted for determining applicability of this requirement when a private courier is being considered for transporting material defined as letters to ensure private express statutes are not violated.

8. Standing Operating Procedure (SOP) for local functions

a. An SOP or other guidance for dispatching and control of official mail funds should be established and/or revised to include procedures for—

(1) Programming and budgeting funds. Use base operations account xxxxxx.YB for filling mail meters, replenishing ADTAs, paying presort contracts and private commercial carriers, and purchasing stamps. Organizations which do not have a base operations function will charge their appropriate mission account. Element of Resource (EOR) will be 2334.

(2) Tracking funds expended. A transaction file of all documents relating to purchase must be maintained by the OMM (AR 25-400-2, file number 340-3c).

(3) Paying for official mail services, submitting requirements to FAOs, authenticating vouchers, check pickup/delivery system, auditing ADTA for reconciliation

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of the account with USPS, and requirement for signed receipts.

(4) Ensuring annual contracts for meterhead and postage equipment lease, equipment maintenance, presort service, and private commercial carrier are established as required.

(5) Using and paying for express mail services.

(6) Security procedures for mail meters, meterheads, and stamps.

(7) Refunds for spoiled or incorrect meter postage. Domestic Mail Manual, section 147, explains the conditions and procedures to be followed.

(8) Supported tenants memorandum of agreement for installation specific support and reimbursement procedures if the annual official mail cost ceiling is exceeded.

(9) Encourage postage cost reduction and budget restraint from quarter to quarter. It is absolutely essential that funds carried forward in ADTAs and postage meters combined be maintained at no more than the average quarterly usage.

b. SOP should include procedures for official mail training and inspections.

(1) Personnel handling or prescribing mail procedures should receive minimum training on a periodic basis and be provided with current information of changes in postal services and policy.

(2) Inspections are required to be conducted annually and reports of these inspections are to be available during major command inspections, United States Army Audit Agency Review, Inspector General visits, and staff assistance visits.

9. Official mail cost reporting, RCS: ISC-76

a. The Consolidated Quarterly Postage Expenditure Report, ISC-76, is currently the only report that captures official mail cost and usage. Budget planning for official mail fund allocations requires accurate cost data of all financial transactions.

b. OMMs for USARC, CONUSA, and FORSCOM installations will submit Consolidated Quarterly Postage Expenditure Reports for their mailing activities, beginning on the first day of October of each fiscal year. Consolidated quarterly reports will be submitted to this headquarters, ATTN: FCJ6-OAR, 20 days after end of each quarter (20 January, 20 April, 20 July, and 20 October). These reports will be items of interest during official mail inspections.

c. Reporting periods are October - December (first quarter), January - March (second quarter), April - June (third quarter), and July - September (fourth quarter).

d. FORSCOM Form 1000-R, Consolidated Quarterly Postage Expenditure, dated 1 Mar 92, will be used for this report. FORSCOM Form 1000-R may be obtained from the local forms management office. Cost data must be stated for all financial postage transactions during the reported periods. Instructions for completing this form are as follows:

(1) Column a. All postage meters will be listed by unit designation and building location. Also, list name of private carrier and/or presort contractor. Meter listing and names of private carriers and/or presort contractor should coincide with cost data, columns f through k.

(2) Column b. The total amount of all funds received from the servicing installation finance and accounting office for official mail operations will be placed in this column. These funds are issued from HQ FORSCOM Program Budget Accounting System to the installation DRM on a FAD. Funds received for tenant reimbursements, spoiled or incorrect meter postage, and payments for contract vendors will also be placed in this column.

(3) Column c. The ADTA applies to all classes of mail and special service fees, e.g., metered mail, business reply account, permit, and presort first class. The total amount of money left in these accounts as of the last day of current quarter will be added together and the grand total placed in this column.

(4) Column d. The total amount of money left on all meters will be added together and placed in this block. This amount must reflect the combined total funds left on all postage meters as of the last day of current quarter.

(5) Column e. Total funds used can be obtained by adding total funds received for current quarter (column b of current ISC-76 report) to previous quarter's total ending balances of the ADTAs of previous ISC-76 report and total amounts left on all postage meters of previous ISC-76 report. Then subtract current quarter's total ending balance of all ADTAs (column c of current ISC-76 report) and total amounts left on postage meters (column d of current ISC-76 report). Enter the difference in this column.

(6) Column f. Include the total postage added to meters during the reported period. This amount must be verified from your file copies of PS Form 3603, Receipt for Postage Meter Settings.

(7) Column g. Total permit imprint mailing costs for the reporting period will be included in this column. This amount must be verified from file copies of PS Form 3602, Mailing Statement.

(8) Column h. Obtain business reply mail charges from the servicing postmaster's PS Form 25, Trust Fund Account, and place in this column.

(9) Column i. Commercial mail stamps purchased for the reporting period will be placed in this column.

(10) Column j. This column should reflect the quarterly amount paid to the presort contractors and/or other ground or overnight service carriers. Each service should be listed and identified on separate lines.

(11) Column k. Add columns f, g, h, i and j. Enter the total in this column. This amount signifies the total cost for postage purchases made during the reported period.

(12) Column l. This is the total line for columns b through k. Add these amounts and record the total for each column.