

## CHAPTER 16

**PAYMENT FOR POSTAL SERVICES AND SMALL PACKAGE DELIVERY COSTS**1601 PAYMENTS

160101. Installation Mail Managers. Each installation has an official mail manager who is responsible for planning and coordinating outgoing postal and delivery purchases. The mail manager or an alternate is responsible for:

- A. Preparing an SF 1034 for all postal costs.
- B. Supporting the SF 1034 with the proper documentation for issuance of a U.S. Treasury check, i.e., a completed postal order form or other written information in letter form or on the SF 1034 to substantiate the purchase.
- C. Obtaining certification of the SF 1034 from the mail manager's certifying officer.
- D. Serving as a paying agent to receive U.S. Treasury checks for delivery to the Postmaster and making small cash payments as a paying agent, when determined necessary.
- E. Providing the disbursing office with postal receipts and certifying receipt of proper services.
- F. Managing Advance Deposit Trust Account (ADTA) balances to charge postal services if these accounts are considered necessary.

160102. Methods of Payment

A. There are four methods the mail manager may use to purchase postal services. Any of these four methods are at the option of the mail manager as locally determined necessary; however, the disbursing office and the mail manager must agree on which method or methods to use.

B. Method 1--Payment for each postal transaction with a U.S. Treasury check. The disbursing office makes the check payable to the United States Postal Service (USPS) and mails it to the proper USPS office. The mail manager coordinates with the USPS to hold the check until pickup of the postal service desired.

C. Method 2--Payment with a U.S. Treasury check for each postal transaction. The disbursing office provides the mail manager (properly appointed as a paying agent) a U.S. Treasury check payable to the USPS. The mail manager delivers the check to the USPS to receive the postal service desired. The mail manager normally picks up the check; however, there may be occasions when it is beneficial to mail the check to paying agents at off-site locations, such as for Reserve Officer Training Units.

D. Method 3--Payment in cash by an imprest fund cashier. This method is for payment of address correction costs or business reply mail where there is no account set up for that purpose. The imprest fund cashier submits Optional form (OF) 1129, Reimbursement Voucher, with receipts to the disbursing office for reimbursement.

1. Instead of an imprest fund, the mail manager, if appointed a paying agent, may have a small amount of cash on hand to pay for postal or shipping service requiring the use of cash.

2. Cash payments by paying agents require the submission of a certified SF 1034 to the disbursing office with all receipts for reimbursement of funds.

E. Method 4--Establishment by the mail manager of one or more ADTAs to charge postal services. This method results in advance payments to one or more postal accounts with the USPS. The disbursing office gives the mail manager (properly appointed as a paying agent), or mails to the USPS, a U. S. Treasury check payable to the USPS to establish or replenish an ADTA, as necessary. This method also requires the mail manager to reconcile the ADTA with the USPS on a monthly basis. The disbursing office also checks the balance in the accounting records with the mail manager's balance on a monthly basis.

## 1602 PAYMENT PROCEDURES

### 160102. General Payment Procedures

A. The mail manager or alternate prepares an SF 1034 to request a U.S. Treasury check to purchase postal services. The appointed certifying officer certifies the SF 1034 for payment. The disbursing office verifies the availability of funds. For payments other than for an ADTA, the SF 1034 with supporting documents serves to obligate and disburse funds simultaneously.

B. The mail manager should support each request for a U.S. Treasury check with a completed copy of a postal order form. The form must state the specific service being requested and the exact cost. The completed postal order form or a signed letter supports the SF 1034 for issuance of the U.S. Treasury check until a copy of the receiving report is available. If a postal order form is unavailable, the mail manager may support the request for a U.S. Treasury check with a signed letter specifying the required service being requested and the exact cost. The required service and the exact cost must be included on the SF 1034.

C. The U.S. Treasury check is made payable to the Postmaster, USPS. Release of U.S. Treasury checks, made payable to the USPS, to the mail manager or alternate requires their appointment as paying agents.

D. The mail manager must bring a receipt signed by a postal representative back to the disbursing office by the end of the next business day or by the end of the next business day after receipt if the receipt results from a mail order. The mail manager certifies on the postal

receipt, and it serves as a receiving report. Attach the receipt as supporting documentation to the disbursing office copy of the SF 1034.

E. The mail manager presents a properly supported and certified SF 1034 to set up or replenish each ADTA.

### 1603 CONUS ADVANCE DEPOSIT TRUST

#### 160301. USPS Advance Deposit Trust

A. ADTA accounts can be established with the USPS so that the mail manager may charge postal services. Use of these accounts is a local decision. There are different types of ADTAs, depending on the type of postal service being purchased; however, ADTAs are not available at overseas military post offices. The mail manager is responsible for each ADTA account balance.

B. A payment into an ADTA is an advance payment to the post office. The mail manager must monitor and reconcile each ADTA established in order to ensure receipt of the services paid in advance.

C. Types of ADTAs available to the mail manager are:

1. Customer meter advance deposit;
2. Business reply mail advance deposit; or
3. Permit imprint advance deposit.

D. If the mail manager establishes one or more ADTAs, a record of all transactions in each account must be maintained.

E. The mail manager prepares an SF 1034 to set up or replenish each ADTA. The mail manager presents a properly certified SF 1034 to the disbursing office. The payment to the postal service to establish or replenish the ADTA is an advance to the post office. The mail manager must return PS Form 3544, Post Office Receipt for Money, to the disbursing office no later than the end of the next business day. In the absence of a PS Form 3544, a receipt signed and dated by a representative of the USPS may be used. The mail manager certifies on the postal receipt that services were received and the postal receipt serves as the receiving report. Attach the postal receipt to the disbursing office copy of the SF 1034.

F. The mail manager will charge postal services against an ADTA as required. Each time there is a charge to an ADTA, the USPS will issue a PS Form 3544, or other postal form as applicable, signed by a postal representative. The mail manager certifies services received on the postal receipt. The mail manager takes ADTA receipts for actual postal services to the disbursing office at least monthly. The disbursing office reduces the advance based on the amount shown on the receipts. Receipts must be identified to each ADTA.

G. More than one ADTA may be established or replenished on the same SF 1034. However, the SF 1034 shall identify the amount being deposited into each particular ADTA. Once the mail manager makes deposits into an account, the mail manager has limited authority from USPS to transfer funds between ADTAs. This should occur only on an exception basis and with the coordination of the disbursing office. Optional Form 1017F, Journal Voucher, or equivalent, should be used for transfers between ADTAs.

H. The mail manager reconciles the account monthly with the USPS. The disbursing office also should confirm the balance in each ADTA monthly with the mail manager. The mail manager must support any unexplained difference. Any unresolved discrepancy should be brought to the attention of the disbursing office and the installation administration office for investigation.

I. Limit advance payments for any ADTA account to requirements of the current quarter. The disbursing office and the mail manager should review balances versus requirements on a monthly basis. Where required, the mail manager should adjust the balances, as necessary, by allowing the account to decrease with subsequent use or by the mail manager depositing more funds.

J. There may be cases where the USPS will refund cash for unused services in an ADTA. The mail manager will request the USPS to send a check or money order to the disbursing office. If it is not possible for the USPS to send a check or money order, the mail manager must take the cash and DD Form 1131, Cash Collection Voucher, to the disbursing office immediately after receipt for deposit as a cash collection.

K. Monthly use of Optional Form 1017G, Journal Voucher, or equivalent form supported with certified receipts, will be used to transfer amounts from the advance to an expense. At year end, move advances in ADTAs to the new fiscal year by using an SF 1081.

#### 1604 SMALL PACKAGE DELIVERY FIRMS

##### 160401. Use of Commercial Forms and Procedures for Small Domestic Freight Shipments from Installations

A. The authority for shipping government cargo using commercial forms and procedures, instead of government bills of lading (GBLs), is in Title 41, Code of Federal Regulations, Section 101-41.304-2. The monetary limits of the cost of such shipments is \$100 per shipment. This limit may only be exceeded on an occasional basis by an insignificant amount for the following types of shipments.

1. Single parcel shipments via express, courier, small package, or similar carriers, without regard to shipping cost, if the parcel weighs 70 pounds or less and 108 inches in length and girth combined.

2. Multi-parcel shipments via express, courier, small package, or

similar carriers for which the transportation charges do not exceed \$250 per shipment.

B. These shipments are under the terms and conditions set forth in the standard use of GBLs. Freight loss and damage claims against commercial carriers using these procedures are processed according to each DoD Component's transportation regulation.

C. Use of carriers participating in agreements to use commercial forms and procedures for these small shipments are covered in joint service regulations: Army Regulation 55-355; Navy Supply Instruction 4600.70; Air Force Regulation 75-2, Volume 1; Marine Corps Order P4600.14-B; and the Defense Logistics Agency Regulation 4500.3.

D. The Traffic Management Officer (TMO) normally submits these charges to the disbursing office on an SF 1034. If the installation administration office should handle small package outgoing deliveries in addition to or instead of the TMO, the base administration office submits a certified SF 1034 to the disbursing office for these shipments.

E. When using commercial forms and procedures, the actual transportation charges will be paid to the carrier upon presentation of the bill.

#### 1605 POSTAL METERS

160501. Overseas Commercial Meter Settings. When a meter needs resetting, the mail manager will request a U.S. Treasury check by submitting an SF 1034 supported by appropriate documentation. The disbursing office will make the U.S. Treasury check payable to the postmaster at the licensing Armed Forces post office (i.e., New York, San Francisco, etc.). The disbursing office releases the check to the mail manager, appointed as a paying agent, who takes the check to the custodian of postal effects (COPE) at the Armed Forces post office. The COPE is a representative of the APO postmaster and also sets the meter and mails the U.S. Treasury check to the postmaster.

160502. CONUS Commercial Meter Settings. Appropriate documentation will be attached to support the SF 1034 in order to issue a U.S. Treasury check. The postal receipt certified by the mail manager should be attached to the SF 1034.

160503. Refunds for Spoiled Meter Tapes. The mail manager may receive refunds from the USPS for spoiled meter tapes or other types of unused services previously paid. Follow the procedures in paragraph 160301-J to make the necessary cash collection.

160504. Remote Meters. The Department does not replenish postage meters by a remote method. There is no legal authority for the U.S. Government to advance funds to a private contractor to replenish postage meters.

#### 1606 MISCELLANEOUS PAYMENTS

160101. Purchase of Envelopes

A. Stamped Envelopes. The mail manager orders these envelopes using PS Form 3203, Printed Stamped Envelopes Order. The mail manager attaches a copy of the completed PS Form 3203 to the SF 1034 as a basis to issue a U.S. Treasury check. A postal receipt certified by the mail manager also will be attached to the SF 1034.

B. DoD Official Business Envelopes. The mail manager orders these envelopes using PS Form 3203. The mail manager attaches a copy of the completed PS Form 3203 to the SF 1034 for appropriate documentation support. A postal receipt certified by the mail manager also will be attached to the SF 1034.

160602. Postage Stamps. Appropriate documentation for the purchase of postage stamps will be attached to the SF 1034 for issuance of a U.S. Treasury check. A postal receipt certified by the mail manager also will be attached to the SF 1034.

160603. Business Reply Mail (BRM)

A. The mail managers obtains a new commercial BRM permit by submitting PS Form 3614, BRM Application and Annual Renewal Notice, to the local post office. Use a copy of the completed PS Form 3614 to support the SF 1034. A postal receipt certified by the mail manager also will be attached to the SF 1034.

B. Check Payments. Use a properly supported SF 1034 to support issuance of a U.S. Treasury check.

160604. Postage Due Costs

A. Under normal circumstance, postage due mail is not accepted by DoD mail rooms. Postage due mail is returned to the sender at the sender's expense.

B. An exceptional circumstance is postage due penalty mail originating in a hostile environment. Postage due penalty mail used by military units engaged in hostile operations will not be refused by the addressee.

160605. Address Correction Costs. The mail manager may request an imprest fund in accordance with FAR 13.4. This imprest fund is for address correction costs and business reply mail. Postage due costs may not be paid by the mail manager. The mail manager will establish and maintain balances that are commensurate with use. The imprest fund cashier must submit receipts showing the postal costs to support of the OF 1129 in order to receive reimbursement.

160606. Express Mail. Payment for express mail is made with stamps, metered postage, or through an express mail corporate account. This account is similar to an ADTA. Payments into an express mail account are advances to the USPS. Control deposits into this account as is done for an ADTA advance payment. (See paragraph 160301-B). The mail manager submits PS Form 5639, Express Mail Corporate Account Application, to establish the account. Use a copy of this form to support the SF 1034. A postal receipt certified by the mail manager also will be attached to the SF 1034. The USPS provides a statement each month to the mail manager.

The mail manager reconciles this account at least monthly with the USPS. The disbursing office confirms the balance in the account with the mail manager monthly.

160607. United States Postal Service. A U.S. Treasury check may be issued to the USPS. The mail manager uses appropriate documentation to support the SF 1034 in requesting issuance of a U.S. Treasury check when there is no postal order form available.