U.S. Department
of Transportation

**United States
Coast Guard**

U.S. Coast Guard Postal Manual

COMDTINST M5110.1A
November 2002

U.S. Department of Transportation
United States Coast Guard

Commandant
U.S. Coast Guard

2100 2nd St. SW
Washington, DC 20593-0252
Staff Symbol: G-CIM-2
Phone: (202) 267-2313

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COMMANDANT INSTRUCTION M5110.1A

Subj: U.S. COAST GUARD POSTAL MANUAL

1. PURPOSE. This Manual establishes policies and procedures concerning penalty mail and gives authority to accept and deliver personal mail under certain circumstances. These policies and procedures apply to all Coast Guard official mail users.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, afloat and ashore unit commanding officers, and Commander, CG Activities Europe, as action officers, must ensure that personnel comply with this Manual. Submit recommended changes by writing via chain of command to Commandant (G-CIM), U.S. Coast Guard Headquarters, 2100 2nd ST SW, Washington DC 20593-0252. Internet release authorized.

3. DIRECTIVES AFFECTED. U.S. Coast Guard Postal Manual, COMDTINST M5110.1 is cancelled.

4. DISCUSSION. This Manual updates policies, procedures and responsibilities of Coast Guard and contractor personnel for the administration and processing of official and personal mail. The changes in this Manual are extensive; therefore, a thorough reading, especially by mail handling personnel is required.

5. MAJOR CHANGES. Major changes to this Manual include:

   a. Renaming mail classes i.e., Second-Class to Periodicals, Third-Class to Standard Mail and Fourth-Class to Package Services (chapters 2, 4, 6 and 9);

   b. Granting the Ombudsman or other Commander's representative the authority to use Penalty Mail to correspond with family members when the member's Coast Guard Cutter is scheduled for deployment for more than 30 days (chapter 2);

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c. Deleting the requirement to maintain a directory in chapter 6 and replacing it with the USPS Address Change Service;

d. Leaving the postage meter on the mailing machine rather than putting it in a safe or locked cabinet (chapter 9);

e. Deleting the requirement for units to keep a copy of the meter license (chapter 9);

f. Deleting the requirement to submit reports on postage use (chapter 9); and

g. Establishing new cost-codes based on the Appropriation Limitation Code (ALC) (chapter 9).

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this directive and have been determined not to be applicable.

7. FORMS AVAILABILITY. Postal Service (PS) forms are available from the local postmaster, USPS account executive, or the USPS Home Page (http://pe.usps.gov). Coast Guard and DoD forms are available through Jetform Filler. Forms procurement procedures are contained in Catalog of Forms, COMDTINST M5213.6 (series).

RADM Clifford I. Pearson /s/
Director, Information and Technology Directorate

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CHAPTER 1. INTRODUCTION

A. Responsibilities. Individuals who prescribe, create, design, or prepare official items for mailing shall comply with this Manual.

B. Authority Over Coast Guard Penalty Mail.

1. The Commandant, United States Coast Guard directs penalty mail and postal policies within the Coast Guard and provides liaison between the Coast Guard (CG) and the Department of Transportation (DoT), the General Services Administration (GSA), the Department of Defense (DoD) Military Postal Service Agency (MPSA), and the United States Postal Service (USPS).

2. By virtue of their appointment, CG postal officers and clerks are responsible for enforcing the mailing standards addressed in this Manual.

3. The Custodian of Postal Effects (COPE) aboard cutters with metering equipment or Official Mail stamps shall follow the procedures in this manual.

4. All CG directives authorizing a special mail service (i.e., registered or certified mail, return receipts, USPS Express Mail, etc.), shall be coordinated with the Commandant (G-CIM).

5. This Manual has authority over all current CG directives prescribing penalty mail policy and special mail services within the Coast Guard.

C. Required Publications. U.S. Postal Service publications and their ordering instructions can be obtained from the local postal service account representative (the local postmaster has the name of your representative). The following is a list of publications required for most mail centers. Activities that have internet capability may use the USPS web page (http://pe.usps.gov) in lieu of hard copies to obtain Postal Service publications and ZIP code information. Deployed CG cutters should have either the latest CD-ROM or hard copy of this Manual on board while deployed. DoD and CG publications can be obtained as prescribed by the Directives, Publications and Reports Index (DPRI). [All unclassified Commandant directives are on **http://cgweb.uscg.mil/g-s/g-si/g-sii/sii-3/sii-3.htm**)]. For those units without intranet access, a CD-ROM containing all directives is available from Commandant (G-CIM). Mail requests for the CD to Commandant (G-CIM), ATTN: Administrative Assistant, 2100 2nd ST. SW RM 6106, Washington DC 20593-0252.]

1. USPS Domestic Mail Manual (DMM,). Required at each activity that processes penalty mail. The Domestic Mail Manual, governs domestic mail service, contains the regulations of the USPS, and is the primary USPS manual used in the operation of post offices. The Domestic Mail Manual contains regulations of direct interest to mailers, such as postage rates, mail classification, and mail preparation requirements.

2. DOD Postal Manual, DOD 4525.6M, Vol I. Required at each activity that operates a Fleet Post Office (FPO). This manual contains information on establishing an FPO and gives mail routing instructions when mobile units move.

It also provides operating instructions to manage and control postal effects and to process, dispatch, handle and transport personal and penalty military mail.

3. The USPS International Mail Manual (IMM). Required only where international mail is frequently used. (FPO/APO mail is not considered international mail.)

4. Postal Zone Chart. Required at each location where postage is determined.

5. USPS Publication 25, A Guide to Business Mail Preparation. Required at each activity that processes mail.

6. USPS Publication 28. Postal Addressing Standards. Required at each activity that prepares envelopes or labels.

7. National Five-Digit ZIP Code and Post Office Directory. Required at each activity that processes mail.

8. USPS Poster 103, Postage Rates, Fees, and Information, and/or USPS Notice 123, Postage Rates, Fees and Information. Required at each activity/location where postage and fees are determined.

D. Suggested Publications. The USPS publications listed below are obtained either through your USPS account representative or by writing to the address furnished.

1. Memo To Mailers - Provides valuable information on current USPS issues. For a free subscription, write to:

   Memo To Mailers
   USPS National Customer Support Center
   6060 Primacy Pky Ste 101
   Memphis TN 38188-0001

2. U.S. Postal Service Professional Business Seminar Catalog - A listing of USPS professional seminars designed to help cut costs and make mail more efficient. Seminars range from one-half day to 2 days. For a free copy, call 1-800-877-7843 or write to:

   Mailer Education Center
   PO Box 836
   Windsor CT 06006-0836

E. Search and Seizure of Penalty Mail. USPS inspections, search procedures, and postal laws apply to penalty mail matter while in control of the USPS only. It begins when mail is delivered to an authorized Postal representative, and terminates when mail is accepted by the addressee. The action officer (see enclosure 1 for definition), his/her designated representative, or a properly designated CG mail manager/clerk may seize and/or search penalty mail matter:

1. before it is placed under control of the USPS.

2. after control passes from USPS to the addressee or a representative.

F. Terms and Abbreviations. Terms and abbreviations used in this Manual are explained in enclosure (1).

G. Electronic Mail. Electronic mail (E-mail) may be used to transmit formal/informal correspondence. Within the CG, E-mail should be used in lieu of U.S. mail, whenever possible. For further information regarding E-mail, consult policies and procedures contained in the following directives: 1.Management of Electronic Mail, COMDTINST 5270.1(series) and, 2. The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series).

CHAPTER 2. PENALTY MAIL POLICIES AND PROCEDURES

A. Penalty Mail. The Coast Guard uses appropriated fund postage on all penalty mail. Penalty mail is identified by the penalty statement "Penalty For Private Use $300," hence the term "penalty mail."

B. Policy and Operation Channels. The single point of contact with the United States Postal Service (USPS), the Department of Transportation, General Services Administration, and the Military Postal Service Agency (MPSA), on penalty mail policy matters is the Coast Guard Official Mail Manager, Commandant (G-CIM). Activities should coordinate operational and routine matters with the local postal facility or postal service account representative.

C. The Coast Guard Penalty Mail Cost Control Program.

1. Use the USPS only when it is required by law, or is the least costly transportation method that meets required delivery date, security, and accountability requirements.

2. When mailed, penalty matter shall move at the lowest postage cost to meet delivery date, security and accountability requirements.

3. Whenever possible, penalty mail preparation, procedures and processing shall be integrated to ensure optimum use of personnel, equipment, postage, and cost reduction practices, such as consolidated mailing, automation and presort discounts.

4. Consolidate mail operations on CG installations with the major mailing activity as the host. At locations where the CG is housed with other federal agencies, a central mail facility should be formed, using the Cooperative Administrative Support Unit (CASU) method, if feasible. The principle idea behind a CASU is for federal agencies to combine as many support functions as possible within the building or surrounding locations on a cost-sharing basis. This will not only save the Government money, but will also emphasize sharing responsibilities on a more equal basis. For further information regarding formation or availability of a CASU, contact Commandant (G-CIM).

5. Report unauthorized use, loss, or theft of penalty postage to the supervisors of the individual(s) involved for appropriate investigation. Action officers shall determine appropriate reimbursement of postage and fee costs. Legal or administrative action shall be taken to obtain reimbursement when appropriate.

D. Penalty Mail Support for Coast Guard Tenants on DoD Installations.

1. The Military Postal Service Agency granted CG activities assigned/attached to DoD installations, continued use of the host's penalty mail support (i.e. pick-up, sorting, delivery, etc.), with certain stipulations. The activity action officer should coordinate with the host DoD installation commander, for continued support.

a. The U.S. Navy will provide mail support on a non-reimbursable basis for those tenants using less than $1,000 in postage and fees annually. The Navy will require full reimbursement if a Coast Guard tenant exceeds the $1,000 annual limit.

b. U.S. Army host installations will request reimbursement for support. If the support was provided prior to 1 October 1989, then reimbursement is not necessary.

c. The U.S. Air Force will provide penalty mail support on a reimbursable basis, as determined by the host base commander.

2. Coast Guard tenants on DOD installations shall establish Interservice Support Agreements, as necessary, with the host.

E. Authorized Uses of Penalty Mail.

1. The Domestic Mail Manual, section E060.3.0, states, "Only matter relating exclusively to the business of the Government of the United States may be sent as penalty mail." The mailing activity shall determine which matter relates exclusively to its own official business. Use penalty postage only on material deliverable by the USPS. Private delivery companies (United Parcel Service (UPS), FedEx, Airborne Express, etc.) will not accept this form of payment. Under no circumstances shall penalty mail contain unofficial commercial advertisements, discount type coupons, endorsement of any enterprise, etc.

2. The U.S. Coast Guard, U.S. Coast Guard Reserve and Coast Guard Auxiliary may use penalty postage to transmit official matter including, but not limited to:

a. Nonappropriated Fund Activities (NAFA), including exchanges, for only official administrative (managerial) mailings related exclusively to the business of the U.S. Government. For example, penalty postage may be used on correspondence concerning command and control functions such as annual audits, customer surveys, financial reports, listing of available services, etc. Using penalty mail to send information on revenue producing items or events (sales and discount circulars) is not federal business.

b. Retired members for merchandise return or business reply items furnished to them for reply purposes.

c. Action officers to:

(1) Discharge their morale, welfare and recreation (MWR) mission. Certain private associations (e.g., Boy Scouts, officer/enlisted wives clubs, etc.) are not part of an MWR mission and therefore, are not authorized use of penalty postage.

(2) Mail a consolidated packet containing information regarding the existence of all available MWR activities to personnel eligible to use them. Information on revenue producing items or events shall not be combined within this packet.

(3) Send letters of congratulations to people selected for schooling, promotions, etc.

(4) Send invitations to official social functions held in behalf of, or sponsored in the name of, the DOT/USCG. Official status of the function must be clearly stated or readily apparent in the invitation. For example, an action officer:

(a) May use penalty postage to invite community officials to official retirements and change of command ceremonies;

(b) May note the location and time of a related social reception immediately following the retirement or change of command ceremony if it does not result in any increase in cost to the government and the notation does not include advertisement for, or endorsement of, any enterprise;

(c) Must not affix penalty meter or stamps to the reply envelope to the invitation;

(d) May use courtesy reply envelopes or cards for a reply to the invitation.

(e) Shall not use Business Reply Mail for any reply to a change of command or retirement ceremony.

d. Ombudsman or other personnel designated by the commanding officer to correspond with family members when the member's deployable unit is scheduled to be deployed for more than 30 days.

e. Change-of-address cards, Postal Service (PS) Form 3576, Change of Address Request for Correspondents, Publishers and Businesses or CG-4646, Notice of Change of Address. Personnel are encouraged to use subscribers and creditors change of address notices. The official mail function is authorized to provide penalty envelopes/labels with penalty postage to mail change-of-address cards only when the member moves at government expense. This usually occurs for permanent change of station (PCS), PCS with an extended temporary duty en route, separation, or retirement. Members must present a copy of their orders to the unit mail clerk when mailing their change-of-address card(s).

f. Transportation of household goods during a PCS move by an authorized transportation office. The local transportation office (Household Goods Section) shall determine when the shipment of household goods through the U.S. mail is more cost effective. This applies to both a family move and a single individual living in the

unaccompanied housing. Individuals are not authorized to make this determination and shall NOT use penalty postage to mail personal household items.

g. Prisoners in a nonpay status for personal mail.

h. CG authorized Periodicals, with the following limitations:

(1) Distribution is required for the transaction of CG business.

(2) Individual copies to higher organizations in the chain of command for administrative purposes.

(3) Copies in bulk to subordinate units for distribution to the units' members.

(4) Copies to other government agencies and libraries, hospitals, or schools to promote CG programs.

(5) Commercial enterprise newspapers may be mailed but only IAW paragraphs 2.D.2.h.(1) and (2) above.

3. Coast Guard Policy.

a. Action officers may recall any mailpiece sent as official mail by submitting to any post office a Mailgram or Express Mail letter identifying the piece (See Domestic Mail Manual, section D030.1.0).

b. Personnel who handle mail must readily process and transmit these pieces, and protect them from damage, loss, or theft. Treat information in these pieces as private and do not disclose it to unauthorized persons. Deliver mail addressed by name that is clearly of personal interest, unopened and only to the addressee. Examples of this type of mail include leave and earning statements, material from the military and/or civilian personnel office, etc.

c. Assume that all registered penalty mail contains classified matter and protect it accordingly. Do not leave registered penalty mail unattended and store as required by Classified Information Management Program, COMDTINST M5510.23 (series).

d. Unprocessed or undeliverable First-Class penalty mail endorsed "DO NOT FORWARD" should be placed in a classified storage container if kept overnight. Contact your Classified Materials Control Officer (CMCO) for specific storage instructions. There is no requirement to handle it any differently than other First-Class mail during delivery or pick-up.

e. Attempt to deliver Express, First-Class, Priority, Periodicals and Package Services mail to the addressee within 6 hours after it is received from the carrier.

f. Incoming bulk business rate (Standard) mail that does not contain a mailers endorsement that is addressed to an individual may be discarded if the unit cannot readily ascertain the name or whereabouts of the addressee. Standard mail containing an endorsement shall be returned to the postal service for processing. Incoming First-Class and Periodicals mail that cannot be delivered must be returned to the sender using procedures in the Domestic Mail Manual, section F030.5.0.
Exception: Technical and professional publications mailed at the Periodicals rate of postage are deliverable regardless of the number received since the Coast Guard normally pays for such subscriptions. Additionally, some mail from unofficial sources may be official or quasi-official in nature. This type of mail is usually not received in large numbers. Action officers may authorize delivery of such mail received in any reasonable quantity if it is apparently intended for the addressee in their official capacity rather than as a private person. Mail addressed to positions, i.e., Finance Officer, Chief Counsel, Supply Officer, etc., shall also be delivered.

F. Unauthorized Uses of Penalty Mail. The use of penalty postage is not authorized:

1. On mail matter that is not the exclusive business of the U.S. Government.

2. For private use.

3. By concessionaires or their employees.

4. On mail matter entered directly into the mails at civil post offices of foreign countries or the Panama Canal Zone. Local foreign postage must be used in such cases.

5. On parcels tendered to commercial freight carriers.

6. By charitable or nonprofit organizations.

7. On holiday or birthday greeting cards.

G. Personal Mail Policy.

1. Personal mail in the penalty mail system. This mail interferes with the transfer of official correspondence between action offices. Action officers shall restrict the delivery of personal mail to individuals at their duty address because it delays the processing of penalty mail and correspondence (see para 2.E.2 for exceptions). This policy also restricts using CG resources to pick up personal mail from activity distribution pick-up points.

2. Mail from official sources. Official sources use a complete official address, including the routing/staff symbol. Make every attempt to deliver communications from official sources regardless of how addressed. Determine official sources by the return address, the "Postage and Fees Paid" indicia, or a Congressional Frank (signature and title of an authorized

person).

3. Official mail of a personal nature. Deliver mail or administrative communications that are addressed by name and that are clearly of a personal nature only to the addressee, unopened. (See para 2.D.3.b. for examples of this type of communication). If undeliverable, items must be returned to sender, unopened. Certain mail from unofficial sources may be official or quasi-official in nature. Action officers may authorize delivery of such mail received in any reasonable quantity, if it's apparently intended for the addressee in their official capacity, rather than as a private person. This includes mail addressed to positions, e.g., Commandant (G-CIM), Comptroller, Commanding Officer, etc.

4. Action officer's (AO's) requirements. AOs may authorize delivery of personal mail to individuals at their duty address, from unofficial sources, only under certain circumstances. The following examples serve only as a guide.

   a. Following a permanent change of station move. Individuals (and their dependents) may use their duty address to receive personal mail for a limited period (no more than 90 days), or until a permanent home address is established. The individual's supervisor must advise arriving personnel of this restriction. If individuals continue to have mail addressed to their duty address after the cutoff date, unit mail clerks shall notify the individual's supervisor of the infraction. Also, notify the individual(s) that future personal mail will be returned to sender. Action officers may make exceptions to the policy for those service members, who because of their assignment, receive professional papers, journals, and other job-related materials or whose duties prohibit their ability to receive mail daily at their quarters address. This category includes, but is not limited to, medical doctors, lawyers, chaplains, etc.

   b. On installations or at activities where CG personnel permanently reside in unaccompanied housing, bachelor officer quarters or on board ship, and only when there is no suitable facility to establish a mail center with postal lock boxes. Personnel assigned to CG cutters with a Fleet Post Office (FPO) number and the commanding officer has determined that the FPO address should be used at all times, may receive personal mail through that address.

   c. ISC, Activity or Group supporting CG cutters that deploy for 30 days or longer must provide a temporary address for personnel transferring to such cutters under PCS orders (see chapter 4, paragraph 4-E for an sample address). The temporary address should not contain the cutter's name or hull number. If a cutter is or will be deployed, the gaining unit must notify the cutter's arriving member of the temporary address at least 60 days prior to the member's arrival date.

   d. Coast Guard personnel and/or other CG resources shall not be used to duplicate services that the USPS, by law or agreement, is obligated to provide (e.g., the USPS is obligated to provide personal mail delivery to on-base family quarters. CG resources shall not be used for this purpose). Personal mail for individuals residing on and off base, in private or government quarters where the USPS provides service, shall be

addressed to their home. (Exception - see paragraph 2.F.4.a. & b. above.)

e. For morale purposes, as directed by the action officer.

5. Action officers shall establish local procedures to ensure that the handling of personal mail within the official mail system is not abused.

H. Contractor Mailings. Contractors engaged by the CG to mail penalty items shall prepare the mailings as follows:

1. All First-Class, Standard and Package Services penalty mailings must be prepared using the penalty permit imprint format as shown in the Domestic Mail Manual, section P040.6.0. Contractors shall not use Coast Guard penalty meters or stamps (except as provided in paragraph 2.H.4. below). The Coast Guard Permit Imprint Number for contractor mailings is "G-157", and shall appear in a rectangular box in the upper right corner of the mail piece. Also included is the mail class, i.e., First-Class, Standard, etc., the words "Postage and Fees Paid", and "U.S. Coast Guard". Contractor mailings that do not meet the requirements in the Domestic Mail Manual, section P040.6.0, for use of permit imprint mail (e.g., minimum volume and identical weight pieces), must be prepaid by the contractor and be reimbursed for postage under the contract terms. Pieces prepaid by the contractor in this manner shall not bear the penalty indicia format.

2. Penalty envelopes and labels used by any contractor shall bear the pre-printed return address of the CG activity authorizing the mailing. The name and address of a private person, concern, organization, or contractor shall not be shown in the return address.

3. Periodicals mail shall be prepared using a penalty Periodicals imprint as described in the Domestic Mail Manual, section P200.

4. When a contractor mails official business correspondence, supplies, publications, etc., the CG activity involved must apply to use the penalty permit by completing Postal Service (PS) Form 3601, Application to Mail Without Affixing Postage Stamps, in duplicate, and submitting them to the post office where the mailings are to be deposited. The contractor may submit the forms, once completed by the CG activity, to the post office of mailing.

5. When an activity requires a contractor to provide progress reports or to return government materials by mail, the agency should require the contractor to prepay postage on such items, or as an alternative, provide contractors with penalty business reply envelopes or labels for these purposes.

Mail Security Procedures

1. Given the state of heightened security everyone working with mail is reminded to maintain vigilante at all times. Never leave incoming and outgoing mail, FedEx, UPS, Airborne or other carrier's package in an unsecured area. Stay alert to any unusual or preventable hazardous conditions that may arise regardless of OPCON status.

2. Key points on procedures to identify and handle suspected mail bombs include:

   a. A bomb can be enclosed in either a package or an envelope, and its outward appearance is limited only by the imagination of the bomber.

   b. Mail bombs may bear restricted endorsements such as "personal" or "private." these characteristics are important when the addressee does not usually receive personal mail at the office.

   c. Addressee's name or title may be inaccurate.

   d. Return address may be fictitious or not available.

   e. Mail bombs may have distorted handwriting or the name and address may be prepared with homemade labels or cut-and-paste lettering.

   f. Mail bombs may have protruding wires, aluminum foil, or oil stains and may emit a peculiar odor.

   g. Cancellation or postmark may show a different location than the return address.

   h. Letter bombs may feel rigid, or appear uneven or lopsided.

   i. Package bombs may have an irregular shape, soft spots, or bulges.

   j. Package bombs may make a sloshing sound.

   k. Placed devices may buzz or tick, mail bombs generally do not.

   l. Pressure or resistance may be noted when removing contents from an envelope or package.

3. If you are suspicious of a mailing and are unable to verify the contents with addressee or sender:

   a. Do not open.

   b. Isolate the mailing and evacuate the immediate area.

c. Do not put it in water or a confined space such as a desk, drawer or filing cabinet.

d. If possible, open windows in the immediate area to assist in venting potential explosive gases.

e. If you have any reason to believe a letter or package is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent-instead, contact your local law enforcement agency and the postal inspection service for professional assistance.

4. The Centers for Disease Control (CDC) recommends the following actions be taken if your activity receives an anthrax threat:

a. Bag the letter in zipper-type plastic bags using latex gloves and a particulate or (N95) mask.

b. Notify your immediate supervisor.

c. Following the unit's command procedures, notify both local police (military and civilian) and the federal bureau of investigation (who will arrange to collect the letter) of the threat. Also notify the local, county, and state health departments and the state emergency manager.

d. Notify CDC emergency response at 770-488-7100

e. Ensure that all persons who have touched the letter wash their hands with soap and water. Hand washing is sufficient for those who have touched the envelope and letter. Decontamination or prophylaxis is not warranted.

f. List all persons who have touched the letter and/or envelope and provide the list to public health authorities.

CHAPTER 3. THE MILITARY POSTAL SERVICE

A. Definition. The Military Postal Service (MPS) is an extension of the U.S. Postal Service (USPS) and operates under an agreement between the Department of Defense and the USPS. The mission of the MPS is to provide for the movement of mail and the operation of Fleet Post Offices and Air Post Offices (FPOs/APOs) in areas where the USPS does not operate. The MPS is administered by the Military Postal Service Agency, Alexandria VA, which serves as the single DoD point of contact with the USPS and other Government agencies on MPS policy and operational matters.

B. Military Mail. USPS Publication 38, "Postal Agreement with the Department of Defense," defines military mail as domestic and bearing a military address or return address and which, at some stage in its transmission, comes into the custody of a military department. All such mail being transported outside the United States of America, its territories or possessions in the domestic postal system is placed under the control of the Military Postal Service.

C. Assignment of Fleet Post Office (FPO/APO) Numbers. An FPO/APO is established within the Coast Guard by the USPS at the request of the MPSA. FPO/APO operations are under the direction of the action officer through a properly designated unit mail clerk. Assignments of FPO numbers to CG cutters will be granted for all cutters that deploy for 30-day periods outside the continental United States, or if operational conditions or other considerations make such service advisable. Use the following to establish or disestablish a fleet post office number:

1. Establishing a Fleet Post Office Number. Submit a request for assignment of an FPO to Commandant (G-CIM), 2100 2nd St SW, Washington DC 20593-9998.

2. Disestablishing a Fleet Post Officer Number. An FPO is closed when no longer required or when a change in policy dictates this action. Action officers should submit requests to disestablish an FPO, when the requirement is known, IAW the DoD Postal Manual, Chapter 1, to Commandant (G-CIM), 2100 2nd St SW, Washington DC 20593-9998.

D. Mail Routing For Mobile Deployed Units. Mail Transportation to mobile units requires careful planning of transportation routes and carrier schedules and intensive monitoring by dispatching and receiving activities. Therefore, it is extremely important that, prior to deploying to a foreign port, action officers complete a mail routing instructions (MRI) message notifying the Joint Military Postal Activity (JMPA) of their itinerary. A MRI message shall be submitted as far in advance as possible, preferably 10 days before movement. Further information concerning MRIs is located in DoD Postal Manual, DoD 4525.6M, Vol 1, Chapter 11 on the web at http://hqdainet.army.mil/mpsa/main.htm .

E. FPO/APO ZIP Code Alignment and Address Standardization. To enable military mail to be processed on U.S. Postal Service automated equipment, the alignment of ZIP Codes is very important. Address standardization changes military (FPO/APO) addresses to conform to addressing practices of other US mail. While not all FPO/APO numbers have changed, the structure of the last two lines of the address has changed. The changes described below will provide members with faster, more reliable mail service. USE OF THE NEW ZIP CODES AND FORMAT IS MANDATORY.

1. DoD inaugurated this worldwide change of ZIP Codes for all FPO/APO locations. They also eliminated use of the U.S. "gateway" cities and states, such as New York NY, San Francisco CA, Miami FL, etc. In place of the gateway cities and states, use "FPO" or "APO" (which takes the "city" place), and "AE," or "AA," or "AP" (which takes the "state" place). Refer to the Standard Distribution List for the current addresses of CG cutters assigned FPO numbers.

2. The new ZIP Codes are aligned geographically so that all ZIP Codes in a specific area will start with the same three digits. The Zip code is assigned by the Military Postal Service Agency. The four-digit add-on of the ZIP+4, is assigned by the Coast Guard from a preassigned block. The first three digits of the nine-digit ZIP+4 Code, designating the overseas areas, are listed below.

   a. "AE" ZIP Codes designate Armed Forces in Europe, the Middle East, and Africa:

090-092	- Germany
093	- Contingency Use Only
094	- United Kingdom
095	- Atlantic/Mediterranean Ships
096	- Italy, Spain
097	- Other Europe
098	- Middle East, Africa

   b. The "AA" ZIP Code designates Armed Forces in Central and South America:

      340 - The Americas (Except US & Canada)

   c. "AP" ZIP Codes designate Armed Forces in the Pacific:

962	- Korea
963	- Japan
964	- Contingency Use - Pacific
965	- Other Pacific and Alaska
966	- Pacific/Indian Ocean Ships

3. CG cutters assigned FPO numbers.

   a. When addressing mail to a CG cutter, the cutter's name shall appear in the delivery address line (next to the last line of the address). Other (land-based units) FPO/APO mail shall contain a Postal Service Center (PSC) number and box number (if applicable). See examples below.

COMMANDING OFFICER ATTN POSTAL OFFICER USCGC POLAR STAR WAGB 10 FPO AP 96698-3920	COMMANDING OFFICER LORSTA SELLIA MARINA PSC 827 BOX 90 FPO AE 09625-6002

b. Action officers are responsible for keeping their home port post office informed of their status. Action officers shall forward a status update, at least biannually, to their Joint Military Postal Activity (JMPA). Cutters that are decommissioned are required to terminate their FPO number. Cutters that are inactive should retain their FPO number.

CHAPTER 4. PREPARATION FOR MAILING

A. General.

1. Prepare all mail according to instructions provided in this Manual and the Domestic Mail Manual.

2. Use cost effective means to reduce postage costs. Properly package, presort and/or consolidate, as necessary.

B. Economical Mailing and Selection of Special Services.

1. Strictly enforce the use of standard #10 letter size envelopes (4 " x 9 "). Fold correspondence (5-7 pages or up to one ounce and/or ¼"thick), and place in letter size envelopes. Standard envelopes over ¼ inch thick run the risk of being mangled by postal processing machines. Use flat envelopes for more than 7 pages or ¼" of material. First-Class mail weighing one ounce or less is nonstandard if it exceeds any of the following and a surcharge is assessed on each nonstandard mail piece:

Height	- 6 1/8 inch
Length	- 11 1/2 inches
Thickness	- 1/4 inch

2. Limit special mail services (registered, certified and insured mail, return receipts, etc.) to situations where law or CG directives require their use; or when mission essential. The Government Losses in Shipment Act (Title 40, U.S.C., section 726) and the government's general self-insurance policy prohibit federal agencies from using registered and insured mail for the sole or primary purpose of obtaining postal indemnity. Exception: Since postal insurance provides indemnity for articles that are lost or damaged in the mail, you may use it to return private property (see para 4.B.2.d.). Rule of thumb--do not use special mail services just to get a record of mailing or delivery or to trace communications sent between Coast Guard activities, unless a Coast Guard directive authorizes it. The following applies:

   a. Items shall be registered for security, not indemnity. Indemnity is not provided for registered penalty mail. Activities desiring to obtain insurance on registered mail must prepay all postage and fees. Registration gives more security in transmission, and provides a chain of receipts from the time of mailing to final delivery. The extra controls over registered mail may delay it, causing longer transit times. See DoD Postal Manual, DOD 4525.6M for instructions on mailing classified material through the USPS. Unit mail clerks, prior to signing for registered mail, shall carefully examine each article to ensure there is no evidence of damage of tampering. See Classified Information Management Program, COMDTINST M5510.23 (series) for instructions on reporting procedures if you suspect a registered article has been tampered with.

b. Only mailable matter on which postage at the First-Class or Priority rate has been paid may be accepted as certified mail. Certified Mail should not have widespread application within the Coast Guard. Certified service simply provides the sender with a mailing receipt and a record of delivery at the office of address. No record is kept at the office of mailing. It provides no indemnity and, if lost, cannot be traced. Consequently, unless otherwise authorized, personnel will use CG-9733, Document Log (stock number 7530-01-GF3-2130), for control purposes, rather than certified mail. See para 4.B.2.c. and 4.B.2.d, for alternatives to certified mail.

c. If evidence of delivery only is required, use Delivery Confirmation Service. This service is available for Priority Mail and Package Services mail (Parcel Post, Bound Printed Matter and Special Standard Mail). Delivery Confirmation provides the sender with date and time of delivery.

d. If evidence of mailing only is needed, use a Certificate of Mailing. This service should be used rather than certified mail. Certificates of Mailing are approximately one-third the cost of certified mail. Obtain Certificate of Mailing forms from the local post office.

e. Use insured service for accountability reasons when proof of delivery is required for valuable administrative or logistical equipment, supplies, and printed matter. You may obtain payment for domestic mail that has been lost, rifled, or damaged by having it insured. Insurance may be obtained for Package Services mail, and on First-Class mail containing Package Services matter. Liability on penalty mail is limited to $100.

f. A Return Receipt (PS Form 3811) provides a mailer with proof of delivery. This service may only be used with registered and certified mail, insured mail that is insured for more than $50, COD and Express Mail. Do not use a return receipt on mail unless authorized by law or CG policy. Mail sent between two Coast Guard activities shall use Document Log, CG-9733.

g. Return Receipt for Merchandise provides the sender with a mailing receipt, a return receipt, and a record of delivery at the office of address. Merchandise must be mailed at the Priority, First-Class, or Package Services rates of postage.

h. Accountable penalty mail (registered, certified, insured, etc.), addressed to federal agencies and large commercial business is delivered to the agency or business mail center. It is at this point that the USPS has completed its delivery of the mail. Also, at this point, return receipts shall be removed, completed and immediately returned to the post office. Action officers shall designate a CG unit mail clerk to sign for accountable mail. Signatures may be rubber or machine stamped. For postal purposes, it is not required that the individual to whom the mail is specifically addressed sign the receipt. Complete return receipts should include:

(1) A legible signature of the individual completing the receipt; and

(2) The date mail was delivered to the agency mail center.

C. Small Parcel Delivery Services.

1. Private Express Statutes.

a. Congress passed a group of laws known as the Private Express Statutes (18 U.S.C. §§ 1693-1699, 1724 and 39 U.S.C. §§ 401-402). These laws state that the USPS has a general monopoly for the transmission of First-Class material (See the Domestic Mail Manual, for a complete definition of First-Class material). Private delivery companies can carry all other classes of mail.

b. First-Class mail is mail that is closed against postal inspection. Although all mailable matter may be sent as First-Class, the following items may only be mailed as First-Class mail. (See Domestic Mail Manual, section E110):

(1) Matter wholly or partially written or typewritten.

(2) Matter having the character of actual and personal correspondence.

(3) Bills and statements of account.

2. Private Delivery Services

a. The Private Express Statutes apply to federal government agencies which, when they cause their letters to be carried by a private contractor at their own expense, are required to reimburse the USPS at the same rate that would be charged if the letter was sent to the same destinations via the U.S. mail. Typically, agencies have contracted with private courier firms to deliver items such as interoffice memos, newsletters, agency bulletins, etc. These items are letters as defined by postal regulation, and Part 310 of Title 39, CFR. There are three major exceptions to this restriction (See paragraph 4.C.2.a.(2) below for the exception to use an express service without payment of postage.):

(1) Invoices, bills, and similar First-Class material sent with, and exclusively for, the cargo they accompany.

(2) Time sensitive material that must reach an addressee within 12 hours and the USPS cannot make delivery (through normal First-Class or Priority delivery schedules) within that time frame. If an activity pays for high cost overnight or next day service from a private (express) delivery company, this normally establishes sufficient urgency and therefore, First-Class postage is not required.

(3) If there is a disruption of the USPS, private delivery companies may transport First-Class material without payment of postage.

b. The General Services Administration awards an overnight delivery service contract annually to a private courier, such as, Federal Express, DHL, Airborne, etc. The use of this contractor is mandatory for domestic overnight small packages (up to 150 pounds) and extremely urgent letters for all activities (see GSA Express Delivery Contract at http://apps.fss.gsa.gov/services/express/awarded-cont.cfm).

c. This does not preclude activities from using a private delivery company for other than overnight delivery. There are numerous small parcel delivery companies (e.g., UPS, DHL, etc.) operating in parts of or throughout the U.S. Since private carriers can choose the locations they service, in some instances, their services are superior to the USPS, in terms of cost or delivery time. Action officers should compare USPS costs to other private delivery company costs for other than express delivery.

3. Authorized Use of USPS Express Mail.

a. USPS Express Mail Service is used to send time sensitive material that must reach the addressee within 12 hours. This is a premium service and the determination to use it should be carefully made. Since using the GSA contractor generally costs significantly less than USPS and other private express companies, action officers shall ensure the GSA contractor is used exclusively for extremely urgent letters and extremely urgent packages.

b. Express Mail must be used if the addressee is a post office box or an APO/FPO.

c. Action officers may approve use of USPS Express Mail, on an exception basis if, in their opinion, their mission could be seriously impaired. Action officers should require that exceptions be fully justified, in writing.

D. Consolidated Mail.

1. Consolidated mail is a reliable and cost-effective way to mail administrative and operational communications and logistical items between headquarters, area/district offices, MLC's, and other large units. Use consolidated mail when mailing several items going to the same addressee. You can consolidate mail in large envelopes (flats), boxes, or pouches. Avoid underfilling or overfilling containers. Do not place parcels that might damage other mail in a consolidated container. Consolidated mail, which remains intact while in transit, reduces costs since postage is paid on the total weight of the consolidated container and its contents, rather than separately on each piece within the container. Under the First-Class postage rate structure, the first pound is the most expensive. As weight increases, the cost per pound decreases. Non-First-Class mail should be combined with First-Class mail. A consolidated shipment shall be identified as such to ensure the mail is opened and sorted in the addressee's mail center.

2. CG unit mail clerks should encourage the use of "guard mail" (Standard Forms 65, U.S. Government Messenger Envelope), to transfer correspondence between offices/activities when courier service between those offices/activities is available.

E. Addresses.

1. Since the USPS "multilane," high-speed, automated, optical character readers (OCR) now read the total address block, all CG penalty mail shall be addressed as follows: (See the Domestic Mail Manual, section A010.)

   a. Typewritten or machine printed using dark ink, and the entire address should be in upper case letters. For fastest delivery, use office symbols.

   b. ALL punctuation shall be omitted except the parentheses required for the routing symbol (within the first two lines of the address) and the hyphen in the ZIP+4 Code.

   c. Limit the address block to five lines or less.

   d. It is mandatory that the last two lines (Delivery Address line and the City, State and ZIP+4 line) of an address contain only information as illustrated below. The street address, PO Box number, rural route and box number, etc., must appear on the Delivery Address line. Mail addressed to occupants of multi-unit buildings shall include the apartment number, suite, room, etc., immediately after the street address of the building, on the same line. When use of a building name is necessary, it should appear on the line above the Delivery Address line. USPS does not recommend the use of a dual delivery address, i.e., the street name and a PO Box number. Place only the city, state and ZIP+4 on the last line and do not write or mark below the last line of address. All mail addressed to a DoD activity or another CG activity shall contain the ZIP+4 Code. Mail addressed to other federal agencies shall contain either the correct 5-digit ZIP Code or the correct 9-digit ZIP+4 code. The following are examples of proper addresses:

STANDARDIZED FORMAT

LINE 1-----ATTENTION LINE

LINE 2-----RECIPIENT LINE

LINE 3-----DELIVERY ADDRESS LINE

LINE 4-----CITY, STATE & ZIP + 4 LINE

COMMANDANT (G-CIM)	COMMANDER (DTT)
US COAST GUARD	CG DISTRICT EIGHT
2100 2ND STREET SW ROOM 6106	234 CAMP ST
WASHINGTON DC 20593-0252	NEW ORLEANS LA 70130-3396

e. The purpose of an address is to indicate the specific delivery location of a mail piece. Therefore, an address must contain at least the following elements appearing in the following order:

(1) Line 1 - INFORMATION/ATTENTION LINE - If used, it shall be the first line of the address. Place the routing symbol here or on the Name of Recipient Line.

(2) Line 2 - NAME OF RECIPIENT LINE - The name of the CG activity (and routing symbol), business or individual shall appear on this line.

(3) Line 3 - DELIVERY ADDRESS LINE - In addition to the street address, PO Box number, etc., include the following on this line, when applicable:

(a) N (North), S (South), NW, SE, etc.

(b) Ave (Avenue), St (Street), Apt (Apartment), etc.

(4) Line 4 - CITY, STATE AND ZIP CODE/ZIP+4 CODE LINE - Put the ZIP Code on the last line next to the city and state. Leave one or two character spaces between the last letter of the state name and the first digit of the ZIP Code. Do not insert a comma between the state and ZIP. (See enclosure (2) for state abbreviations.)

2. Letterhead stationery, penalty envelopes and labels shall be modified to reflect the new addresses until existing stock is exhausted.

3. The return address must be prepared in the format shown below:

a. US DEPT OF TRANSPORTATION
US COAST GUARD
ACTIVITY NAME (ROUTING/OFFICE SYMBOL)
STREET OR PO BOX
CITY STATE AND NINE-DIGIT ZIP CODE

_____
Official Business

b. Use the "Penalty for Private Use, $300" statement when the penalty permit imprint is used to pay postage.

4. ZIP+4 is the standard ZIP Code format for the Coast Guard. All mail addressed to another Coast Guard or DOD activity shall contain the ZIP+4 Code in both the delivery address and return address. Also, use the ZIP+4 Code to the maximum extent possible in other federal and civilian delivery addresses.

F. Selection of Mail Class and Marking Mail.

1. The Domestic Mail Manual provides specific guidance about the types of items that may be mailed under each class of mail. The following are brief definitions of classes of mail. (See Table 4-1.)

   a. Express Mail. (See the Domestic Mail Manual, section E500). A service available to mailers for shipment of any mailable matter and provides high-speed, high-reliability service. Five basic service offerings are available: Same Day Airport Service; Custom Designed Service; Next Day Service; Second Day Service; and Express Mail Military.

   b. First-Class. (See the Domestic Mail Manual, section E100). All mailable matter may be sent as First-Class. Certain items, such as matter in writing or typewriting, bills and statements of account, autograph albums containing writing, printed price lists containing written figures, blank printed forms filled out in writing (e.g., checks, certificates, etc.), must be sent First-Class.

   c. Periodicals. (See the Domestic Mail Manual, section E200). Postage for all Periodicals mail includes a pound-rate charge, a piece-rate charge and any reductions for which the mail may qualify. Each piece must also meet the specific eligibility and preparation requirements that apply to the presort level, rate or discount claimed.

   d. Standard. (See the Domestic Mail Manual, section E600). All mailable matter not mailed or required to be mailed as First-Class, not entered as Periodicals and less than 16 ounces in weight, can be mailed at the Standard rate. There is not a single piece rate for Standard. All Standard rates are bulk rates that require a mailing statement.

   e. Package Services. (See the Domestic Mail Manual, section E600). Package Services mail consists of mailable matter that is not mailed or required to be mailed as First-Class, sixteen ounces or more in weight, and not entered as Periodicals mail.

   f. Overseas Military Mail. (See the Domestic Mail Manual, section E010). Parcels of any class paid at surface postage rates not exceeding the weight and size limits (see para 4.F.1.f. (1) & (2) below), are airlifted to, from, or between overseas military post offices outside the 48 contiguous States. These parcels must be marked with the large letters "SAM" (space available mail) on the address side, preferably below the postage and above the name of the addressee.

(1) When mailed from the 48 contiguous states, the weight and size limits are not more than 15 pounds in weight and not more than 60 inches in length and girth combined; and

(2) When mailed from an APO or FPO outside the 48 contiguous states, the weight and size limits are not more than 70 pounds in weight and not more than 100 inches in length and girth combined.

g. Mail sent Package Services may qualify for parcel airlift service (PAL), which provides for air transportation on a space-available basis to or from military post offices outside the contiguous 48 states. An additional fee is charged for PAL services (see the Domestic Mail Manual, section S930). PAL mail may not exceed 30 pounds in weight or 60 inches in length and girth combined.

Domestic MAIL CLASSES, ENDORSEMENTS, LEVELS OF SERVICE, AND PAGE REFERENCE			
A	B	C	D
CLASSIFICATION	ENDORSEMENT	MODE OF TRANSPORTATION	PAGE REFRENCE
Express Mail	Special Label Required	Air	4-8 (Domestic Mail Manual, E500)
First-Class 1 to 13 ozs	First-Class	Air (See note 1)	4-3;4-8 (Domestic Mail Manual, E100)
First-Class	Priority (See Note 2)	Air (See note 1)	4-3;4-8 (Domestic Mail Manual, E120)
Periodicals	Periodicals	Surface	4-9 (Domestic Mail Manual, E200)
Standard	Standard	Surface	4-9 (Domestic Mail Manual, E600)
Standard MOM	Standard MOM	Surface and Airlift (see Note 3)	4-9 (Domestic Mail Manual, E010)
Package Services	Package Services	Surface	4-9 (Domestic Mail Manual, E600)
Package Services MOM	Package Services MOM	Surface and Airlift (see Note 3)	4-9 (Domestic Mail Manual, Chap 1&7)

TABLE 4-1

NOTES

1. The Private Express Statutes covers these items.

2. Regardless of service paid, USPS generally moves mail by surface to addresses within 600 miles of point of origin. Package Services postage with "Special Handling" is considerably cheaper than Priority mail and provides preferential handling to the extent practical in dispatch and transportation. (See the Domestic Mail Manual, section S930.)

3. Military Ordinary Mail (MOM) service is available only on mail addressed to or sent from a MPO.

2. All mail, except standard sized envelopes, shall be marked (by the originator) to show the mail class (i.e., First-Class, Package Services, etc.). The USPS gives unendorsed mail the lowest class of service. Send all mail weighing thirteen ounces or less at the First-Class rate.

3. Place the mail class endorsement in the upper right corner, about one-fourth of an inch below the postage or indicia. Endorsements shall be 1/4 to 1/2 inch high.

4. Place all markings for special services (registered, certified, etc.) above the address and to the right of the return address (see the Domestic Mail Manual, section M012).

G. Business Reply Mail (BRM).

1. General Information.

a. Business Reply Mail (BRM) is a convenient method for mailers to help ensure they receive replies from individuals by paying postage only on the mail that is returned. The Domestic Mail Manual, states "the only permissible use of BRM is for the return of information to a federal agency address for which a BRM permit has been established at the delivery post office." Use BRM only if it is in the best interest of the CG. An example of BRM usage is when there will be a low return rate but the mailer wishes to induce a greater response rate by providing free postage. Do not use BRM:

(1) If you are requesting a response from other federal agencies or personnel who have penalty postage available to them.

(2) For outgoing mail unless the BRM was received from a source outside the Coast Guard for response.

b. The post office will provide you with detailed instructions on how to correctly prepare BRM, and assign a unique ZIP+4 code and barcode for BRM use (see BRM sample at Figure 4-1 and the Domestic Mail Manual, sections E060 and S922).

c. BRM envelopes must meet the following requirements:

(1) Its length must be at least 5 inches and not more than 11 1/2 inches;

(2) Its height must be at least 3 1/2 inches and not more than 6 1/8 inches.

(3) Flag envelopes should be 7 3/8 by 4 3/4 inches.

d. BRM postcards must meet the following size requirements:

(1) Its length must be at least 5 inches and not more than 6 inches;

(2) Its height must be at least 3 1/2 inches and not more than 4 1/4 inches.

Figure 4-1.Business Reply Mail Sample

2. Print the special and/or recurring message on the reverse of the postcard (e.g., "Yes, please send this information to the name and address below:" or "Please RSVP by July 1, 2002", etc.).

3. All business reply mail is sent by the First-Class rate of postage. Since there is a significant price difference between the envelope and postcard rate of postage, the use of postcards is recommended.

4. Business Reply Mail (BRM) shall:

   a. Be addressed to a Coast Guard activity. The activity address, ZIP+4 Code, bar code and facing identification marks (FIM), shall be preprinted on all BRM pieces (see the Domestic Mail Manual, sections E060 and S922).

   b. Be used when an official reply is in the best interest of the Coast Guard.

   c. Be used when a reply is requested from an activity or individual, outside the U.S. Government, who is not required by law to reply.

   d. Not be used to receive responses from other federal agencies or personnel except retired Coast Guard personnel and reservists not assigned to a unit. Federal activities can return these items at their agency expense, saving the U.S. Government the applicable accounting fee.

5. Business Reply Mail is charged at the First-Class postage rate plus a per-piece accounting fee. The CG must pay an annual permit and accounting fee for each location using BRM. The Coast Guard pays for BRM usage through the U.S. Postal Service's Official Mail Accounting System (OMAS).

6. Business Reply Mail Permit Number 13057, Washington DC, shall be used by all Coast Guard activities for official Business Reply Mail.

7. Since the CG participates in the Business Reply Mail Accounting System (BRMAS), users must make formal application to their servicing post office before they deposit BRM pieces in the mail. Prior to depositing BRM, users are encouraged to provide copies of the BRM piece(s) to the serving post office for approval. The Commandant (G-CIM) maintains the original Postal Service (PS) Form 3614-A, Application for a BRM Permit. See the Domestic Mail Manual, sections E060 and S922, for proper formats and other required information.

8. BRM users shall comply with the following instructions:

   a. Action officers have sole authority to authorize subordinate activities to use BRM. Each authorized activity must be assigned an "Agency Code and costcode." Use PS Form 3615, Application for a BRM Permit. Before sending the application, make sure the Agency Code (209) and applicable costcode from enclosure (3) are correct. Enter the Agency Code (which is always "209"), in the applicable block on the application, followed by the costcode (the appropriate five digits you select from enclosure (3)).

   b. Since the USPS charges an annual BRM license fee for each location using BRM, plus a per-piece accounting fee and the appropriate First-Class postage, the action officer shall limit BRM permits to only those activities that receive at least 1,000 returned pieces annually. Remember USPS only charges for the number of returned BRM pieces.

   c. Organizations mailing more than 1000 pieces that contain a BRM reply card or envelope shall prepare each reply piece using the procedures for Qualified Business Reply Mail (QBRM). Additionally, the organization shall complete Postal Service form 6805 and forward the form with required BRM samples to the Postal Service Business Mail Entry Unit where the BRM will be returned.

H. Merchandise Return Service (MRS).

1. MRS is charged at the appropriate First-Class, Priority, and single piece Package Services (Parcel Post, Special Standard Mail, and Bound and Printed Matter) rate plus a per-piece accounting fee.

2. MRS shall not be used unless the USPS assigns a permit number.

3. MRS labels shall be used only for return of official government business. If you are loaning an item to someone outside the federal government, do not provide them a MRS label unless the return of the merchandise is in the best interest of the Coast Guard. If it's in the best interest of the borrower, inform them they must pay the return postage

I. Penalty Permit Imprint Mail.

1. Permit imprint mailings should be used, when cost effective, on large volume mailings of items with a uniform size and weight. See the Domestic Mail Manual, sections E060, for penalty permit formats and instructions.

2. Permit imprint mail can be used on any class of mail as long as the volume meets USPS requirements. Apply, in advance, at the local post office that accepts such mailings.

3. Completion of the permit imprint application requires the Coast Guard's permit imprint number, G-157, and the federal agency cost code, which is found in attachment 3.

CHAPTER 5. ADMINISTRATIVE AND OPERATING PROCEDURES

A. General. This chapter prescribes administrative requirements and outlines operating procedures for all Coast Guard penalty mail and postal functions.

B. Responsibilities and Policies.

1. Area and district commanders, commanders of maintenance and logistics commands, Commander, CG Activities Europe, and unit commanding officers shall appoint, as an additional duty, a command Official Mail Manager (OMM). The OMM should be a commissioned or warrant officer or, when appropriate, a Chief Petty Officer or civilian equivalent. The OMM should have sufficient postal knowledge to answer questions concerning the policies and procedures in this Manual.

   a. Official Mail Managers shall:

      (1) Manage the postal operations within their area of responsibility to ensure subordinate units comply with DOT, USCG, and USPS policies, as appropriate.

      (2) Ensure subordinate units use penalty mail efficiently and cost effectively.

      (3) Recommend procedural changes to the Coast Guard penalty mail and postal program.

   b. Unit/Activity Mail Clerk.

      (1) Action officers shall appoint unit mail clerks to receive and deliver incoming and outgoing mail. The unit mail clerks occupy a recognized official position and come within the purview of the U.S. Coast Guard and the U.S. Postal Service (USPS) in accomplishing the collection and delivery of mail.

      (2) Action officers shall appoint unit mail clerks either by letter or by use of DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Military Postal Clerk. DD Form 285 shall be destroyed 5 months after termination, separation or transfer of individual, whichever is applicable

      (3) Unit postal clerks shall meet the following qualifications:

         (a) Be a U.S. citizen.

         (b) Have no record of conviction by court-martial or non-judicial punishment in the last 12 months.

         (c) Have no civil convictions other than minor traffic violations.

(d) Have no record of derogatory information or unfavorable conduct casting doubt on the individual's trustworthiness and integrity.

(e) Be evaluated as not having a psychiatric, alcoholic, or drug abuse condition based on a review of personnel and medical records.

(f) Have not been relieved of postal duties for cause.

(4) Unit mail clerks shall:

(a) Promote efficient and economical mailing practices consistent with the Coast Guard mission and security requirements.

(b) Establish a mail management information program to review mailing practices for effectiveness and economy. Unit mail clerks should design this program with locally developed information and postal information available through the local USPS account representative. As a minimum, this information should include:

1. Penalties for private use of penalty mail. (See the Domestic Mail Manual, section E060).

2. Authorized uses of special services (i.e., return receipts, certified, insured and registered mail, etc.).

3. Requirements for mailing classified information. (See Classified Information Management Program, COMDTINST M5510.23 (series)).

4. Use of private carriers (UPS, Airborne, FedEx, etc.). (See GSA Express Delivery Contract).

5. Review penalty mail from other Coast Guard activities for compliance of efficient mail practices. When errors or poor mail practices are noticed, notify the mail activity at the sending location either informally or through official channels.

6. Review all mail products (including forms, Business Reply Mail (BRM) cards and envelopes, etc.), periodically to ensure they meet USPS and USCG requirements.

(5) Consumer Service Card. Unit mail clerks should maintain Postal Service (PS) Form 4314-C, Customer Service Card, for personnel to record complaints, suggestions or compliments concerning the USPS.(For example, if your mail continually arrives late, is missent, etc., the Consumer Service Card is the perfect avenue to communicate with the USPS.)

2. Contracting Out Mail Center. Units that contract out the mail center or staff the mail center with contract employees shall ensure:

   a. The Contracting Officer's Technical Representative (COTR) meets the requirements for Official Mail Manager that are described in paragraphs 5.B.1 and 5.B.1.a.

   b. Contract employees meet the requirements for Unit/Activity mail clerk that are described in paragraph 5.B.1.b.

CHAPTER 6. MAIL FORWARDING AND DISPOSITION PROCEDURES

A. Procedures for Departing Members. Units that maintain a mail center for unaccompanied members, military and/or civilians shall ensure mail for these members is forwarded, returned to sender or disposed of using procedures in the Domestic Mail Manual, section F upon the member's departure. Members living in family quarters must complete the Postal Service Change of Address form for all members of their quarters. All activities providing personal mail delivery services to authorized unaccompanied personnel shall ensure the Postal Service Change of Address form is completed as part of the outprocessing procedure. Action officers may use either PS Form 3575 or the Postal Service Home Page to electronically change the address (http://www.usps.gov/moversnet/).

1. Activities that experience problems with mailers not using correct mailing addresses shall report that problem to the activity commanding officer. Problems that cannot be resolved in the command should be forwarded to Commandant (G-CIM) for resolution.

2. Mail received from mailers who continuously mail quantities of Standard advertising material, that contains a "mailer endorsement" shall be returned to sender endorsed "Insufficient Address." Such mail received without the mailer endorsement must be destroyed. (Exception: this does not apply to mail from a federal agency). Activities experiencing recurring problems with federal mailers should report these problems to Commandant (G-CIM).

3. Perishable items (e.g., food) that carry a required delivery date (RDD) and cannot be forwarded or returned before spoiling should be disposed of as waste. Destroy or discard as appropriate in the presence of a witness. Notify the sender and addressee, by letter, of this action.

B. Processing Instructions For Undeliverable As Addressed Mail. When the departing member files the change of address card, the Postal Service will automatically forward or dispose of the member's mail. However, some incorrectly addressed or undeliverable mail will be delivered to the facility. The following procedures apply to undeliverable mail:

1. All Express Mail, Priority and, First-Class Mail shall be endorsed with a forwarding address (if available), and forwarded to the addressee at no charge for a period of one year. This mail shall be endorsed "Change of Address Due to Official Orders." If the forwarding address is unknown, endorse the mail "Unknown, Return to Sender."

2. Postal cards and postcards are treated as First-Class mail and shall be handled in the prescribed manner.

3. Periodicals Mail. All Periodicals mail is forwarded, at no charge, for a period of 60 days. Endorse each piece "Change of Address Due to Official Orders." (See the Domestic Mail Manual, section E200, for disposition of Periodicals mail received after 60 days.)

4. Package Services Mail. Unless endorsed "Do Not Forward, Do Not Return", Package Services mail is forwarded locally for one year. (See the Domestic Mail Manual, section E600, for definition of locally).

5. Hold mail for personnel who are AWOL for 30 days, then Endorse Express Mail, Priority, First-Class and Package Services mail "Moved, Left No Address" and return to sender. Do not mark this type of mail as "Change of Address Due to Official Orders."

6. Endorse undeliverable catalogs "Undeliverable as Addressed" and return to the serving post office. Exception: Aboard cutters at sea, remove and destroy the wrapper/label. This also applies to catalogs bearing the endorsement "Return Postage Guaranteed". The catalog may be given to any crewmember.

7. Return undeliverable accountable mail and undeliverable mail of obvious value to the serving post office.

8. For disposition of other "Undeliverable As Addressed Mail", refer to the Domestic Mail Manual, section F010.4.0.

9. Provide forwarding service for voting and balloting material immediately. If undeliverable and a forwarding address is not known, immediately return the material to sender, properly marked.

C. Mail Disposition For Casualties

1. Under no circumstances shall mail for casualties be returned to sender or forwarded to next of kin until absolute verification is obtained that next of kin have been notified. This mail shall be held as long as necessary to prevent inadvertent disclosure of casualty status before official notification of next of kin. Once next of kin have been notified, the mail shall be returned to sender or forwarded to next of kin, with an authorized endorsement, as follows:

   a. DECEASED - (When the member has died and next of kin has been notified.)

   b. PATIENT - (When the member has been hospitalized and the hospital is known.)

2. Action officers shall forward or return to sender, all mail for deceased members, by cover letter. The following samples apply:

   a. Form letter for returning personal and business correspondence including mail from a member of the deceased's family when the relationship is unknown:

      "The enclosed correspondence addressed to (rank/grade/rate, first name, middle initial, last name) is returned. I regret the need to inform you that the service member died on (date)."

b. Form letter for returning personal mail to a member of the deceased's family when the relationship is known:

"The enclosed correspondence addressed to your (relationship), the late (name, rank/grade/rate, and branch of service), is returned."

CHAPTER 7. TRAINING REQUIREMENTS

A. GENERAL.

1. Each postal rate increase affects our postal budget. Also rising annually are other associated costs for mailing, e.g., private mail carriers, mailing contractors, mail center labor, supplies, space and equipment. In the 1980 Paperwork Reduction Act, Congress reinforced the need for efficient, effective, and economical mail management by all federal agencies. One sure way to help keep our postage costs low, is training - not only training unit mail clerks, but also training the mailer.

2. It is each local mail manager's job to change the thinking of those who drop mail in the typical office "OUT" box, through a simple guidance (training) awareness program. Part of the guidance can be as easy as displaying mail economy posters or as formal as developing a well-illustrated Mail Management Handbook.

3. Encouraging the typical official mailer to practice prudence with the mail dollar is only half the battle. To be an effective manager and produce real savings, the mail manager/clerk must be knowledgeable of mailing procedures. This can be accomplished through attendance at any of the numerous postal training classes, seminars, conferences, and forums, sponsored by the USPS, federal government (DOD, GSA, etc.), and commercial firms. Since many of these classes, forums, conferences, etc., are held nation-wide, contact Commandant (G-CIM) for training locations and dates or see the Commandant (G-CIM) web page at (http://cgweb.uscg.mil/g-s/g-si/g-sii/sii-2/postal/datecourse.htm) for course dates and costs. Other ways to keep informed are to:

   a. Review the publications listed in Chapter 1, paragraphs C. and D., of this Manual.

   b. Subscribe to the many free commercial magazines (Parcel Shipping and Distribution, Modern Office Technology, etc.), which print various articles concerning mail management.

   c. Contact the local postal service account representative (every CG activity that processes mail is assigned an account representative), and request any of the free publications the USPS offers (i.e., Postal Addressing Standards (Pub 28), A Guide to Business Mail Preparation (Pub 25), Automation Plan for Business Mailers, etc.).

   d. Liaison with the local Postmaster for tours of postal processing centers.

   e. Review the two DOD postal training videos (available through Commandant (G-CIM)):

      (1) Official Mail - It Isn't Free

      (2) Managing Your Postal Meter

   f. Join the local Postal Customer Council.

B. Training Opportunities.

1. The DoD offers the opportunity to attend one of the DOD Interservice Postal Training Activity (IPTA) courses, offered at Ft Benjamin Harrison IN. Due to their need for extensive postal training certain mail managers/clerks (this includes, unit mail clerks at the CG Academy, CG Institute, HRSIC and other major units) should attend training at one of the following:

   a. Postal Operations Course. A four-week and four day, self-paced course designed for those individuals that sell/cash money orders, sell postage stamps, order postal supplies, process/dispatch accountable mail, etc.

   b. Postal Supervisor's Course. A mixture of self-paced and instructor presentations, this five week, three day course is designed for senior enlisted personnel and officers who supervise postal operations.

2. The USPS offers the following Mail Management Seminars and Postal Forums:

   a. Two Postal Forums annually are held in April/May and August/September. These forums are designed to enhance your knowledge on mail management and usually are four days in length.

   b. Approximately 140 professional business seminars are held throughout the year at various locations across the U.S. These one-half, one, and two-day seminars are designed to help cut costs and make the mail manager/clerk more knowledgeable and efficient.

3. DoD Official Mail Workshop is an annual weeklong workshop held in the Washington, DC area in July or August.

4. Mail conferences (MAILCOMs) sponsored by the Mail Systems Management Association are held in the spring and fall. They are similar to Postal Forums in format and content.

5. The courses listed above must be budgeted and paid for from local funds. Contact Commandant (G-CIM), for class schedules and further information.

6. Other training opportunities. Contact the local postmaster to inquire about joining the local Postal Customer Council.

CHAPTER 8. PENALTY MAIL STAMPS (PMS), PENALTY STAMPED ENVELOPES, AND PENALTY STAMPED POST CARDS

A. General. Specific procedures regarding use of penalty mail stamps (PMS), stamped envelopes and post cards are located in the Domestic Mail Manual, section E060.

1. PMS, stamped envelopes and post cards are used by activities that generate small amounts of outgoing penalty mail. Activities choosing to use PMS shall request authorization from the Commandant (G-CIM), stating the extent to which the unit plans to use PMS. Upon approval, Commandant (G-CIM) will provide the activity with Postal publication 350, How to Order and Use Penalty Stamps and Stationery, and PS Forms 17-G and 17-J (See Figures 8-1 and 8-2).

2. Mail pieces on which PMS is used shall have no other printing or indicia in the upper right corner and bear the complete return address of the activity in the upper left corner. The preprinted phrase "Official Business" must appear immediately below the return address.

3. Mail bearing PMS with insufficient postage affixed will be subject to collection of the additional postage due at time of delivery. Mail may be returned to sender for collection of postage due.

B. Penalty Mail Stamps. Penalty Mail Stamps (PMS) are adhesive type stamps that are affixed in the upper right corner of the address side of the mail piece. All PMS bear the phrases, "Penalty For Private Use $300" and "Official Mail USA", indicating that there is a penalty for unauthorized use of the stamps and serve as effective deterrents to prevent unauthorized use (see figure 8-3).

C. Penalty Mail Stamped Envelopes. These envelopes are ordered with an official mail stamp embossed in the upper right corner. The complete return address must appear in the upper left corner of the envelope along with the preprinted words "Official Business" and "Penalty for Private Use $300" (see Figure 8-3).

D. Ordering procedures.

1. Penalty Mail Stamps. Orders for PMS and penalty stamped post cards must be submitted to the USPS Stamp Distribution Office (SDO) serving the ZIP Code which the stamp stock is to be shipped (see Publication 350), using PS Form 17-G, Penalty Mail Stamp Requisition (See Figure 8-1). Enter the three digit Agency Code number "209" in the appropriate block of Form 17-G. Use the appropriate five digit costcode from Enclosure (3), in the Agency costcode block.

2. Penalty Stamped Envelopes. Submit orders for penalty stamped envelopes, using PS Form 17-J, Penalty Mail Printed Stamped Envelope Order (See Figure 8-2), to:

Personalized Envelope Program
Philatelic Fulfillment Center
U.S. Postal Service
PO BOX 419208
Kansas City MO 64179-6208

3. Penalty stamped envelopes may be ordered plain or printed (with your return address). Enter the three digit Agency Code number "209" in the appropriate block of Form 17-J. Use the appropriate five-digit costcode from Enclosure (3), in the Agency costcode block.

4. Orders shall be restricted to once per quarter and each order must total at least $50.

E. Exchanges. Mistakes made by an SDO in shipping the wrong items or shipping damaged, defective, or otherwise unserviceable stamps must be corrected by the SDO. Otherwise, these items are non-returnable.

F. Security. Upon receipt of PMS, stamped envelopes and post cards, the receiving activity shall inventory the items, sign and return the receipt to the SDO. The unit shall maintain a simple log, computer data base or use PS Form 3295, Daily Record of Stamp Stock, to show accountability of these items. PMS, stamped envelopes and post cards shall be secured overnight in a locked cabinet, desk, or other suitable container. Overnight storage in a safe is not necessary.

G. Audit and Control of USPS Penalty Mail Stamps (PMS). U.S. Postal Service (USPS) penalty mail stamp stock is intended for use by small volume mailers with outgoing mail volume too low to justify postage meters. All unit mail clerks and supervisors should become familiar with the command resources protection program. A goal of any resources protection program is to safeguard property by reducing the opportunity for theft by making a potential target inaccessible or unattractive. Since USPS penalty mail stamp stock is an administrative resource, commanders, commanding officers, supervisory personnel and unit mail clerks are all responsible for preventing their pilferage and misuse.

1. Audits and Inspections. Audits and inspections are management tools designed to ensure established policies and procedures are being met. Each commander/officer in charge is responsible for establishing their own inspection program.

2. Order Stamp Stock on a Quarterly Basis. At no time should small volume mailers' penalty mail stamp inventory exceed a 90-day supply. At a minimum commanding officers and officers-in-charge shall:

a. Ensure audits of stamp stock is conducted at unscheduled and unannounced times, at least quarterly, by reviewing the unit stamp inventory log or PS Form 3295, Daily Record of Stamp Stock (see Chapter 8, para D.).

b. Appoint, in writing, an unbiased officer, Chief Petty Officer (E-7 or above) or civilian equivalent, to conduct the audit. At small units, if the grade requirement cannot be

met, the commanding officer/OinC shall use their own judgement and appoint an appropriate individual to conduct audits.

c. Maintain a record of audits.

d. Ensure that the responsible individual immediately replaces shortages. When individuals refuse to make voluntary restitution, ensure appropriate action is taken to determine pecuniary liability to effect collection.

e. Ensure supervisors issue stock to only one person at a time.

3. See the Domestic Mail Manual, section E060.9.7 to redeem damaged stock.

4. Store stamp stock separately from classified material and registered and certified mail. You may store stamp stock in the same container as you store your meter key.

United States Postal Service

Penalty Mail Stamp Requisition

For USPS Use Only

SDO Name	SDO 3-Digit ZIP Code
Shipper	Date
Witness	Date
Register No.	

Instructions

1. Type or print clearly. You are making 3 copies.
2. Minimum dollar value per order is $50.00. Orders received for less than $50.00 will have additional coils of stamps added to order to satisfy the minimum order. Stamps are available only in multiples of 100 except for $1.00 and $5.00 stamps which are available in multiples of 10. Postal cards are available only in packs of 250. Plain Stamped Envelopes, both regular and window, are available only in full boxes of 500.
3. Enter your name, address, telephone number and name of your Federal Government Department or Agency in the "Ordered By" block.
4. Enter in numerics only, the Date of Order, the Agency Code, and the Agency Cost Code in the blocks provided. (Agency Code and Agency Cost Code are special codes you receive from your Headquarters Mail Manager.) The Agency Code must be entered. The Agency Cost Code is optional.
5. Enter the name and complete address of the individual to whom the stamps will be sent in the "Shipping Label" block.
6. TO ORDER, multiply the number of stamps, coils, packs, or boxes by the denomination or unit price. The total dollar and cents amount for the order must be entered in the "Requisition Total" column.
7. Keep the pink "Customer Copy," copy 3, for your records.
8. Mail to: Stamp Distribution Office serving the Ship-To address ZIP Code.

Ordered By

Name & Title

Street Address

City, State, ZIP

Telephone No. *(Include area code)*

Signature

Department/Agency

Date of Order	Agency Code	Agency Cost Code
Mo Mo Day Day Yr Yr		

PS Form **17-G,** June 1995

	Item No.	No. of Stamps	X	Denomination	=	Dollars	Cents
Stamps	5550		X	1¢	=		
	5558		X	10¢	=		
	5564		X	20¢	=		
	5560		X	23¢	=		
	5556		X	$1.00	=		
	5555		X	$5.00	=		
			X		=		

	Item No.	No. of Packs	X	Price	=	Dollars	Cents
Coil Stamps *(Coils of 100)*	7750 (G-Coil - 32¢)		X	$32.00	=		
			X		=		
	7714 (29¢)		X	$29.00	=		
	7749 (32¢)		X	$32.00	=		
			X		=		

	Item No.	No. of Packs	X	Price	=	Dollars	Cents
Postal Cards *(Packs of 250)*	2264 (20¢)		X	$50.00	=		
			X		=		

	Item No.	No. of Boxes	X	Price	=	Dollars	Cents
Stamped Envelopes *(Boxes of 500)*	2171 (#10, 32¢ Regular)		X	$172.00	=		
			X		=		
	2172 (#10, 32¢ Window)		X	$173.00	=		
			X		=		

Requisition Total ▶

▼ *Press Hard -- This Is Your Shipping Label* ▼

Name & Title	
Office/Unit	
Street Address	
City, State	Ship to ZIP + 4 Code

1 – ORDERING COPY

Exhibit 7
PS Form 17-G

Figure 8-1

UNITED STATES POSTAL SERVICE™

Penalty Mail Printed Stamped Envelope Order

Enter your agency's three-digit code. Enter a Cost Code if your agency requires you to do so. Contact your agency's mail manager to obtain these codes.

1. Agency Code	2. Agency Cost Code

Enter the date of order and ZIP + 4 code. NOTE: The ZIP + 4 code must be identical to the ZIP Code printed in the return address.

3. Date of Order			4. Return ZIP + 4 Code
Month	Date	Year	

5. Ordering Information

Name	Agency/Department Name
Title	Street Address
Signature	City, State, and ZIP + 4
	Telephone No. *(Include Area Code)*

6. Order

NOTE: Envelopes are available ONLY in boxes of 500.

Multiply the prices in column f by the quantities in column e and enter the results in column g.

Add the quantities in column g to obtain the total of your order.

a. Style	b. Size No.	c. Denom-ination	d. Item No.	e. No. of Boxes		f. Price per Box of 500		g. Cost
Regular	10	$.32	2171		X	$176.40	=	$
Window	10	$.32	2172		X	$177.40	=	$
Shipping and Handling Charges *($5.20 for one box, $9.20 for two or more boxes)*							=	$
Total								$

7. Printing Information

TYPE or PRINT the return address EXACTLY as you want it to appear on the envelope. Include ZIP + 4 code.

NOTE: (1) The return address must not exceed seven lines;
(2) No line can exceed 47 characters in length (including spaces);
(3) You may attach a sample or facsimile address.

8. Shipping Address

Complete this section ONLY if envelopes are to be shipped to an address other than that listed in Item 7.

The shipping address must not exceed four lines.

NOTE: Retain Customer Copy as your record of order. Send SEU copy in USPS BRM envelope provided for this purpose (if available) or send to:

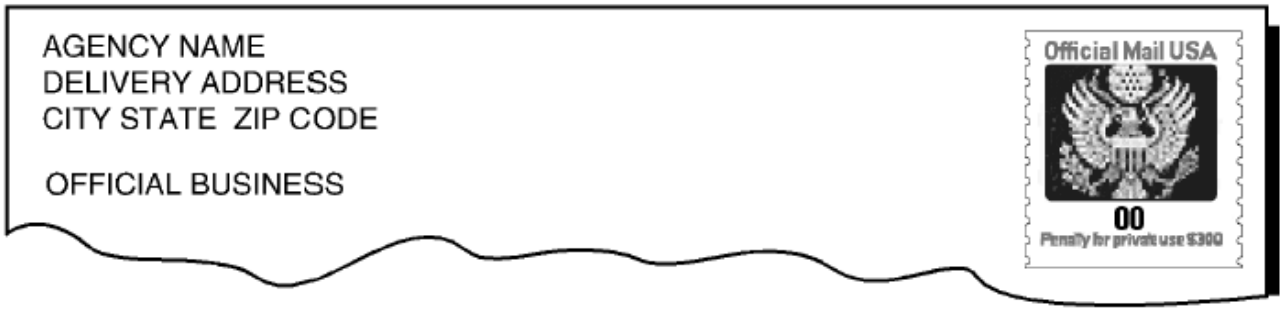
PERSONALIZED ENVELOPE PROGRAM
PHILATELIC FULFILLMENT SERVICE CENTER
US POSTAL SERVICE
PO BOX 419208
KANSAS CITY MO 64179-6208

PS Form **17-J,** September 1995

1 SEU

Figure 8-2

Penalty Stamp



Penalty Stamped Envelope

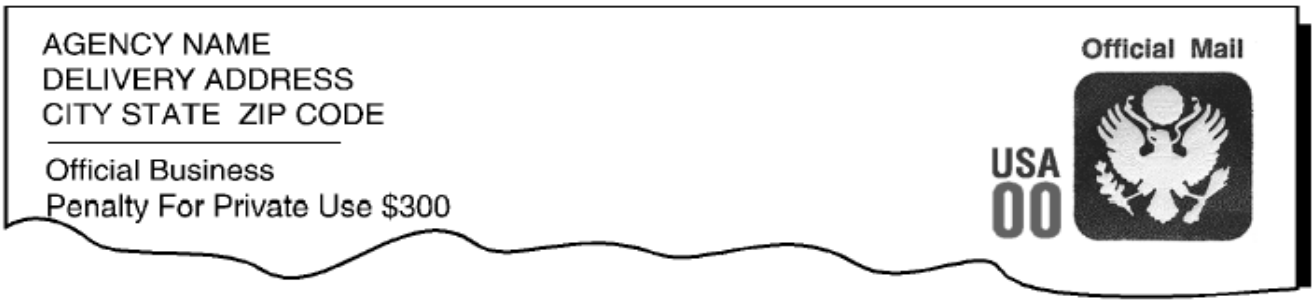


Figure 8-3

CHAPTER 9. PENALTY POSTAGE METERS

A. Definition. Official Penalty Postage Meters. Penalty meters have a special penalty design inscribed with the penalty statement "Official Business, Penalty for Private Use $300." This warning is printed on the meter tape by the postage meter. Postage meters must be licensed through the USPS. A basic general use postage metering system consists of at least four functional parts that may or may not be housed separately. All parts except the postage meter may be rented or purchased. Postage meters can not be owned, only rented. The functional parts are:

1. Postage meter (or meter head). The two basic types of meters are electronic and manual.

2. Mailing machine. The mailing machine supports the meter and guides the mail into the correct position for application of postage.

3. Scales. The two types of scales are mechanical and electronic.

4. Electronic interface equipment. The interface equipment consists of cables and software that allow the scale to transmit weight and cost information to the postage meter.

B. Penalty Postage Meters. Postage meters cannot be owned. They must be rented from one of the four USPS authorized manufacturers (see Domestic Mail Manual, section P030.1.2).

1. License. A postage meter license may be obtained by submitting Postal Service (PS) Form 3601-A, Application for a Postage Meter License, to the servicing post office (see Figure 9-3). The Form 3601-A must include the CG 3-digit agency code "209" and the 5-digit activity costcode (see Enclosure 3) on the license application. When a meter is removed from service and is not replaced, cancel the license through the post office where that meter is set. (See Domestic Mail Manual, section E060.)

2. Meter Setting and Payments. The USPS requests that meters be set (i.e., money added to the meter) at least once per quarter. This does not preclude an activity from additional settings in the quarter, if required. To initially set a meter, an activity determines their approximate amount of outgoing mail, per quarter, then computes the cost. Using that figure set your meter. Meters should be set in multiples of $100.

   a. Most CG meters are capable of being set by telephone. The meter manufacturer will explain this process when the meter is installed.

   b. Set your meter when necessary but only when your balance is near zero. It is mandatory that meters are not set with an excessive amount of money at the end of a quarter, especially the end of the fourth quarter. The USPS will not reduce the amount of postage remaining on a meter at the end of the fourth quarter. Any postage remaining on the meter is good for the next quarter or fiscal year. It is very important to carry over as little as possible past 30 September. High dollar settings towards the end of the fourth quarter makes our first quarter expenditures look too low and may cause funding to be reduced for the rest of the year.

3. Accounting Responsibilities.

a. Individuals operating metering equipment will provide proper care and protection of the equipment. To do this, a meter operator will:

(1) Allow no one, except USPS officials, to break the seal placed on a postage meter. Breaking or tampering with this seal is a postal offense punishable under the U.S. Code Title 18 and the Uniform Code of Military Justice.

(2) Ensure unauthorized persons do not use the metering equipment, and that the equipment only processes official mail.

(3) Keep areas under the equipment free of dirt, and check for mail that may have slipped underneath the equipment.

(4) Ensure that the meter is locked when not in use. At the end of each duty day, or when temporarily absent from the mail center, ensure the meter is locked to the mailing machine and the mail center is secure.

C. Operation of Meters. Each meter is equipped with a locking device. A key is required to unlock the meter-operating lever.

1. Custody of Meter Keys and Duplicates. Activities will maintain accurate custody records of meter keys. At the end of each duty day the mail center supervisor will secure the meter key in a safe or other secure location. Keep duplicate keys in an envelope or in PS Form 3977, Duplicate Key Inventory, and place them in a safe or other secure area. Verify the keys semiannually by placing the date and initials of the verifying official on the back of the unopened envelope or on the designated line on Form 3977.

2. Daily Record of Meter Register Readings. Use PS Form 3602-A, Daily Record of Meter Register Readings or a locally generated form.

a. When setting or resetting the meter, add the amounts appearing in the ascending and descending register before the meter is used. The resulting sum becomes a control number. At the close of business each day add the two registers. If their sum is not the same as the control number, the meter may have malfunctioned. Contact the servicing vendor before using the meter.

b. To determine the amount of postage used on any given day, subtract the descending register reading for the day from the descending register reading of the previous day.

3. Spoiled or Incorrect Meter Postage.

   a. Requests for refunds will be submitted to the licensing post office. The Domestic Mail Manual, section E060.7 explains the conditions and procedures.

   b. Equipment malfunctions causing spoiled meter postage will be immediately reported to the manufacture's representative.

4. Equipment Operation.

   a. All personnel involved in mail processing will receive detailed instructions from the vendor when the new metering equipment is installed. During initial use, do not hesitate to call the service representative when questions arise. Coast Guard cutters with postage metering systems are authorized to maintain a 90-day stock of Penalty Mail Stamps for use if equipment fails while away from home port or in a foreign country.

   b. Prior to using the scale, perform a daily accuracy check by weighing an object of known weight.

5. Equipment Failure.

   a. All new equipment is covered by a maintenance contract.

   b. Immediately report failures of meters, mailing machines, scales, etc., to the service representative.

   c. Do not tamper with the postage meter under any circumstances.

D. Metered Mail Preparation. The meter imprint acts as a postmark and allows mail to skip the canceling process at the post office; so, be sure that it is clear, clean and dated correctly.

1. Preparing and Metering Letter Mail.

   a. All addresses must face the same way. Large volumes should be trayed. The USPS provides trays and similar items free of charge.

   b. Ensure that correspondence is actually in the envelope before weighing or metering, and that an address with a 9-digit ZIP code is on the envelope.

   c. Separate letter mail by envelope size (long and short).

   d. Separate envelopes by mail class (e.g., First Class, Standard Class, etc.)

e. Weigh envelopes. See USPS Poster 103/Notice 59, Postage Rates, Fees, and Information, for the correct fee required for special postal services.)

f. At this point, if you are using penalty stamps, you must determine the total cost by adding the postage and fees, otherwise, the postage meter will automatically determine these costs.

2. Preparing Flats. A flat is a piece of First-Class, Priority or Package Services mail too large to be distributed in a regular letter size envelope.

a. Follow all the steps above for preparing envelopes.

b. All First-Class flats, under 1 ounce, are non-Standard and cost extra due to a USPS surcharge. Consult the Domestic Mail Manual, sections C100.4.0, E140.1.6 and R100.11.0. Fold material in lightweight flats to fit in a regular envelope, if possible.

3. Metering Official Parcels and Heavy Flats.

a. Ensure that parcels/heavy flats are properly packed, wrapped and addressed with the 9-digit ZIP code.

b. Endorse the item with the desired class of service.

c. Weigh and determine postage charges. For delivery of parcels within the U.S., not containing First-Class material, compare postage charges with the current GSA express delivery contractors shipping charges. Use the most economical service. Use USPS Poster 103/USPS Notice 59 to verify all postage costs.

E. Meter Security.

1. Ensure only authorized personnel have access to the meter. Remove the key at the end of each day and any other time the operator is temporarily absent and adequate surveillance cannot be maintained to prevent unauthorized use of the meter. The meter shall be located in a secure room that is locked or under constant visual surveillance whenever authorized mail personnel are not present. The meter may be removed for regular postal or manufacturer inspections, but do not remove the meter head daily for security reasons.

2. Immediately report the loss, theft and recovery of a lost or stolen meter to the local post office, the equipment vendor, and through command channels to the Commandant (G-CIM). Reports shall include the meter make, model, and serial number; the date, location, the details of the loss, theft, or recovery; and a copy of the police report when applicable.

F. Meter Key(s). The U.S. Coast Guard is not authorized to have a copy of the key to open and reset the meter. Any activity receiving such keys shall immediately give them to the post office setting the meter or the meter manufacture's representative.

G. Operating Key(s).

1. One key is required to unlock the meter and must be used each day the machine is operated. This key will be kept by the designated supervisor, except during periods the key and meter are signed out to a meter operator. During non-duty hours the key will be stored in a locked safe or file cabinet in a secure room.

2. Duplicate keys, when provided, will be stored in a sealed envelope in a locked file cabinet or safe (see para E.1).

H. Property Accountability. Account for all postage metering equipment on the property records of the using activity in accordance with the Property Management Manual, COMDTINST M4500.5(series).

I. Supplies. These generally consist of meter tapes, ink roller cartridges and envelope sealing products. Units shall procure supplies from meter manufacturer or other commercial source.

TERMS AND ABBREVIATIONS

Accountable Mail
USPS numbered insured, certified, or registered mail.

Action Officer
An individual in a position of responsibility such as Commanding Officer, Executive Officer, Section Leader, Team Chief, or similar position that is empowered to make decisions.

Activity
Any CG organization such as Headquarters, districts, cutters stations, etc.

Business Reply Mail
A method whereby a business reply permit holder may authorize individuals and activities to send First-Class matter to the permit holder and have the postage and fees paid by the permit holder.

Certificate of Mailing
A postal service that may be used on any class of mail when proof of mailing is required but proof of delivery is not necessary.

Certified Mail
A postal service available on any mailable matter sent as First-Class or Priority mail. It provides a receipt to the sender and a record of delivery at the post office of address. A record is not kept at the post office where it is mailed. It is dispatched, handled, and treated in transit as ordinary mail. If lost, it cannot be traced.

Commercial Enterprise Newspapers
Any newspaper published by a private commercial activity such as The Washington Post, New York Times, and Chicago Tribune.

Consolidated Mail
Two or more pieces of mail placed in one container for direct mailing to one addressee or one installation.

Courtesy Reply Mail
A preaddressed envelope or card enclosed in another envelope such as an invitation to a change of command ceremony. The person returning the mail piece applies postage.

Direct Accountability
A system for paying actual postage costs through the use of penalty mail stamps, penalty meters, permit imprints, and other methods that require a statement of mailing.

Express Mail
Express Mail is an expedited postal service available in five basic domestic service offerings (Same Day Airport Service, Custom Designed Service, Next Day Service, Second Day Service, and Military Service) for shipping any mailable matter, subject to the standards in the Domestic Mail Manual, section E500.

First-Class Mail
A class of mail sealed against inspection and covered by the Private Express Statutes. Any mailable material may be sent as First-Class or Priority mail if the sender pays the proper amount of First-Class postage. Certain types of mailable matter must be sent as First-Class. See the Domestic Mail Manual, section E110 if in doubt.

Franked Mail
Penalty mail sent by Members of Congress without prepayment of postage and bears the written signature, printed facsimile signature, or other required marking instead of a postage stamp.

Insured Mail
A postal service available only on Package Services mail, or mail containing Package Services matter sent at the First-Class or Priority rate. Numbered insured mail service provides a receipt to the sender and a record of delivery at the post office of delivery record is not kept at the post office where mailed. Penalty mail is not normally insured.

International Mail
Mail addressed to an address in another country (a non-FPO/APO address).

Letter-Size Mail
Mail which is at least 3 1/2 inches by 5 inches and not larger than 6 1/8 inches by 11 1/2 inches.

Mail
A postal term. To qualify as mail, an item must:

a. Be legally mailable in size, weight, and content.

b. Show that postage has or will be paid. Postage includes stamps, meter imprint, and permit imprint.

c. Be accepted into the domestic, military, or international postal system or deposited into an authorized receptacle.

Markings
Inscriptions placed on pieces of mail to denote a mail class or special postal service.

Merchandise Return Service
A method whereby a merchandise return permit holder may authorize individuals and organizations to send parcels at the appropriate Priority or Package Services rate to the permit holder and have the postage and fees paid by the permit holder.

Metered Mail.
A piece of mail on which the amount of postage has been either imprinted with postage by a postage meter or to which a postage meter tape has been applied.

Military Ordinary Mail (MOM)
Penalty mail posted at Periodicals requester publication rate, or Package Services postage rates, which must have faster than sealift transportation service to, from, and between overseas points, but does not require premium priority service. It is moved by surface transportation in the US and by air on overseas portions of its trip. It provides cheaper postage than Priority Mail. Delivery time to any Military Post Office (MPO) may be almost as fast as Priority mail and rarely exceeds 21 days.

Military Post Office (MPO)
A US post office operated by the military.

Nonstandard Mail
First-Class mail weighing one oz or less that:

a. Exceeds any of the following:

   (1) Height - 6 1/8"

   (2) Length - 11 1/2"

   (3) Thickness - 1/4"

b. Requires payment of a surcharge.

Official Mail
Official matter mailed as penalty mail or on which the postage and fees have been prepaid.

Official Matter
Any item belonging to or exclusively pertaining to the business of the government.

Package Services
Mailable matter weighing sixteen ounces or more, not mailed or required to be mailed as First-Class, and not mailed as Periodicals mail.

Parcel Airlift Mail
Special postal services for parcels and Periodicals publications mailed to military personnel overseas. It is not authorized for use on penalty mail.

Penalty Mail
Penalty mail on which the postage and fees are paid by either penalty permit imprint, penalty metered indicia, penalty business reply and penalty merchandise return indicia.

Penalty Permit Imprint
Mail with imprinted indicia in lieu of a stamp or postage meter imprint showing postage paid by the sender.

Penalty Mail Stamp (PMS)
USPS adhesive stamps bearing the words "Official Mail USA" and "Penalty For Private Use $300" for use by government agencies. Stamped stationery (plain stamped envelopes, printed stamped envelopes, and postal cards) is also included.

Periodicals Mail
The class of mail for printed Periodicals publications, including newspapers and requester publications.

Prepaid Postage.
All forms of postage except penalty mail.

Priority Mail.
First-Class mail weighing more than 13 ounces.

Private Express Statutes.
A group of Federal statutes giving the USPS the exclusive right, with certain exceptions, to carry letters for others. They are based on the provision in the U.S. Constitution authorizing Congress to "establish Post Offices and post roads" (See Title 39, USC, sections 401, 404, 601-606; Title 18, USC, sections 1693-1699; and Title 39, Code of Federal Regulations, sections 310 and 320 for complete definitions and suspensions.)

Registered Mail.
The most secure service the USPS offers. It incorporates a system of receipts to monitor mail movement from the point of acceptance to delivery.

Required Delivery Date
The date by which mail must reach its addressee.

Restricted Delivery
A service by which a mailer may direct delivery only to the addressee or to an agent of the addressee specifically authorized in writing by the addressee to receive his or her mail.

Return Receipt
A postal service available only on registered, certified, or numbered insured mail. USPS return receipts show to whom and when mail is delivered and is used only when the mailer must have proof of delivery or date of delivery.

Space Available Mail
A special postal service for parcels and Periodicals publications mailed to military personnel overseas. It is not authorized for use on penalty mail.

Standard Mail
Matter that is:

a. Not mailed or required to be mailed as First-Class mail.

b. Not mailed as Periodicals mail.

c. Weighing less than 16 ounces.

Surcharge
Fees charged in addition to the normal postage on nonstandard mail.

ZIP
Zoning Improvement Plan

ZIP Code
A five or nine digit numeric code the USPS uses to expedite distribution and to route mail. ZIP Codes on CG penalty mail are mandatory.

TWO LETTER STATE AND POSSESSION ABBREVIATIONS

ALABAMA	AL	MISSOURI	MO
ALASKA	AK	MONTANA	MT
ARIZONA	AZ	NEBRASKA	NE
ARKANSAS	AR	NEVADA	NV
AMERICANSAMOA	AS	NEW HAMPSHIRE	NH
CALIFORNIA	CA	NEW JERSEY	NJ
COLORADO	CO	NEW MEXICO	NM
CONNECTICUT	CT	NEW YORK	NY
DELAWARE	DE	NORTH CAROLINA	NC
DISTRICT OF COLUMBIA	DC	NORTH DAKOTA	ND
FEDERAL STATES OF		OHIO	OH
MICRONESIA	FM	OKLAHOMA	OK
FLORIDA	FL	OREGON	OR
GEORGIA	GA	PALAU	PW
GUAM	GU	PENNSYLVANIA	PA
HAWAII	HI	PUERTO RICO	PR
IDAHO	ID	RHODE ISLAND	RI
ILLINOIS	IL	SOUTH CAROLINA	SC
INDIANA	IN	SOUTH DAKOTA	SD
IOWA	IA	TENNESSEE	TN
KANSAS	KS	TEXAS	TX
KENTUCKY	KY	UTAH	UT
LOUISIANA	LA	VERMONT	VT
MAINE	ME	VIRGINIA	VA
MARSHALL ISLANDS	MH	VIRGIN ISLANDS	VI
MARYLAND	MD	WASHINGTON	WA
MASSACHUSETTS	MA	WEST VIRGINIA	WV
MICHIGAN	MI	WISCONSIN	WI
MINNESOTA	MN	WYOMING	WY
MISSISSIPPI	MS		

Cost Codes (Field Units)

Unit	Code	Unit	Code
District 1	01000	Academy	60000
District 5	05000	ARSC	40000
District 7	07000	ATTC Mobile	76000
District 8	08000	ATTC Elizabeth City	78000
District 9	09000	Auxiliary	20000
District 11	11000	ELC Baltimore	38000
District 13	13000	FINCEN	36000
District 14	14000	HRSIC	53000
District 17	17000	Institute	71000
		Intel Coordination Ctr	71000
Atlantic Area	32000	Loran Support Unit	55000
Pacific Area	33000	Marine Safety Ctr	31000
MLC Atlantic	25000	Motor Life Boat School	62000
MLC Pacific	26000	National Maritime Ctr	39000
ISC's Atlantic*	25XX0	National Strike Force	58000
ISC's Pacific*	26XX0	Navigation Center	52000
		Nat Pollution Funds Ctr	72000
LNM Mailings*	XX100	Operations Systems Ctr	49000
Worklife*	XX999	Personnel Command	79000
		R&D Center	81000
TISCOM	50000	Recruiting Command	21000
TRACEN Cape May	77000	TC Yorktown	75000
TRACEN Petaluma	74000	Uniform Distribution Ctr	22000
CG Yard Baltimore	80000	Yard's Columbia Annex	80001
HQ Mail Operations	98000	AMVER Battery Park NY	98527
Reservist Magazine	98700	G-WTR-1 Survey	98701
Admin Law Judge	98880	Aids to Nav/Naton Mag	98910
Boating Safety	98523		

NOTE: The *symbol indicates these units support District functions. The XX in the costcode represents the district. For example the code for the ISC in Boston is 25010 and a Local Notice to Mariners mailing from District 7 is 07100.