

CEIM-IR Regulation No. 25-1-50	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 25-1-50 1 Oct 93
	Information Management OFFICIAL MAIL COST CONTROL PROGRAM	
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CEIM-IR

DEPARTMENT OF ARMY
U.S. Army Corps of Engineers
Washington, D.C, 20314-1000

ER 25-1-50

Regulation
No. 25-1-50

1 October 1993

Information Management
OFFICIAL MAIL COST CONTROL PROGRAM

Supplementation to this regulation is permitted but is not required. If supplements are issued, USACE Commanders will provide a copy of their supplement to HQUSACE (CEIM-IR), WASH, DC 20314-1000, through chain of command channels.

1. Purpose. This regulation prescribes policies and requirements for carrying out the DA Official Mail Cost Control Program (OMCCP) within the Corps of Engineers.
2. Applicability. This regulation applies to major subordinate commands (MSC), districts, laboratories, and field operating activities (FOA).
3. References.
 - a. DoD 4525.8-M, DoD Official Mail Manual.
 - b. AR 25-51, Official Mail and Distribution Management.
 - c. Domestic Mail Manual (DMM).
 - d. Memorandum, CEIM-IR, dated 5 Mar 93, Subject: Official Mail and Distribution Management Procedures.
4. General. USACE Commanders will comply with the Official Mail Cost Control Program requirements IAW AR 25-51.
5. Program Administration.
 - a. Official Mail Manager (OMM) Appointments. Submit OMM appointments in writing. Information will include the appointee's official address, electronic mail (E-mail) address, and telephone number. Districts will forward information to their MSC, laboratories, and FOA will forward information to HQUSACE, ATTN: CEIM-IR, WASH, DC 20314-1000.
 - b. Official Mail and Distribution Management Program (OMDMP) Training Requirements. Comply with training requirements IAW AR 25-51.

This regulation supersedes ER 340-1-21, 15 August 1985; and RCL: ISC-76 replaces RCS: AG-881.

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c. OMDMP Inspections. OMMs will inspect the official mail operations annually. These reports will be made available for review during HQUSACE staff visits.

d. Quarterly Reporting Requirements (RCS: ISC-76).

(1) The OMM will prepare and submit Positive Accountability Postage Administrative System (PAPAS) Reports to HQUSACE on DA Form 7224-R IAW AR 25-51. The information must be reported by civil and/or military expenditures as shown on DA Form 7224-R at Appendix A. The HQUSACE requirement for reporting "Actual Usage" has been eliminated for metered mail and postage stamps.

(2) District OMMs will forward reports to MSC OMMs for consolidation. MSC, laboratories, and FOA will forward consolidated reports to HQUSACE, ATTN: CEIM-IR, WASH, DC 20314-1000.

(3) MSC, laboratories, and FOA will submit quarterly PAPAS reports IAW AR 25-51, paragraph 2-9b(1). Districts will submit quarterly PAPAS reports to MSC two weeks prior to established suspense dates as specified in AR 25-51, paragraph 2-9b(1).

6. Future Reporting Requirements. HQUSACE is developing a method for tracking postal costs through the implementation of accounting elements/field types in Corps of Engineers Management Information System/Corps of Engineers Financial Management System (COEMIS/CEFMS). A program will be written by HQUSACE to automatically extract the data and put it in a file for transmission to HQUSACE on a quarterly basis. Notification to the reporting offices will be made when the automated reporting program is implemented and when the requirement to submit the manual PAPAS report is discontinued.

FOR THE COMMANDER:



1 Appendix
APPA - Sample DA Form 7224-R

WILLIAM D. BROWN
Colonel, Corps of Engineers
Chief of Staff

QUARTERLY POSITIVE ACCOUNTABILITY POSTAGE ADMINISTRATION SYSTEM

For use of this form, see AR 25-51; the proponent agency is ODJCSA

**REQUIREMENTS CONTROL
SYMBOL: ISC-76**

- NOTES:
- Blocks 4 and 19 are for installations imposing targets on customers.
 - Block 18 is the totals of Blocks 5 through 17.
 - Block 4 becomes Block 19 for the next reporting period.
 - When reporting as an installation, the customer named is the activity
 - When reporting as a MACOM, the customer named is the hosted installation.
 - When reporting as Army, the customer named is each MACOM / separate reporting activity
 - If your organization has more customers than columns provided, use additional sheets.

1 NAME OF INSTALLATION OR MACOM		HOUSACE (CIVIL)				HOUSACE (MILITARY)				2 REPORTING PERIOD
										3RD QUARTER, FY93
3 MAIL CODE CUSTOMER NAME	DIV; DIST; LAB; or Field		Operating Activity						21 TOTAL THIS PERIOD	
4 BEGINNING TARGET THIS PERIOD	NOT APPLICABLE				NOT APPLICABLE					
5 ADDRESS CORRECTION (1001)	0.00				0.00				0.00	
6 BUSINESS REPLY MAIL (1002)	4.40				5.60				10.00	
7 EXPRESS MAIL (1003)	0.00				0.00				0.00	
8 MERCHANDISE RETURN SERVICE (1004)	0.00				0.00				0.00	
9 METER LOADING PURCHASES (1005)	17,868.40				22,741.60				40,610.00	
10 CONTRACTOR REIMBURSEMENT (1006)	0.00				0.00				0.00	
11 PERMIT FEES (1007)	0.00				335.00				335.00	
12 PERMIT MAILINGS POSTAGE PAID (1008)	8,782.40				11,177.60				19,960.00	
13 POSTAGE DUE MAIL (1009)	0.00				0.00				0.00	
14 POSTAGE STAMPS PURCHASED (1010)	125.40				159.60				285.00	
15 POSTAGE STAMPED CARDS, ENV (1011)	0.00				0.00				0.00	
16 REQUESTER PUBS, SECOND CLASS (1012)	0.00				0.00				0.00	
17 POSTAGE DUE FROM HOSTILE OPS AREAS	0.00				0.00				0.00	
18 PRIVATE CARRIER FEES THIS PERIOD	14,661.28				18,659.80				33,321.08	
19 TOTAL FUNDS USED THIS PERIOD (1899)	41,441.88				53,079.20				\$94,521.08	
20 TOTAL TARGET REMAINING	NOT APPLICABLE									

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APPENDIX A

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DA FORM 7224-R COMPLETION INSTRUCTIONS

ITEM #	EXPLANATION
1.	Self Explanatory
2.	Self Explanatory
3.	Self Explanatory
4.	Not Applicable
5.	Refer to AR 25-51, Figure 2-1 for instructions.
6.	Refer to AR 25-51, Figure 2-1 for instructions.
7.	Actual usage for Express Mail.
8.	Refer to AR 25-51, Figure 2-1 for instructions.
9.	Amount purchased for meter.
10.	Refer to AR 25-51, Figure 2-1 for instructions.
11.	Amount purchased for permit fees.
12.	Actual usage for permit mail.
13.	Refer to AR 25-51, Figure 2-1 for instructions.
14.	Amount purchased postage stamps.
15.	Refer to AR 25-51, Figure 2-1 for instructions.
16.	Refer to AR 25-51, Figure 2-1 for instructions.
17.	Refer to AR 25-51, Figure 2-1 for instructions.
18.	Actual usage for private carrier.
19.	Self Explanatory
20.	Not Applicable
21.	Total of military and civil mail expenditures.