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ADJUTANT GENERAL'S DEPARTMENT
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**WV MILITARY REGULATION (ARMY)
NUMBER 340-3**

OFFICIAL MAIL COST CONTROL PROGRAM

This regulation contains policies and procedures on carrying out the Official MAIL COST CONTROL PROGRAM (OMCCP) for the West Virginia Army National Guard as outlined in AR 340-3.

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1-1. PURPOSE:

This regulation

a. Prescribes policies, procedures and responsibilities for implementation and control of Official Mail.

b. Establishes:

(1) The WVARNG Official Mail Cost Control Program (OMCCP).

(2) The requirement for appointing Official Mail Control Officers (OMCO) and describes their duties.

(3) Procedures for requisition of Commercial Postage.

(4) Instructions on Daily Record of Commercial Postage NGB Form 25-2R TEST.

c. Use of NGB Form 25-2R TEST is not required for all Headquarters using Postage Meters. The accountability of Commercial Postage is self-maintained.

d. Procedures for Postal Meter Security.

2-1. OMCO/AOMCO APPOINTMENT:

a. TAG-WV will appoint the Chief Administrative Services Branch as the OMOCO. Organizational commanders and Activities (USPFO, ATS, CSMS) will appoint Assistant Officer Mail Control Officer. Copy of all appointments will be forwarded to TAG-WV, ATTN: WVAR-PA-AS. The appointment may be an additional duty position and will include the appointees official address.

b. When a unit's AOMCO has been transferred, discharged, retired or reassigned, there will be no Mail Stamps issued to that unit until this office receives a MEMORANDUM FOR appointing a new OMCO.

c. See Appendix A on how to prepare a MEMORANDUM FOR appointing OMCO and Assistant AMCO.

2-2. OMCCP TRAINING REQUIREMENTS:

a. ORGANIZATIONAL HEADQUARTERS: 111th Engr Gp, 1/150th AC, 1/201st FA, 2/19th SFG and Trp Cmd will monitor the mail program for personnel in their command who originate mail in any form. Guidance and information will be provided on the following:

(1) What can and cannot be mailed.

(2) Classification of mail and proper use of Registered and Certified Mail.

(3) Postage and Fee required.

(4) Penalties for private use of Official Mail.

(5) Control and storage of Commercial Postage.

b. The WVARNG OMCO will reinforce compliance of the Mail Control Program by distributing postal information as it becomes available.

c. OMCOs and personnel who determine the amount of postage to be placed on Official Mail will use the postage chart as published by USPS.

2-3. OMCCP SUPERVISION REQUIREMENTS:

a. All OMCOs & AOMCO's will:

(1) Supervise mailing practices.

(2) Report misuse of Official Mail to the Commander/Administrative Officer of alleged violators.

(3) Establish budgetary controls and use the most cost effective means available in the mail management program.

b. Command AOMCOs will:

(1) Keep the OMCO of WVARNG informed on the effectiveness of the OMCCP and possible problem areas.

(2) Review local mailing and proper usage of Commercial Postage of units within their command.

(3) Analyze the use of Commercial Postage to initiate procedures for most cost-effective usage.

2-4. OMCCP INSPECTIONS:

1. OMCO of WVARNG will inspect organization level and staff agencies once a year.

2. Organization AOMCO will inspect subordinate units yearly. This inspection may be conducted concurrently with scheduled command inspections.

2-5. PROPER STORAGE OF COMMERCIAL POSTAGE:

a. Postage will be stored in a safe, file cabinet or desk that can be locked. It will not be stored in an unlocked container.

b. Each denomination will be kept separate in a manila folder.

c. Further, it will not be maintained in binders, document protectors or envelopes.

d. Postal Meters will be stored in a locked safe or file cabinet in a locked room. IAW Chapter 7, AR 340-3.

2-6. COMMERCIAL POSTAGE:

a. Commercial Postage will be requisitioned on overprinted DA Form 17 provided in this regulation. It will be submitted in two (2) copies. This form will be stocked by the Publications Section.

b. See Appendix B for completed sample of DA Form 17.

2-7. INVENTORY OF COMMERCIAL POSTAGE:

a. Units will use NGB Form 25-2R TEST to maintain a daily record of Commercial postage used. This form will be stocked by the Publications Section.


FOR THE GOVERNOR:

b. The Postal Service Form 3295 will be prepared for each denomination of postage and will be filed with the appropriate postage.

c. See Appendix C-1 for preparation of PS Form 3295.

2-8. MONTHLY POSTAL REPORT

Reports of CMS/Meter usage will be mailed to AGD-WV, ATTN: WVAR-PA-AS (OMCO) on the last work day of each month using sample AGO Form 340-3a provided as Appendix D, this regulation. A computerized Form may be used to report monthly CMS/Meter usage.


JOSEPH J. SKAFF
Major General, WVARNG
The Adjutant General

(OFFICE SYMBOL) (340-3)
(DATE)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Assistant Official Mail Control Officer (AOMCO)

1. Effective (Date) the following personnel are assigned to duty as indicated below:

AOMCO: Doe, Jane L., CPT, 000-000-0000
Mail Clerk: Smith, John C., SGM, 000-00-0000

2. Authority: Paragraph 2-3a, AR 340-3.

3. Purpose: Exercise staff supervision of the Official Mail Control Program as outlined in AR 340-3 and implementing instruction of NGB.

4. Period: Until officially relieved or released from appointment or assignment.

5. Special Instructions: Individual will familiarize himself/herself with requirements outlined in authority above with emphasis on quality and cost control.

FOR THE COMMANDER:

JOE M. SOMEBODY
MAJ, INF, WVARNG
Commanding

DISTRIBUTION:

- 1 - Individual
- 1 - Higher HQ
- 1 - OMCO-WV
- 1 - MPRJ
- 1 - Add'l Duty File

SAMPLE FORMAT

APPENDIX A

REQUISITION FOR PUBLICATIONS AND BLANK FORMS <small>For use of this form, see AR 25-30; the proponent agency is ODISC4</small>				PAGE <u>1</u> OF <u>1</u> PAGES		DATE OF REQUISITION		REQUISITION NUMBER <small>(Assigned by Supply Source)</small>	
NAME OF REQUISITIONING AGENCY IF DIFFERENT FROM "SHIP TO" ADDRESS						ACCOUNT NO.			
1. TYPE OF REQUISITION <input type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL		2. JUSTIFICATION FOR SPECIAL REQUISITION QUARTERLY REQUISITION _____ THRU _____ QTR						3. REQUIRED DATE <small>(Use Julian date)</small>	
4. ITEMS REQUESTED HEREON ARE <input type="checkbox"/> ACT ARMY <input checked="" type="checkbox"/> ARNG <input type="checkbox"/> USAR <input type="checkbox"/> ROTC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> FOUD <input checked="" type="checkbox"/> ACCOUNTABLE <input type="checkbox"/> SENSITIVE <input type="checkbox"/> SCHOOL REQUIREMENT									
5. TO: <small>(Include ZIP Code)</small> OFFICE OF THE ADJUTANT GENERAL STATE OF WEST VIRGINIA ATTN: WV-OMCO 1703 COONSKIN DRIVE CHARLESTON, WV 25311-1085					6. SHIP TO: <small>(Complete address, include ZIP Code)</small> UNIT				
7. REQUIREMENTS					9. SUPPLY ACTION BY SOURCE				
LINE NO.	NUMERICAL DESIGNATION OF REQUISITIONED ITEM	UNIT <small>(Forms only)</small>	QUANTITY REQUIRED	S H I P	D O	SPECIAL ACTION <small>(See reverse side for explanation of symbols used)</small>			
a	b	c	d	a	b	c			
1	1¢ COMMERCIAL STAMPS	100				ORDERED IN SHEETS OF 100 ONLY			
2	4¢ COMMERCIAL STAMPS	100				ORDERED IN SHEETS OF 100 ONLY			
3	12¢ COMMERCIAL STAMPS	100				ORDERED IN SHEETS OF 100 ONLY			
4	17¢ COMMERCIAL STAMPS	100				ORDERED IN SHEETS OF 100 ONLY			
5	20¢ COMMERCIAL STAMPS	100				ORDERED IN COILS OF 100 ONLY			
6	29¢ COMMERCIAL STAMPS	100				ORDERED IN COILS OF 100 ONLY			
7	&1.00 COMMERCIAL STAMPS	10				ORDERED IN STRIPS OF 10 ONLY			
***	WHEN STAMPS ARE RECEIVED — SIGN THIS COPY —					RETURN TO TAG-WV ATTN: OMCO			
	STAMPS RECEIVED BY: _____					_____			
	(SIGNATURE)					(DATE)			
8. TYPED NAME AND GRADE OF COMMANDING OFFICER, ADJUTANT, PUBLICATIONS OR PROPERTY OFFICER.					10. SHIPPED BY <input type="checkbox"/> MAIL <input type="checkbox"/> AIRMAIL <input type="checkbox"/> REGISTERED MAIL <input type="checkbox"/> OTHER <small>(Specify)</small>				
NAME					11. CARTONS <small>(Number)</small>	12. BOXES <small>(Number)</small>	13. WEIGHT	14. DATE SHIPPED	
SIGNATURE					15. B L OR REGISTRY NUMBER(s)				
SIGNATURE					16a. EDITED BY	b. DATE	17a. FILLED BY	b. DATE	
DO NOT USE TO REQUISITION FROM USAPC'S. USE DA FORM 4569 TO REQUISITION FROM USAPC'S. THIS FORM IS FOR LOCAL USE ONLY.									

DAILY STAMP CONTROL LOG

1. Value of Stamps per Book or Coil
 2. Value of Envelopes per Thousand
 3. Denomination
 4. Item No.

5. Description COMMERCIAL MAIL STAMPS

Date 1991 (1)	Quantity		Balance		Date (6)	Quantity		Balance	
	Received (2)	Issued (3)	Quantity (4)	Value (5)		Received (7)	Issued (8)	Quantity (9)	Value (10)
4APR	1,000		1,000	200 00					
14APR		20	980	196 00					
15APR		4	976	195 20					
22APR		10	976	193 20					
Brought Forward									

S
 R
 M
 P
 W
 E

MONTHLY POSTAL REPORT

REFERENCE OF OFFICE SYMBOL

SUBJECT:

MONTHLY REPORT OF CMS/POSTAL METER USAGE

TO: OFFICE OF THE ADJ GEN WV
 ATTN: OMCO-WV
 CHARLESTON, WV 25311-1085

FROM:

DATE:

SECTION I - CMS USAGE

REPORT MONTH OF: _____

<u>CMS</u>	<u>\$ AMOUNT ON HAND BEGINNING OF MONTH</u>	<u>\$ AMOUNT USED DURING REPORT MONTH</u>	<u>\$ BALANCE ON HAND</u>
\$0.01	_____	_____	_____
\$0.04	_____	_____	_____
\$0.13	_____	_____	_____
\$0.14	_____	_____	_____
\$0.17	_____	_____	_____
\$0.20	_____	_____	_____
\$0.25	_____	_____	_____
\$0.29	_____	_____	_____
\$1.00	_____	_____	_____
TOTAL:	_____	_____	_____

POSTAL METER USAGE

SECTION II - METER USAGE

METER LICENSE NUMBER: _____

\$ AMOUNT ADDED TO METER DURING MONTH: _____

\$ AMOUNT USED DURING REPORT MONTH: _____

AUTHENICATION

 (Signature of person making report)