

DEPARTMENTAL REGULATION		Number: 3050-003
SUBJECT: Penalty Mail Stamp System	DATE: October 16, 1984	
	OPI: Mail and Reproduction Management Division, Office of Operations	

1 Purpose

The purpose of this regulation is to describe procedures used for the Penalty Mail Stamp system (PMS).

2 BACKGROUND

The penalty mail stamp system was developed, by the U.S. Postal Service (USPS), as a fifth type of penalty mail indicia. Use of the penalty mail stamp system provides a directly accountable form of penalty mail indicia for offices having mail volumes too small to make use of an official postage meter cost effective.

3 SPECIAL INSTRUCTIONS

This regulation will be used in addition to DR 3050-1.

4 POLICY

USDA offices will adhere to this regulation and applicable USPS regulations governing the penalty mail stamp system. Agencies desiring to use the penalty mail stamp system are required to obtain authorization from the U.S. Postal Service through the Mail and Reproduction Management Division, Office of Operations. Ordering instructions and order forms will be furnished with approved authorizations.

5 ABBREVIATIONS

- FIM Facing Identification Mark
- FY Fiscal Year
- MRMD Mail and Reproduction Management Division
- OMAB Official Mail Accounting Branch
- OO Office of Operations
- PMS Penalty Mail Stamp
- SDO Stamp Distribution Office
- SIBAC Simplified Intra Governmental Billing and Collection
- USDA United States Department of Agriculture
- USPS United States Postal Service

6 IDENTIFICATION CODES

- a When placing orders for PMS stock, offices must use their authorized "P" Code.
 - P-011 (SCS) P-013 (ASCS)
 - P-015 (FmHA) P-016 (FS)
 - P-018 (ES) P-025 (APHIS)
 - P-026 (FNS) P-035 (FSIS)
 - P-005 (All Other USDA Offices)
- b Use your agency code for the two-digit "Control Number".
- c The 5-Digit "Ship To" Code should be the ZIP Code of the office that is to receive the order.

7 BILLINGS

- a USPS will provide computer-generated quarterly statements giving detailed listing of orders by user identification codes. The statements will list orders filled in that quarter, by ZIP Code, and will include a cost summary and the number of requisitions.

b The quarterly statements will be sent to 00 for distribution to the agency mail managers.

c Amounts due for PMS stock must be reported in your annual Official Mail Report of Volumes and Reimbursement Amounts, in the same manner as postage meters. Payment will be accomplished through the SIBAC system.

8 STATIONERY

a Penalty mail stamps can only be used on mailing pieces, bearing an Official USDA return address and the associated official business statement, used to conduct the business of USDA. Any misuse found by USDA or the USPS will be investigated by OIG and/or USPS Postal Inspection Service.

b Envelopes should not have the FIM or other markings in the upper right corner. THE USPS will however, allow a six month transition period to use existing envelope stock.

c PMS stock may be furnished to a private person, concern or organization, only for reply purposes, and providing it contains the pre-printed address of the USDA office to which it is to be returned.

9 PROCUREMENT

a Requisitioning office. The level of the requisitioning office (state, county, region, district, etc.) should be determined by each agency. This can be at the lowest point able to meet the minimum order requirement. The requisitioning office will be responsible for:

- (1) Consolidating the orders for all other requesting user offices ordering through that office.
- (2) Distributing PMS stock to the requesting user office.

b Requesting Office . Any office too small to meet minimum requirements to requisition PMS stock directly from USPS Stamp Distribution Offices.

10 MAILINGS

a Sufficient PMS to cover the correct single piece rate postage, including any applicable surcharges or special services, must be affixed to each piece mailed.

b Mail, bearing PMS and weighing over 12 ounces, must be endorsed to indicate the class at which it is mailed.

c Mail with insufficient PMS will be handled as shortpaid mail.

d Envelopes and labels, designed for PMS use, found in the mail without PMS forms of payment will be handled as unpaid mail.

11 APPLICATION FOR USE

a Agencies may apply to use PMS by submitting a letter of application through MRMD, OO, to the Manager, Official Mail Accounting Branch, USPS, Washington, DC 20260-5215.

b The letter of application must state the degree to which other accountable mailing systems have been adopted and the manner and extent of use planned for the PMS.

c MRMD, OO, will provide instructions and related ordering information, to agency originators, when applications are approved.

12 ORDERING INSTRUCTIONS

a Ordering quantities.

(1) An order must total a minimum of \$40 in cost.

(2) Each denomination of stamps can only be ordered in multiples of 100 except that \$5 stamps can be ordered only in multiples of 20.

(3) PMS postal cards may only be ordered in units of 250 (full packs).

(4) PMS stamped envelopes can only be ordered in units of 500 (full boxes).

(5) It is requested that requisitioning offices submit only one order each quarter.

b The Order Form.

(1) Orders for PMS stock, other than printed stamps envelopes must be submitted, to the SDO serving the ZIP Code area to which the stock is to be shipped, on Form 17-GX (Official Mail Stamp Requisition) or Form 17G (Penalty Mail Stamp Requisition).

(2) Orders for printed stamped envelopes must be submitted to the United States Stamped Envelope Agency on Form 17-X (Official Mail Printed Stamped Envelope Order) or Form 17-J (Penalty Mail Printed Stamped Envelope Order).

13 INQUIRIES

Question should be directed to Mail and Reproduction Management Division, Office of Operations, on 382-1666 or 447-8393