

KNOWLEDGE IS POWER

K.I.P. CLIPS

EFFECTIVE SERVICE COMMITTEE

Revised Stock In-Transit Procedures

All stamp stock movement between Stamp Distribution Offices (SDO) / Stamp Services Center (SSC) and Postal Retail Units (PRU) is monitored by Accounting Services. Accounting Services sends a narrowcast report to PRUs to notify them of outstanding stock in-transits or discrepancies. Accounting Services also issues an expense to reconcile the reporting discrepancy between shipping locations and receiving locations. The current procedure calls for three notifications to

the offices before the discrepancy is expensed after it is outstanding for more than 30 days.

Based on a recent analysis that indicated 99% of the stock shipments are picked up by PRUs and SDOs/SSCs within 15 days, we are simplifying the stock in-transit procedures. Effective October 23, all outstanding stock in-transit items greater than 15 days will be expensed by Accounting Services.

ISSUE 6

Blue's Clues



NAVIGATING THE BLUE PAGE

Passport Application Acceptance Course

All newly designated employees or employees requiring refresher training for Passport Acceptance procedures MUST either take the on-line Passport Application Acceptance Course #41201-18 or receive classroom training given by the Department of State.

The on-line course was developed by the Department of State to meet their passport acceptance procedure requirements.

The course (#41201-18) can be found on line at <http://aes.usps.gov>.

For additional information, please visit https://aes.usps.gov/web_training/online_help.php.

Field Accounting Procedure Now Available on BLUE



The Field Accounting Procedures (FAP, DRAFT AUG 2007) is now available and replaces the Postmaster Field Guide. This draft document should be used as a guide by all Post Offices and postal retail units for compliance with Postal Service financial policies contained in the F-1, Post Office Accounting Procedures, including subsequent updates to the F-1 in the Postal Bulletin. Click http://blue.usps.gov/accounting/_pdf/draftFAP.pdf to jump on the bandwagon.

T.O.T.S Tools Of the Trade

Capital Property

Capital Property is an item acquired through purchase, transfer, or donation that meets each of the following criteria:

What is it?

- ✓ Capital property is any item that has a purchase price of \$3000 or more.
- ✓ Has a service life of more than one year.
- ✓ Depreciates in value. (Some examples of capital property could include POS Units & Stamp Vending Machines and Delivery Receipt Systems.
- ✓ Can be identified as stand-alone item of property throughout the useful life.

Capital property items will always be considered capital property until retired. The depreciation balance reaching \$0 does not mean an item is no longer capital property. Form PS 969 is used to retire capital property and the Installation Head must specify why it is being retired. The reason can be trade-in, sold, recycle, cannibalized for parts, donated to charity, loss and theft.

Entry of Special Holiday Hours in FDB

The open season to input special holiday hours (both retail and collection) into the Facility Times module of the Facilities Database (FDB) begins Monday, October 15 and ends Friday, November 2. Entry of special hours into the FDB can be completed by the District Retail Specialist only.

Required Action (Retail Specialists, FDB Coordinators, Facility Users) After special hours have been added to the FDB, the District FDB Coordinators (for

non-locally managed sites) and local facility user (for locally managed sites) must complete the entry of RTAF information and complete the certification of that process.

Note: The usps.com website and the national USPS call center draw their office hour information from the FDB. It is imperative that this update takes place in the designated time frame to ensure customers receive the accurate information.