

KNOWLEDGE IS POWER

K.I.P. CLIPS

EFFECTIVE SERVICE COMMITTEE

Express Mail Return Delivery Service for Passports

Effective June 25th, 2007, the payment of \$16.25 for Express Mail return delivery service of passports was implemented. This fee is in addition to the passport fee and must be made payable to the Department of State.

All applicants requesting Express Mail return of their passports will need to fill

out the Express Mail Mailing Label #11-B with their delivery address information. (USPS will discontinue the prepayment of the return mailing envelope to the customer.) The address block for the return address should be filled out using the return address of the office's designated Regional Passport Agency before mailing.

Correct Postage for First-Class Mail Musical Greeting Cards

Most greeting cards, including musical greeting cards, meet uniform thickness standards and are sufficiently flexible. Flat-size mail pieces may have small bumps or other irregularities as long as they do not cause the thickness to vary more than 1/4-inch (see DMM 101.2.4). Most musical cards pass the uniform thickness test when measured correctly.

Price oversize greeting cards (those larger than letter-size) as flats if they are no more than 12 inches by 15 inches by 3/4-inch thick. Only a flat-size greeting card with a rigid enclosure could be considered a parcel, if it cannot pass the flexibility test.

If you have questions about the uniform thickness or rigidity standards, please contact your Business Mail Entry Manager.

T.O.T.S Tools Of the Trade

Collect on Delivery Procedures

COD Clearance Procedures

The following SOPs are available on the Retail Operations website:

- CODs Delivered at Retail (POS)
- Carrier Delivered CODs (POS)
- Articles Delivered Back to the Mailer at a Retail Unit (at the end of 30 days) (POS)
- Articles Refused or Undelivered as Addressed (POS)
- Handheld Scanner Procedures for Clearing CODs (Non-POS Offices)

Download the SOPs from:
http://blue.usps.gov/delret/L4RetOper_Retail_Standard_Operating_Procedures_Ret.htm.

Successfully scanning and clearing CODs reduces the number of indemnity claims paid due to the lack of scan and clearance data reported in Track and Confirm. In FY 2006, the Postal Service paid over \$1 million COD claims due to the missing clearance data (i.e., check number, money order and dollar amount) for 11,181 COD remittances. Ensure that the proper scanning and clearance procedures are completed for every COD item that has been successfully delivered or picked up.

Holding Period and Return of CODs
Undelivered parcels may be held for the period of time directed by the sender, but never for more than 30 days after the date

ISSUE 2

Blue's Clues



NAVIGATING THE BLUE PAGE

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.

The FAP is the #1 downloaded file from BLUE. In the month since its debut, it has been downloaded over 175,000 times.

Click http://blue.usps.gov/accounting/_pdf/draftFAP.pdf to jump on the bandwagon.

of the first delivery attempt (POM 815.215). Always remember to properly clear the COD (see SOP for Articles Delivered Back to the Mailer at a Retail Unit) when returning the COD to the mailer.

Remittance of COD Funds

After clearing, remit payment for CODs promptly. POM 815.232 requires that checks and money orders be mailed in an EM04 envelope on the day of issue or not later than the following workday.

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Effective Service Chairman