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DEPARTMENT OF DEFENSE

DOD POSTAL SUPPLY AND EQUIPMENT CATAGLOG

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OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND SUSTAINMENT

THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D.C. 20301-8000

PRODUCTION AND
LOGISTICS

FOREWORD

This Catalog is reissued under the authority of DoD Directive 4525.6, "Single Manager for Military Postal Service," May 5, 1980. Its purpose is to provide uniform procedures for administration of postal supply and equipment. The procedures prescribed in this Catalog are in accordance with the U.S. Postal Service/DoD Postal Agreement.

DoD 4525.6-C, "DoD Postal Supply Catalog", January 1982, is hereby cancelled.

This Catalog is effective immediately for use by the Office of the Secretary of Defense (OSD), the Military Departments, the Joint Chiefs of Staff (JCS), the Joint Staff, the Unified and Specified Commands, and the Defense Agencies (hereafter referred to collectively as DoD Components). The term "Military Services", as used herein, refers to the Army, the Navy, the Air Force, The Marine Corps, and the Coast Guard (when operating under the Department of the Navy).

Recommended changes to the Catalog should be forwarded through channels to Headquarters, Military Postal Service Agency, ATTN: MPSA-OP, Alexandria, VA 22331-0006.

DoD Components may obtain copies of this List through their own publications channels. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

Records responsibility for this publication is assigned to the Adjutant General's Office, Department of the Army. This responsibility includes the retirement of records.

SUMMARY OF CHANGE 1. This change reassigns the office of primary responsibility for this Catalog to the Under Secretary of Defense for Acquisition and Sustainment in accordance with the July 13, 2018 Deputy Secretary of Defense Memorandum (reference (a)).

Diane K. Morales
Deputy Assistant Secretary
(Logistics)

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REFERENCES

(a) Deputy Secretary of Defense Memorandum, "Establishment of the Office of the Under Secretary of Defense for Research and Engineering and the Office of the Under Secretary of Defense for Acquisition and Sustainment," July 13, 2018

(b) DoD 4525.6-M, "DoD Postal Manual, Volume I," dated June 1984 and "Volume II," dated February 1987

(c) Publications[1] issued by the USPS

(d) USPS/DoD Postal Agreement, Febuary 21 1980

(e) DoD 4525.6-H, "Mail Distribution Instructions and Labeling Handbook (MDILAH)," October 1981

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1 Includes USPS Publications 24, 47, 52, 65, 76, 77, 85, 88, 89, 112, 120, 121, 223, T-1, T-7, Material Management Handbook AS-701, Handbooks MS-15, MS-19, MS-26, and MS-36; the Administrative Support Manual; the Domestic Mail Manual; the International Mail Manual; and the Postal Operations Manual. These publications can be obtained upon request from MPSA (MPSA-OP), Alexandria, VA 22331-0006.

C1. CHAPTER 1

OPERATING INSTRUCTIONS

C1.1.1. Purpose. This Catalog provides information on the uniform system for the administration of postal supply and equipment. It supplements instructions contained in DoD 4525.6-M (reference (b)) and USPS Publications 24, 47, 223,and HBK-AS-701 (reference (c)) and outlines procedures for requisitioning USPS equipment, publications, and supplies furnished by the USPS for the operation of military post offices (MPOs). This Catalog also provides procedures for USPS supply administration and establishes standards for equipment order and issue, equipment maintenance, and publications issue.

C1.1.2. Policy

C1.1.2.1. Instructions contained herein apply to all operating MPOs and postal activities. Periodically, general supply and equipment information shall be furnished by USPS in weekly postal bulletins.

C1.1.2.2. USPS equipment, publications, and supplies shall be used to the maximum extent possible for conducting MPO business. Command or locally devised forms may not be substituted for USPS forms. Capital/sensitive items of equipment shall be assigned to specific MPOs by postmasters New York and/or San Francisco. Such items of equipment may not be moved or disposed of without the written approval of the servicing Joint Military Postal Activity (JMPA). Capital/sensitive items of equipment are those valued at $1,000 or more. The terms Accountable and Non-Accountable are no longer used. Formerly, MPOs could order some of the more expensive USPS equipment items (some capital/sensitive equipment and some non-capital equipment) on a reimbursable basis. This is no longer true; all items in USPS inventory are now available without reimbursement.

C1.1.2.3. The requisitioning of items other than those listed in this catalog must be justified to MPSA, ATTN: MPSA-OP, Alexandria, VA 22231-0006.

C1.1.2.4. Common office supply items (such as pencils, pens, and writing paper) shall be obtained through local military supply sources. See paragraph C1.1.26. for local purchase procedures when such items are not available from either USPS or military supply sources.

C1.1.2.5. With the exception of problems related-to revisable USPS publications (see Appendix 5) and military tags and labels (see Appendix 11), requests for assistance shall be submitted to the serving JMPA.

C1.1.3. Federal Standard Requisitioning Issue Procedures (FEDSTRIP) Activity Address Code USPS/MPS Equipment Forecast Procedures. Each MPO and postal activity has an assigned FEDSTRIP activity code and the FEDSTRIP code shall be assigned to the parent unit only. All MPOs assigned USPS FEDSTRIP accounts are directed to enter the Alpha Character "A"in the block titled "CAG"on all PS Forms 7380 submitted to the Topeka Material Distribution Center (TMDC) for postal supplies. The FEDSTRIP code is required to establish and maintain a supply account with the USPS. When MPSA notifies USPS that an operational MPO is to be opened, MPSA will request a FEDSTRIP activity address code. For those activities that do not have an assigned FEDSTRIP, requests for assignment shall be sent to MPSA-OP. This request shall include the complete mailing address, MPO number, and justification.

C1.1.4. Control of USPS Capital and Sensitive Equipment

C1.1.4.1. Capital items of equipment over $1,000 in value, or sensitive equipment over which USPS wishes to maintain control, shall be furnished by the respective gateway postmaster. The control and accountability of these items shall be maintained at all times. Requisitions for these items require written justification from the requestor and a statement of concurrence/validation from the Commander concerned. Capital/sensitive equipment is indicated by an asterisk in Appendix 4. See paragraph C1.1.14., and Appendix 12 for specifics.

C1.1.4.2. The MPO supervisor or responsible commander shall ensure that a Custodian of Postal Effects (COPE) is the only individual entrusted with the custody, control, maintenance, repair, replacement, or disposition of USPS capital/sensitive items.

C1.1.4.3. For the purpose of MPOs, the COPE shall receipt for all capital/sensitive equipment (see Appendix 4) on PS Form 1590, "Supplies and Equipment Receipt" (see Figure C1.F2.). The Postal Service Item Number (PSIN) and serial number of capital/sensitive items shall be listed on PS Form 1590. Each time additional capital/sensitive equipment is received, transferred to another MPO, or otherwise disposed of (see paragraph C1.1.22., below), or upon a change or COPE, a new form shall be completed. The form shall be prepared in triplicate. The original and duplicate copy shall be submitted to the gateway postmaster via the JMPA for verification. The triplicate copy shall be maintained by the COPE until the verified copy is received from the gateway postmaster. Once the verified copy is received, the triplicate copy shall be destroyed. Forms shall be submitted as follows:

C1.1.4.3.1. Mailing address from MPOs 09XXX and 34XXX:
Commander
JMPA-Atlantic
USPS AMF-Bldg 250 (Room MF-35)
JFK Intl Airport, NY 11430-9201

C1.1.4.3.2. Mailing addresses from MPOs 96XXX and 98XXX:

Commander
JMPA-Pacific
General Mail Facility, Room 266
1300 Evans Avenue
San Francisco, CA 94188-5000

C1.1.4.4. Capital/sensitive items transferred by COPEs to the custody of other military postal clerks or financial postal clerks shall be receipted from the COPE on PS Form 1590. The original of the clerk's receipt shall be maintained with the COPE's master copy of PS Form 1590.

C1.1.4.5. Upon change of COPE, a complete inventory of capital/sensitive items shall be accomplished by both the outgoing and incoming COPE.

C1.1.5. Control of USPS Non-Capital Equipment. When non-capital equipment is received at MPOs, it becomes the property of the Department of Defense; however, there is no requirement for a formal transfer of the property from USPS to the Department of Defense. Each MPO is responsible for maintaining records for local control and inventory management purposes. The Postal Supply Clerk shall maintain a separate PS Form 1586, "Supply Record," for each USPS non-capital item.

C1.1.6. Control of USPS Supply Items

C1.1.6.1. At least one individual at each MPO shall be designated to act as Postal Supply Clerk (PSC) in addition to carrying out regular duties. The PSC shall monitor the stock level of supplies to prevent overstocking and shall requisition items necessary to maintain operations. Specific duties include ordering supplies, receiving and issuing supplies, inventory control (posting and inventorying), care and preservation of supplies, and the disposal and replacement of obsolete supplies.

C1.1.6.2. The PSCs shall maintain a separate PS Form 1586, "Supply Record" (see Figure C1.F2.), for each USPS supply item. This requirement is for supply items and equipment and does not apply to publications. PS Form 1586 shall reflect the USPS item number (if applicable), form number, description, unit of issue, minimum and maximum supply levels, balance on hand, quantity ordered, quantity received, and quantity issued. Enter, in pencil, minimum and maximum supply levels to allow for adjustments where requirements change. Enter, in pencil, other information (such as "backordered," and "temp frozen") on cards (see paragraph C1.1.8., below). Automated management information systems (computers) may be used in lieu of PS Form 1586, provided all elements listed above are included in each program.

C1.1.6.3. PS Form 4686-A, "Shipping Order" (see Figure C1.F3.) is furnished with each shipment of supplies from the USPS Material Distribution Centers. The form serves as an invoice. Information reflected thereon shall be compared with the original requisition to ensure all supplies requested were actually furnished. The status of items shall be reflected in the "Remarks" column of PS Form 4686-A when an item is not furnished or the quantity requested is reduced.

C1.1.6.3.1. Backordered items are shipped automatically when available and are normally provided within 60 of days notification of backorder. When supply items are not received within 60 days, contact the servicing JMPA for assistance.

C1.1.6.3.2. For items added or discontinued, make a pen-and-ink change to this Catalog. When an item is to be replaced by a new version, continue to use the existing stock, and suspense the PS Form 1586 to ensure the new item is requisitioned on next order. Complete a new PS Form 1586 for the new item when received, using stock level and usage information for the discontinued item. When an item is discontinued and is not to be replaced with a substitute, destroy the existing stock and PS Form 1586.

C1.1.6.3.3. For "temporarily frozen item," maintain PS Form 1586 in suspense pending notification that the items may be ordered again.

C1.1.6.3.4. When "NA purchase locally" is indicated, obtain supply from local military supply. If not available through local military supply, then purchase item locally IAW paragraph C1.1.26.

C1.1.6.3.5. When the Material Distribution Center reduces the quantity of an item ordered, the reduction is because the quantity requested exceeded the quantity authorized by SMDC or TMDC. It could also be because stock levels have been depleted to a point that requires temporary reduction in the amount they can furnish.

C1.1.6.3.6. When "Furnished to MSC only" is indicated, the form or item is normally furnished only to USPS Management Sectional Centers, which are responsible for final distribution. If the form or item was not received, reorder separately. These requisitions shall be submitted with a letter of justification to your servicing JMPA.

C1.1.7. Equipment Containers. When the following items of USPS equipment are received, the shipping containers shall be retained for future transportation and storage:

C1.1.7.1. Money order (MO) imprinter.

C1.1.7.2. Postage meter (base and head).

C1.1.7.3. Integrated Retail Terminals, including component subsystems.

C1.1.7.4. Shipping crates for all scales and canceling machines.

C1.1.8. Inventory Control. Inventory control is that function of supply management concerning establishment of stock quantities of postal supplies to meet current operational requirements. Inventory control consists of the establishment of a maximum stock quantity to ensure a proper balance between the time required for resupply and the maintenance of various inventory quantities stored in anticipation of future needs. The time required for resupply determines the minimum stock level or reorder point quantity. At that time, action shall be taken to reorder stock. As a minimum, postal supplies will be inventoried during the months of January and July. Inventory will include a physical count of all items. That count will be entered on PS Form 1586.

C1.1.9. Seasonal Demand Items. Seasonal demand items are those that have a significantly higher or lower demand level during the same time frame each year. These items shall be ordered on an as-needed basis.

C1.1.10. Supply Levels. Operating MPOs shall maintain at least a 3-month, but not more than a 5-month, level of supplies. Consideration shall be given to the amount of time it takes to receive supplies from TMDC. Active and Reserve postal activities in the continental United States (CONUS), excluding those established as operating branch post offices of New York or San Francisco, shall maintain a 3-month supply level for contingency missions.

C1.1.11. Receiving, Storing, and Issuing Supplies

C1.1.11.1. Supplies received shall be checked against PS Form 4686-A and PS Form 7380, "Supply Center Requisition" (Figure AP7.F1.), to ensure all items requisitioned were received. When an item is not received and PS Form 4686-A does not reflect the reason for this, the discrepancy shall be reported to the servicing JMPA by letter with a copy of the original PS Forms 7380 and 4686-A enclosed. The discrepancy shall be recorded on PS Form 1586 until resolved.

C1.1.11.2. Supplies shall be maintained in an area that is large enough to accommodate all supply items and permits ready access to these supplies. A location numbering system (see Figure C1.F6.) shall be established to aid in locating each item. The location number shall be posted on PS Form 1586.

C1.1.12. General Requisitioning Procedures

C1.1.12.1. Emergency requisitions for supply items available at TMDC (see Appendix 7) are authorized and shall be submitted, when required, by an electronically transmitted message to the servicing JMPA as shown below. Emergency requisitions shall be limited to items for which there is an urgent need (such as significant changes in quantities used). Normal requisitions can be submitted at any time, so emergency requisitions are not to be used as a substitute for normal, orderly procedures.

C1.1.12.1.1. The message format for emergency requisitions shall be in the format for PS Form 7380 and shall include the MPO FEDSTRIP, NY or SF postmaster finance number, requisition number and statement of justification. MPSA-OP will be included as information addressees.

C1.1.12.1.2. Message address for the respective JMPAs are as follows:

C1.1.12.1.2.1. Mailing address 09XXX and 34XXX:
CDR JT MIL POSTAL ACTY ATL NEW YORK NY

C1.1.12.1.2.2. Mailing address 96XXX and 98XXX:
CDR JT MIL POSTAL ACTY PAC SAN FRANSICO CA

C1.1.12.2. Requisitions for equipment, publications, forms and supplies shall be numbered consecutively beginning with number one on 1 October each year, and shall be reviewed and signed by the MPO supervisor or COPE. However, the authority to requisition and receipt for capital/sensitive equipment is limited to the COPE.

C1.1.12.3. A statement of justification shall be required for regular requisitions when supplies ordered exceed quantities used in preceding periods of like duration (except for seasonal demand items). Do not write notes or justifications, etc., on PS Form 7380. Write on a routing slip or memorandum and attach it to the front of the requisition. Include your FEDSTRIP and finance number on the justification. When the quantity of certain items ordered is reduced consistently, this indicates that items ordered exceed the maximum allowed for an individual activity at the time a requisition is processed. To ensure the required quantities of items falling into this category are received, order them on a separate requisition. The requisition shall be transmitted with a letter of justification to the serving JMPA.

C1.1.13. USPS Equipment Items

C1.1.13.1. Capital/sensitive equipment is entrusted by a USPS postmaster for use at an MPO and is furnished by the USPS without charge. These items remain the property of USPS.

C1.1.13.2. If equipment is not available from USPS for any reason, postal commanders may obtain equipment through military channels if they desire (USPS must approve meter purchase or lease in advance).

C1.1.14. Annual Forecast for Equipment Items

C1.1.14.1. To provide uniform procedures for requisitioning equipment and to aid the control and management of requisitions, the Department of Defense shall follow procedures established by the USPS for annual requirements, planning, and forecast development for capital and expense equipment items. The Capital and Expense Budget Call Packages issued by USPS Headquarters will contain specific requirements, planning and forecast development information, and guidance. The equipment items shown in these packages will be grouped under Forecasted Annual Shipped Timely (FAST), Rapid Equipment Development Inventory (REDI), and Commercially Available Decentralized Acquisition (CADA). The estimated delivery response time for the above groups is as follows:

C1.1.14.1.1. FAST - 120 days from receipt of a procurement request by USPS contracting organization at Headquarters and Regions.

C1.1.14.1.2. REDI - 15 days from receipt of a PS Form 7381 by the Topeka Material Distribution Center, Topeka, KS.

C1.1.14.1.3. CADA - 60 to 90 days from receipt of a PS Form 7381 by the USPS contracting organization at the New York and San Francisco Division Postmaster.

C1.1.14.2. These procedures will allow the Department of Defense to present USPS with necessary equipment requirements information, which will enable the USPS to budget for the needed equipment. The JMPA Commanders are responsible to MPSA for administration of the annual forecast and will receive specific guidance for the forecast development from the New York and San Francisco Division Managers Support Services. The forecast program provides for MPOs to identify equipment for new requirements, to replace old equipment, and also to provide for spares. Paragraph C1.1.17., Appendix 4 of this Manual, outlines specific requisitioning procedures. USPS may not be able to satisfy all requirements within the fiscal year required due to budget constraints, contractor delays, defaults, etc., but every effort will be made to provide the items required within the estimated time frames indicated above. All requirements that are not specified within the fiscal year required will be placed in an "Outstanding Status" until satisfied or otherwise cancelled by JMPA-A or JMPA-P. Each year USPS will provide a list of postal equipment that will be purchased for that given fiscal year. This list has been pre-approved by MPSA in conjunction with the Military Liaison at USPS Headquarters. MPOs can order anything on it. All capital/sensitive equipment worth more than $1,000.00 will be justified as specified in Appendix 11. Any items needed that are not on the list must be immediately submitted on a

separate requisition, along with a letter of justification on the need for the equipment. The appropriate JMPA will submit consolidated requests (when possible) to MPSA in Alexandria, VA, for review and coordinate approval with the Military Liaison at USPS Headquarters.

C1.1.15. Requisitioning USPS Supply Items

C1.1.15.1. Routine USPS office supplies, forms, publications, labels and tags (listed in Appendix 7) are requisitioned on PS Form 7380 (see Figure AP7.F1.). Requisitions shall be submitted to the National Inventory Control Center, Topeka, KS 66624-9998 on an as needed basis.

C1.1.15.2. List items on PS Form 7380 in order of category sequence as listed in Pub 223 (Sample PS Form 7380 should reflect this format). Within each grouping, the items shall be listed in numerical order. Requisitions shall contain the MPO FEDSTRIP address code, finance number, list the Alpha Character "A"in block titled "CAG"and shall be submitted to TMDC, ATTN: Supply Requisitions, Hwy 75 South at Montara Pkwy, Topeka, KS 66624-9998.

C1.1.16. Requisitioning USPS Publications. Publications and handbooks that are revised by transmittal letters shall be requisitioned on PS Form 7380, "MDC Supply Requisition" (Figure AP5.F1.). The form shall be used for initial distribution or when requesting additional complete publications or changes. Requests for complete publications other than initial distribution or change to quantity required shall be submitted through the responsible commander to MPSA-OP for approval. This form may be submitted any time there is a requirement. Separate PS Forms 7380 must be submitted for publication requisitions and supply requisitions.

C1.1.17. Requisitioning USPS Equipment Items.

C1.1.17.1. Requisition equipment items on PS Form 7381 (Figure AP4.F1.). Although you must submit separate PS Forms 7381 for each different item of equipment requested, you may request more than one of the same item on the same form. PS Forms 7381 shall be submitted at any time equipment is needed. Requisitions shall be numbered consecutively beginning with number one on 1 October and shall be reviewed and signed by the COPE. PS Forms 7381 shall be submitted during fiscal year for which items have been forecasted to the responsible MACOM postal commander with letter of justification, which should include the following if applicable:

C1.1.17.1.1. Information on local voltage, cycles, and whether it is alternating current (AC) or direct current (DC).

C1.1.17.1.2. For postage meters, indicate requirement for PS Form 3602-PO, resetting tools, keys, and meter tapes.

C1.1.17.2. MACOMs will send approved request to serving JMPA.

C1.1.18. Requisitioning Repair Parts. In conjunction with the maintenance and repair of USPS equipment (see paragraph C1.1.23.), major postal commanders having operational control over postal operations are authorized to requisition repair parts. Requisitions shall be submitted to the appropriate JMPA on PS Form 4984, "Repair Parts Requisition" (see Figure C1.F7.), for review, determination of availability and for further processing. Commanders are authorized to designate one postal activity within, their command to requisition repair parts.

C1.1.19. Requisitioning Rubber and Steel Stamps. Requisitions for rubber stamps (other than those listed in Appendix 7) and steel stamps shall be submitted on PS Form 1567, "Requisition for Rubber and Steel Stamps Only" (see Figure AP6.F1.). Requisitions shall be submitted as outlined in Appendix 6. If rubber and steel stamps are not received within 90 days, contact the serving JMPA for assistance.

C1.1.20. Requisitioning Preprinted Military Tags and Labels. Instructions for ordering preprinted military tags and labels are at Appendix 11.

C1.1.21. Mailbag Equipment, LCM Trays, and Slide Labels. Requisitions for mailbags or mail tray equipment (Appendix 8) and facing slips and slide labels (Appendix 10) shall be processed in accordance with procedures outlined in the respective appendices.

C1.1.22. Disposition of USPS Equipment, Publications, Forms, and Supplies

C1.1.22.1. Excess equipment shall be reported to the responsible postal commander and disposition instructions shall be requested. Only if there is no valid need (anywhere in theater) will postal commanders request that JMPAs authorize turn-in of excess equipment to USPS. Refer to paragraph C1.1.5. for control of non-capital equipment.

C1.1.22.2. Capital/sensitive equipment (see paragraph C1.1.4. and Appendix 4) that is being transferred to another in-theater MPO shall be reported by message. The message shall identify the equipment by description, item number, quantity, serial number, and State from/to whom transferred.

C1.1.22.3. Items (such as forms, labels, tags; etc.) shall be transferred to another MPO.

C1.1.22.4. Activities in CONUS shall return all excess items to local USPS postmasters.

C1.1.22.5. Above procedures also apply when an operating MPO is closed or a CONUS activity is deactivated.

C1.1.23. Maintenance of USPS Equipment

C1.1.23.1. MPO supervisors shall be constantly aware of the condition of the USPS equipment used in their area of responsibility and perform preventive maintenance IAW Appendix 3. Since the standards in Appendix 3 are the minimum preventive measures necessary to keep equipment operational, MPO supervisors shall ensure that they are met.

C1.1.23.2. With the exception of postage meter heads and Integrated Retail Terminals, local repair of equipment is authorized. Responsible commanders shall establish programs for maintenance and repair of equipment through coordination with command military maintenance activities and maintenance contracts or, when possible, with subsidiary companies of the manufacturer.

C1.1.23.3. When equipment can no longer be cost-effectively repaired or restored to safe and serviceable condition, replacement equipment shall be requisitioned. Postal commanders shall request disposition instructions from serving JMPA for all non-repairable capital/sensitive equipment items. Refer to paragraph C1.1.4. for accountability instructions.

C1.1.23.4. Postal commanders may authorize the use of USPS funds for local repair of USPS equipment by private vendors, subject to the following:

C1.1.23.4.1. The equipment item is not under contract maintenance with a subsidiary company of the manufacturer.

C1.1.23.4.2. The cost of repair does not exceed $400 and local repair is considered to be cost effective.

C1.1.23.4.3. The postal activity expending funds has prior written approval on file from the postal commander approving such disbursement of funds.

C1.1.23.4.4. Accountability of funds expended shall be in accordance with DoD 4525.6-M, Volume I, Chapter 5, paragraph 503, subsection 17 (reference (b)).

C1.1.23.5. When local maintenance and repair cannot be accomplished, equipment (such as postage meter bases, MO imprinters, and scales) shall be returned to the gateway postmaster for repair. The cannibalization of postal equipment is expressly prohibited.

C.1.1.24. Equipment Returned for Repair

C1.1.24.1. Capital/sensitive equipment returned to USPS for repair shall be accompanied by PS Form 4805, "Work Record Sheet" (Figure C1.F2.) and PS Form 1590. Capital/sensitive items that are returned because they are no longer needed shall be accompanied by PS Form 1590 only. The responsible postmaster should return the original

copy of PS Form 1590 to relieve the COPE of accountability for the item. The serving JMPA shall be advised by message each time equipment is returned to the responsible postmaster. Include the following information:

C1.1.24.1.1. APO number.

C1.1.24.1.2. Item name (scale, meter).

C1.1.24.1.3. Serial number.

C1.1.24.1.4. Quantity.

C1.1.24.1.5. Date mailed.

C1.1.24.1.6. Insured/registry number.

C1.1.24.1.7. Brief description of problem(s) or reason item is being returned. It is important that all equipment returned to USPS for repair be complete (not missing any parts). If not, USPS will delay return of the equipment until replacement parts are available and in place.

C1.1.24.2. Equipment shall be returned to USPS facilities as indicated below:

C1.1.24.2.1. Mailing addresses 09XXX and 34XXX, send to USPS, Maintenance Overhaul Technical Center, 78-02 Liberty Ave, Ozone Park, NY 11417-1045.

C1.1.24.2.2. Mailing addresses 96XXX and 98XXX, send to San Francisco Postal Warehouse, 390 Main Street, First Floor, San Francisco, CA 94105-9500.

C1.1.24.3. Equipment shipped in wooden containers shall be banded. Postage meter heads, money order imprinters and other mailable equipment valued over $500 shall be sent as registered mail when returned to CONUS for repairs. Other equipment items valued at $500 or less will be returned via insured mail.

C1.1.24.3.1. Pitney Bowes postage meter heads shall be returned to the manufacturer for repair in all instances.

C1.1.24.3.1.1. A letter (original and three copies) authorizing repair of the meter head will be prepared on official letter head stationary and signed by the COPE or officer in charge of the MPO. The letter will authorize repair of the meter head, list the meter serial number and describe the problem(s) experienced with the meter. The original letter will be enclosed with the meter head when shipped; copies will be sent to the servicing postmaster and to the Postal Finance Service Officer (PFSO). One copy will be retained by the MPO.

C1.1.24.3.1.1.1. Mailing addresses 09XXX and 34XXX, send the postmaster copy to:

USPS Supply Unit
Room 5124 JAF Building
New York, NY 10199-9951

C1.1.24.3.1.1.2. Mailing addresses 96XXX and 98XXX, send the postmaster copy to:

Support Services
Procurement Specialist Senior
1300 Evans Avenue, RM 215
San Francisco, CA 94188-9991

C1.1.24.3.1.2. The meter descending register will be set at zero before shipping, with appropriate entries made on form 3602-PO.

C1.1.24.3.1.3. A Tie-on Tag stating "Military Meter" will be attached to the meter head.

C1.1.24.3.1.4. The meter head will be shipped by registered mail only to:

Pitney Bowes, Inc.
Meter Repair Department
ATTN: Karl Rupp
624 Atlantic St.
Stamford, CT 06901

C1.1.24.3.1.5. Pack the meter in a wooden crate or fiberboard shipping box of 175-pound test strength and enough circumference to enable a 2-inch all-round barrier of packing material. Styrofoam packing material is preferred. When use of small loose particles or paper packing is necessary, the head shall be enclosed and sealed in a plastic bag to prevent contact between the machine and packing material. When packing, special attention shall be given to the machine's protection and ensure the non-operative status of the operating lever. Enclose the original copy of the letter authorizing repair of the meter and ship the meter head to Pitney Bowes by Registered Mail.

C1.1.24.3.2. MPOs returning an MOS or Unisys IRT for repair must do the following:

C1.1.24.3.2.1. Prepare and enclose PS Form 4805 (Work Order) or facsimile and include items in subparagraph C1.1.24.3.2.5., below.

C1.1.24.3.2.2. Prepare and enclose Express Mail B-Label completed as follows:

C1.1.24.3.2.2.1. In the "from" block list the manufacturer's complete address as indicated in paragraph C1.1.24.3.2.3., below.

C1.1.24.3.2.2.2. In the "to" block list the complete address of the unit to which the IRT is to be returned.

C1.1.24.3.2.3. Send only the item(s) requiring repair via express mail to: (MOS) MOS Scale Int'l, 3180 Red Hill Road, Costa Mesa, CA 92626. (UNISYS) Unisys Corp. Postal System, 460 Spring PK Place, Suite 900, Herndon, VA 22070-5215. MPOs that serve as express mail acceptance units can return MOS or UNISYS scales by express mail utilizing Federal Agency Account Number 400.

C1.1.24.3.2.4. No power or attachment cords are to be returned to MOS Int'l or UNISYS with items requiring repair. MPOs will retain all power/attachment cords.

C1.1.24.3.2.5. Notify JMPA-PAC by message (information copy to JMPA-ATL if from 09XXX or 34XXX). With the following information:

C1.1.24.3.2.5.1. MPO number and location.

C1.1.24.3.2.5.2. Item name (scale, CRT or printer).

C1.1.24.3.2.5.3. Serial number(s).

C1.1.24.3.2.5.4. Quantity.

C1.1.24.3.2.5.5. Date returned.

C1.1.24.3.2.5.6. Registered or express mail number of each item.

C1.1.24.3.2.5.7. Brief description of problem(s).

C1.1.24.3.2.6. Upon completion of repair, the manufacturer will return the repaired item via express mail directly to the address indicated utilizing the enclosed B-Label.

C1.1.24.3.2.7. In most cases the repaired IRT will be back in the MPO in less than 10 days. However, if equipment is not received at the MPO within 20 days after mailing, then direct your inquiry to serving JMPA.

C1.1.24.3.3. When a canceling machine is shipped for repair all the oil shall be drained and the reservoir wiped dry prior to packing for shipment.

C1.1.25. MPO Postal Pre-pack (Contingency Kit)

C1.1.25 1. These procedures apply to overseas MPO operations, CONUS postal activities that are subject to rapid deployment in connection with emergency and contingency plans and all Army Reserve postal detachments. These procedures are intended to aid postal supply readiness and to ensure the greatest operational capacity in the shortest amount of time in support of expanded postal operations.

C1.1.25.1.1. A 3-month supply of postal items, designated as "MPO postal pre-pack items," shall be maintained. Major overseas commanders shall determine the number of pre-packs required based on emergency plans for expanded MPS operations. Each CONUS postal activity shall maintain a pre-pack. Pre-pack items are annotated as such in this Catalog.

C1.1.25.1.2. An MPO postal pre-pack consists of four complete modules containing a 3-month supply of designated USPS items. The concept facilitates establishing MPO operations at four geographically separated locations. Therefore, the quantity of each pre-pack item reflected herein is the requirement for each individual module.

C1.1.25.1.3. Appropriate postmarking devices (see Appendix 7), which shall include a complete set for each module, shall be maintained. CONUS activities assigned a contingency MPO number for one or more of the gateway postmasters shall maintain postmarking devices for each number assigned.

C1.1.25.1.4. A minimum of four office number plates (Item 07402) for money order imprinters shall be maintained (one per module) for each MPO number assigned.

C1.1.25.1.5. Certain items of USPS equipment also have been designated for inclusion in MPO postal pre-packs. Items (see Appendix 4) are annotated as such and shall be requisitioned as outlined herein.

C1.1.25.1.6. A complete set of USPS publications shall be maintained for each pre-pack module.

C1.1.25.2. MPO postal pre-pack items shall be reviewed at least semi-annually by those in charge of postal activities. MPO postal pre-packs shall be the subject of periodic

examination by major postal commanders. Action shall be taken to replace and update any obsolete items specified in USPS postal bulletins, any change to this Catalog, or any new instructions from MPSA.

C1.1.25.3. Postage stamp stock credits, military money order requisitioning, and procurement of additional publications (Appendix 5) shall be coordinated with the MPSA (AUTOVON 221-9104/9202 or commercial (202) 325-9104/9202).

C1.1.25.4. USPS supply items (such as forms, tags, and labels) required for training shall be requisitioned and maintained separately from postal pre-pack items. This is necessary to ensure USPS items are available for training and that pre-pack items are maintained in the quantities specified in this Catalog. However, USPS equipment maintained as part of the pre-pack shall be used for training purposes.

C1.1.26. Local Purchase of Office Supplies (USPS). Items listed in this Catalog can be ordered by operating MPOs and postal activities. Occasionally USPS supply items may be out stock at the TMDC. When this occurs, the Material Distribution Center notation on PS Form 4686-A shall indicate the item is to be temporarily purchased locally, and perhaps that it will no longer be available from USPS supply sources. When out of stock or discontinued items are required to sustain normal MPO operations, they shall be obtained when available, from local supply sources; i.e., military self-service supply centers. When items are not available from military self-service sources, commanders may authorize the local purchase of like items using USPS funds. Postal commanders desiring to institute local purchase procedures may issue implementing instructions to their field activities. Local purchases shall be limited to a maximum of $50 per purchase order, with a total accumulation not to exceed $200 per quarter. Accountability and reporting requirements are outlined in DoD 4525.6-M, Volume I, Chapter 5, paragraph 503, subsection 17 (reference (b)).

Figure C1.F1. Sample PS Form 1590, "Supplies And Equipment Receipt"

U.S. Postal Service

SUPPLIES AND EQUIPMENT RECEIPT

Date: 2 Feb. 19XX

FROM: Post Office, State and ZIP +4

Section or Unit

Requested By (Individual or Title): COPE, APO NY 09102-0006

Consignment Completed By

Work Order/Repair Sheet Number

Shipment Made By: Hand to Hand

Prepare in Triplicate
1. Original to stockroom file.
2. Duplicate to mechanic.
3. Triplicate to personnel folder.

Commodity Receipt: This form may be used as an inter-office commodity receipt. (See 232.3 and 233.6, AS-701.)

TO:

Custodian Of Postal Effects
APO New York 09102-0006

(Example of consignment to COPE)

Approved: _____ Signature, MPE _____ Date

Quantity	Item Number	Property Code Number	Description	Received Date	
1	0-864	A-4644.01	Scale, Platform, 125 lb. Serial No. 050572A-52		
4	0-7400	Serial No. 55813	Imprinter, Money Order 55426, 55912, 55633		
1	3601	A-4521.01	Machine, Canceling, Class B Serial No. 959939		
2	0-7407	A-4654.08	Postage Meter, head Serial No. 3351832, 959939		
2	0-7408	A-4654.09	Postage Meter, base Serial No. 4290, 8902		
**********	**********	**********	NOTHING FOLLOWS **********	**********	**********
	SIGN				

Loan Period (Number of Days): Date Issued; Date Returned

Received in good condition: ☐ Yes ☐ No — If NO, explain on reverse.

Received By (Signature): Sam DODGE, 1LT, COPE

Final salary or separation checks will not be released until all property for which an employee or individual ally responsible has been returned or satisfactorily accounted for.

PS Form 1590, June 1987

U.S. Postal Service

SUPPLIES AND EQUIPMENT RECEIPT

Date: 23 Feb. XX

FROM: Post Office, State and ZIP +4: COPE, APO New York 09102-0006

Section or Unit

Requested By (Individual or Title): Unit 1, APO New York 09102

Consignment Completed By: Sam Dodge, Capt

Work Order/Repair Sheet Number

Shipment Made By: Hand to Hand

Prepare in Triplicate
1. Original to stockroom file.
2. Duplicate to mechanic.
3. Triplicate to personnel folder.

Commodity Receipt: This form may be used as an inter-office commodity receipt. (See 232.3 and 233.6, AS-701.)

TO:

Unit 1
APO New York 09102

(Example of consignment to postal clerk)

Approved: _____ Signature, MPE _____ Date

Quantity	Item Number	Property Code Number	Description	Received Date	
1	0-7400	None	Imprinter, Money Order Serial No. 55912		
1	0-7407	A-4654.08	Postage Meter, head Serial No. 3351832		
1	0-7408	A-4654.09	Postage Meter, base Serial No. 4290		
**********	**********	**********	NOTHING FOLLOWS **********	**********	**********

Loan Period (Number of Days): Date Issued: 23 Feb. XX; Date Returned

Received in good condition: ☒ Yes ☐ No — If NO, explain on reverse.

Received By (Signature): John F. Pepper

Final salary or separation checks will not be released until all property for which an employee or individual ally responsible has been returned or satisfactorily accounted for.

PS Form 1590, June 1987

Figure C1.F2. Sample PS Form 1586, "Supply Record"

PS Item/Form/Part No.	National Stock No.	Bin Location
PS Form 6019		--

Description	Unit Price
Military Post Office(MPO) Report of Money Order Business	

Unit Of Issue	Source Of Supply	Maximum Level 1	Minimum Level 2
SH	TMDC	2400	1440

Balance On Hand		Issued		Received		Ordered		Balance On Hand		Issued		Received		Ordered	
Date	Qty	Date	Qty	Date	Qty	Date	Qty	Date	Qty	Date	Qty	Date	Qty	Date	Qty
		1989						30 APR	1949		-	30 APR	1100		
3 FEB	1817	INVENTORY						4 MAY	1739	4 MAY	210			4 MAY	1420
6 FEB	1757	6 FEB	60					18 MAY	1619	18 MAY	120				
9 FEB	1637	9 FEB	120					25 MAY	1497	25 MAY	122				
16 FEB	1407	16 FEB	230					2 JUN	1377	2 JUN	120				
2 MAR	1177	2 MAR	230					8 JUN	1257	8 JUN	120				
17 MAR	1062	17 MAR	115					15 JUN	1137	15 JUN	120				
23 MAR	942	23 MAR	120					22 JUN	1017	22 JUN	120				
30 MAR	822	30 MAR	120					3 Jul	2417			3 Jul	1400		
1 APR	1322			1 APR	# 500	ORDER PROCESSED									
3 APR		--	EMERGENCY -			3 APR	1080								
9 APR	1202	9 APR	120												
13 APR	1092	13 APR	110												
20 APR	972	20 APR	120												
23 APR	969	INVENTORY													
30 APR	849	30 APR	120												

[1] Five-month level of supplies

[2] Three-month level of supplies (at the time supplies are received from USPS)

PS Form 1586, November 1985

SUPPLY RECORD

Figure C1.F3. Sample PS Form 4686-A, "Shipping Order"

U. S. POSTAL SERVICE

SHIPPING ORDER

-1159 EASTERN AREA SUPPLY CENTER 00

1 355825 18EA19 POSTAL OFFICER DIV 81254-0211
11 SUPPLY CLERK
1111 APO NY 09036 CAG-A
11
11
11
11111111
11111111 1 OF 1 PAGE 1 OF 1 SECTIONS PRINTED 1

ITEM NUMBER	QUANTITY	UNIT ISSUE	VALUE	REMARKS
17	500	SH	N/C	ORDER QUANTITY REDUCED
1096	50	PD	N/C	
2966	50,000	EA	N/C	
3849B	10,000	SH	N/C	
3854	20	BK	N/C	
3875	200	SH	N/C	
4314	100	SE	N/C	
6019	700	SH	N/C	
6401	100	EA	N/C	
L4	20	PD	N/C	ORDER QUANTITY REDUCED
L5	2	EA	N/C	NOT AVAIL ORDER NEXT CYCLE
08A	0		N/C	POIN UNKNOWN CHK PUB 22/24[1]
050B	0	EA	N/C	ITEM NOT FOR YOUR OFFICE
0292B	100		N/C	DISC USE 0293C
0431	0	EA	N/C	ITEM NOT FOR YOUR OFFICE
0624	5	EA	1.34	TO BE SHIPPED FROM WASC
01026B	4	EA	N/C	BACKORDERED DUE 81268

[1] When post office identification number (POIN) is unknown and this message is printed, refer to DoD 4525.6-C, not USPS publications.

PS Form 4686-A
Oct. 1976

Figure C1.F4. Sample Supply Status Information On Requisitions

SUPPLY STATUS INFORMATION ON REQUISITIONS

MESSAGE	DEFINITION
APPLY TO TMDC	Requisition from Topeka Material Distribution Center (TMDC).
BACKORDERED DUE _____	Quantity shown has been backordered for your office and is expected by date indicated.
DISC USE _____	Form or item has been discontinued. Use the substitute form or item indicated.
DIST WILL BE MADE	Form or item shall be distributed automatically when directed by USPS Headquarters.
DUPE BACKORDER CANCEL	Form or item being ordered is already on backorder for your office. Quantity on requisition canceled.
FURNISHED TO MSC ONLY	Form or item furnished to Management Sectional Centers (MSCs) only (See Paragraph 105.3.f).
FWD 7380 TO REG HQS ADM	Submit request for publications to MPSA.
ITEM DISCONTINUED	Form or item discontinued without replacement.
ITEM NOT FOR YOUR OFFICE	Form or item is not authorized for your category of officer per USPS Headquarters.
IN PLACE OF _____	Form or item is furnished instead of form or item ordered.
N/A PURCHASE LOCALLY	Item not available. Purchase locally (See Paragraph 105.3.d).
N/A ORDER NEXT CYCLE	Form or item is out of stock and replenishment information has not been received from USPS Headquarters.
NOT STOCKED AT MDC'S	Self-explanatory.
OBSOLETE/DISCONTINUED	Form or item is obsolete and there is no know replacement.
ORDER QUANTITY REDUCED	Quantity or form or item ordered by your office exceeds maximum quantity allowed for your category of office (See Paragraph 105.3.e).
POIN UNKNOWN CHK PUB 224	Form or item ordered cannot be identified. Check DOD 4525.6-C for correct form or item number.
SEE PB _____	Ordering information is contained in the referenced postal bulletin notice.
STOCKED ONLY AT SMDC	Self-explanatory.
TEMP FROZEN	Issue of this form or item is temporarily suspended on instructions from the proponent office at USPS Headquarters.
WAIT FOR FUTURE PB NOTICE	Postal Bulletin notice will furnish information.

Figure C1.F5. Sample Supply Room Layout

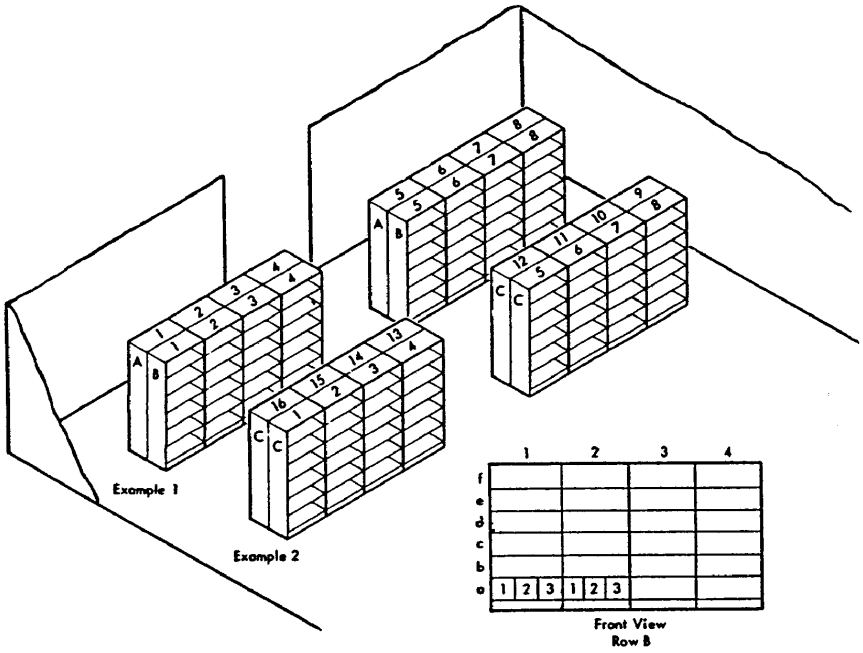


Figure C1.F6. Annual Forecasts Document Flow

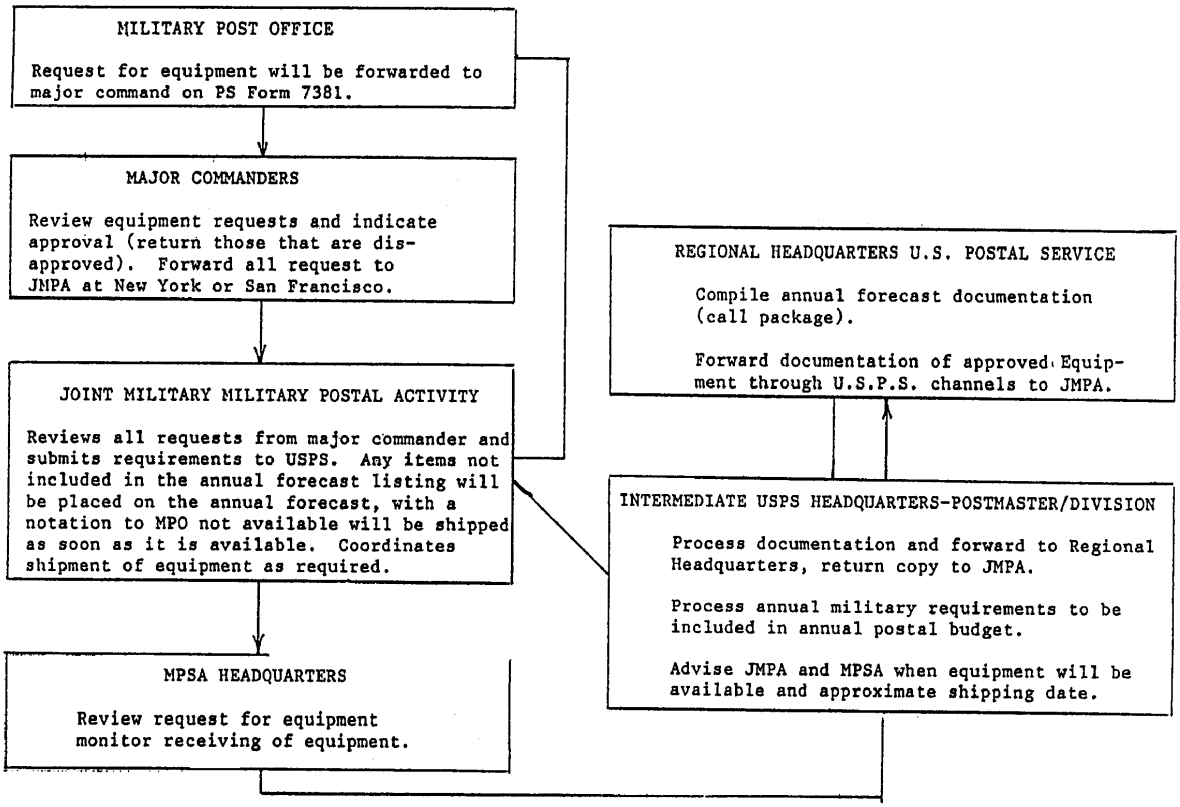


Figure C1.F7. Sample PS Form 4984, "Repair Parts Requisition"

U.S. Postal Service

REPAIR PARTS REQUISITION

FEDSTRIP Address Code (31-36)	Julian Date Year (37-38)	Julian Date Day (39-41)	Organizational Unit	Street, City, State, and ZIP+4
1 8 EF 0 9	8 9	1 7 2	7025 AIRPS	APO New York 09060

National Stock Number (4-19)	Unit Of Issue	Quantity (20-28)	Group Code	OEM Number	Description
6670-00-923-5876	EA	1	031	11009	Indicator Assembly
6670-00-923-3944	EA	2	030	10012	Dashpot Assembly
6670-00-920-3946	EA	1	030	10017	Indicator Tape Assembly
6670-00-000-8794	EA	1	202	265496	Scale Platform Assembly

Send Original To:

U.S. Postal Service
Western Area Supply Center
Repair Parts Supply, Bldg. 302
Highway 75 S. & SW Montara Pkwy
Topeka, Kansas 66624-9602

Retain copy for file.

Signature

Title: MSgt.

Date: 22 Jun 1989

PEN Telephone No.

PS Form 4984, January 1986 (NSN 7540-00-000-0456)

Figure C1.F8. Sample PS Form 4805 "Work Record Sheet"

U.S. POSTAL SERVICE
Work Record Sheet

Dept. Acronym | Dept. No. | W. C. No. | Eq Class

PART I Work Requested *(To Be Completed By Requesting Office)*

Approved By
Name And Title | Post Office: City | State | Zip
COPE | FPO SF | CA | 96650

Location Of Work | Building | Floor | Area | Room
Required By: Date | Hour
(TO BE COMPLETED BY USPS)

Requested By: *(Name, Title And Telephone No.)* | Date
(TO BE COMPLETED BY USPS)

Brief Description Of Complaint, *(Enter Equipment Type And Number, If Applicable)*
Please pick up (ENTER EQUIPMENT DESCRIPTION AND SERIAL NUMBER) for repair. Glass broken on face of scale and platform broken. Upon completion of repairs, CRATE, and return.

substitute description of complaint as necessary.

PS05 | Work Order Identification
SUB 1 | SUB 2 | Trans ID 5-4 | Sub Seq 5-4 | Work Code 7-8 | Equipment Acronym 9-12 | Equipment Number 14-17 | Work Order Number 18-21 | Sept. Class 22-23
& 7 L 4

PART II Work Approved *(To Be Completed By Maintenance Office)*

Parts To Be Ordered | Scheduled | Rescheduled | Priority
Date | Hour | Tour | Date | Tour | Date | Tour | Date
Ordered
Received

Approved By | Est. Time
Name And Title | Date

Description Of Work Required

Break Down Occurred DATE ____ HOUR ____ AM PM
Maintenance Notified DATE ____ HOUR ____ AM PM
Returned To Operational Status DATE ____ HOUR ____ AM PM
Cause of Breakdown:

PART III Work Performed

Equipment Downtime | Employee | Employee | Employee | Employee
B/D Cause Code 24-25 | Action Taken 26-29 | Due To Maint. 31-33 | Parts Unavailable 35-36 | Other 37-40 | Pos. Level 41-42 | Labor Code 43-44 | Manhours Expended 45-48 | Pos. Level 49-50 | Labor Code 51-52 | Manhours Expended 53-56 | Pos. Level 57-58 | Labor Code 59-60 | Manhours Expended 61-64 | Pos. Level 65-66 | Labor Code 67-68 | Manhours Expended 69-72 | Form 73

Remarks:

Travel: Mileage | Hours
Parts/Supplies: Issue Slip No. | Cost

Work Completed By: | Work Accepted By: | Date Accepted: | Completed Form Reviewed By: | Paper Tape(s) Prepared/Transmitted By: | Date Transmitted:

PS Form 4805, Nov. 1982 | See breakdown Cause And Action Tab on Codes On Reverse

AP1. APPENDIX 1

POSTAL EQUIPMENT ISSUE STANDARDS

AP1.1.1. In accordance with the USPS/DoD Postal Agreement (reference (d)), USPS equipment necessary for the operation of MPOs shall be furnished by USPS. Standards are based on normal postal operations and may not reflect the maximum equipment necessary to maintain an efficient operation. Requisitioning, should be based on average daily usage instead of occasional increases in mail and financial operations.

ITEM	STANDARD
Basket, Canvas (Items 01033 & 01046)	One basket authorized for each separate element served with an assigned strength of 200 or more personnel
Box, Collection (street) (Item 1170K)	Two boxes for each of the 1,000 patrons served, or for each separate location where a unit post office operates. Volume of mail deposited shall be considered.
Cabinet, Sheet Stamp (Items 208)	One authorized for each stamp window when an average of six or more stamp sheets are sold daily, and one authorized for each COPE for storage of stamp sheets in a safe or vault.
Cabinet, Stamp Storage (Items 222 & 223)	As Required
Cart, Utility, Basket Type (Item 1075)	As Required
Case and Table, Flat Paper (Items 21A, 21B & 21C)	As Required
Case and Table, Letter (Item 79)	As Required
Case and Table, Registry or Insured Receipt (Item 182)	As Required
Case, Facing Slip, Case Top (Item 24C)	As Required
Case, Strip Label (Items 27A & 27B)	As Required
Case, Wing, Flat Paper (Item 21L)	Used with Items 21B and 21C (Case and Table, Flat Paper). Authorized when additional separations are required.
Chute, Motorist Mail (Item 1177)	Used with Item 1170K (Box, Collection). Authorized for each location where curbside mail deposit is established.
Container, General Purpose Mail, emsp;Collapsible (Item 3909)	One container authorized when volume of parcel mail for a single separation is required, or when processing large volumes of mail to be expedited.

Counter, Multipurpose, General (Item 7104)	Counter is used to provide an attractive and appropriate work station for postal finance window service to the public.
Desk, Lobby, Double (Item 1191)	As Required for each customer lobby with sufficient space to allow free access to all four sides.
Desk, Lobby, Single (Item 1190)	One desk authorized for each customer service area with limited space.
Drawer, Cash and Stamp (Item 217)	One drawer authorized for each window desk when Item 210 (Cabinet, Cash and Stamp) is not used.
Drop Unit, Letter and Bundle (Item 1577C)	One drop unit authorized for each customer lobby.
Imprinter, MO (Item 07400)	One imprinter authorized for each postal finance window where Mos are sold, plus backups as determined by MPO Postal Officer.
Key, Postage Meter (head and base)	As Required
Machine, Cancelling Class B (electric) (Item 3601)	As Required
Meter Setting Equipment	One set authorized for each MPO.
Multipurpose 4-sided corrugated plastic tray (Item 1256T)	Three trays for each flat case.
Plates, Office Number for MO Imprinter (Item 07402)	One plate authorized for each imprinter issued.
Postage Meter, Head (Item 07407)	
Base (Item 07408)	One base authorized for each meter head issued.
Press, Hand, for Lead Seals (Item 0814)	One handpress (for pouch or sack seals) authorized for each MPO and Navy ships dispatching international mail.
Rack, Parcel Post Sack (Item 32)	One rack authorized for each five separations required and each separate category of mail dispatched.
Rack, Pouch (Items 30, 31A & 31B)	One rack authorized for each five separations required and each separate category of mail dispatched.
Ringdie (cancelling die)	One ringdie authorized for each cancelling machine and each postage meter head.

Scale, Automatic Indicating, 20-ounce capacity (Item 0859)	One scale authorized for each postal finance registry and parcel post window plus backup. Quantity of mailings 20 ounces or less shall be considered.
Scale, Automatic Indicating, 70-pound capacity (Item 0857)	One scale authorized for each operating parcel post window plus necessary backup. One authorized to be maintained in reserve for each five scales issued to each MPO. Authorized to designate one MPO or other activity to hold additional scales in reserve for replacement for scales requiring repair.
Scale, Beam, 100-pound capcity (Item 0854)	One scale authorized for each mail processing section dispatching mail.
Scale, Electronic, 70-pound capacity	When justified and approved by MPSA.
Scale, Platform, 125-pound capacity (Item 0864)	One scale authorized for each MPO that dispatches mail to an airmail facility (AMF/AMT), each AMF, AMT and each international exchange office (IEO).
Scale, 16-ounce capacity (Item 0858)	One scale and necessary backup authorized for each postal finance window and mail processing station.
Scale, 4-pound capacity (Item 0853)	One scale and necessary backup authorized for each parcel finance window and each mail processing station.
Stand, Postage Meter (Item 321)	One stand authorized for each postage meter.
Stool, Carrier and General Utility (Item 127C)	One stool authorized for each postal finance window and each flat and letter case.
Stool, Adjustable, Platform (Item 53)	One stool authorized for each flat and letter case instead of Item 127C (Stool, Carrier and General Utility).
Table, Dumping and Stamping (Item 3B)	One table authorized for each separate mail processing section.
Tray, Mail, Letter, Plastic (Item 1262)	Three trays authorized for each letter case.
Truck, Platform, Hand-tilting (Item 1070)	One truck authorized for each organization served with an assigned strength of 200 or more personnel or as required. Work floorspace shall be considered.

AP2. APPENDIX 2

POSTAL PUBLICATIONS ISSUE STANDARDS

AP2.1.1. USPS Publications listed in this Appendix are received by transmittal letters or other publications for which distribution is limited. Establish a number of publications required based on number of personnel who use them continually on a daily basis.

PUBLICATIONS	STANDARD
Administrative Support Manual (ASM)[1]	One authorized for each operational MPO (parent office only) and each responsible commander having command postal responsibility.
Domestic Mail Manual (DMM)[1] International Mail Manual (IMM)[1] Postal Bulletin Postal Operations Manual (POM)[1]	One authorized for each operational MPO supervisor, each postal finance section and operations (mail processing) section of an MPO, each separate MPO operating location, responsible commander, and each section or postal division of a major command headquarters.
Acceptance of Hazardous, Restricted[1] or Perishable Articles (Pub 52)	One copy authorized for each MPO (parent office), each separate MPO operating location, and responsible commander.
National ZIP code & Post Office[1] Directory (Pub 65A)	One copy authorized for each MPO customer lobby and each mail processing section.
HANDBOOKS	
International Airmail Exchange Office[1] Procedures (HBK T-1)	One copy authorized for each established IEO and each responsible commander having command postal responsibility.
Material Management (HBK AS-701)[1]	
Handling, Dispatch, and Transportation[1] of Military Mail by Air (HBK T-7)	One copy authorized for each operational MPO and each responsible commander having command postal responsibility.

Manual Letter Mail Distribution[1](HBK PO-401)	Not authorized for distribution to individual MPOs. Responsible commanders having operational control over postal operations, including Navy Postal Assistance Advisors, are authorized to requisition publications listings.
Directive and Form Catalog (Pub 223)[1]	
Equipment Catalog (Pub 47)[1]	
Supply Catalog (Pub 24)[1]	
REPAIR PARTS CATALOG	
Cancelling Machine, Model "HD-2" (Pub 77)[1]	
Peerless-Trainer Scale, Model 1870 (Pub 89)[1]	
Postage Meter Base, Model "RG" (Pub 120)[1]	
Postage Meter Base, Model "PS" (Pub 121)[1]	
MAINTENANCE HANDBOOK	
Small Cancelling Machine (HBK MS-36)[1]	
USPS Portable Conveyors (HBK MS-26)[1]	
70-Pound Scale, Model 1870 (HBK MS-19)[1]	
100-Pound Beam Scale (HBK MS-15)[1]	

[1] See USPS Publications (reference (c)).

AP3. APPENDIX 3

EQUIPMENT MAINTENANCE STANDARDS

AP3.1.1. This Appendix contains preventive maintenance information, guidance and checklists (for conveyors only) to be used by postal commanders to develop, implement and aggressively manage the Military Postal System's Preventive Maintenance Program. Reference material used to provide the information and direction included herein include the USPS Maintenance Handbook Series MS 26, 43, 58, 82, 101, 102, and 111 (reference (c)).

AP3.1.2. The use of procedures and practices in conflict with those contained in this Appendix must be specifically authorized by the cognizant office of the Military Postal Service Agency.

AP3.1.3. All equipment shall be checked daily to ensure it is operational. MPO supervisors shall ensure that the manufacturer's operating instructions are available for each item of mechanical equipment used. Commanders will include verification of and accomplishment preventive maintenance as part of an MPO's daily operations in all command inspection programs.

AP3.1.4. Below is a Property Code Numbers (PCNS) Handbook F-43 listing the service of postal capital/sensitive equipment. The useful life may or may not exceed the service life as stated in the F-43 Handbook. If proper preventive maintenance is performed, it should extend the useful life. A complete overhaul will usually double the useful life.

EQUIPMENT		USEFUL LIFE
Conveyors		10 Years
IRTs		10 Years
Postage Meters		10 Years
Scales		10 Years
Cancellation Machines (Flyers)		10 Years
U-Carts	local inspection required	Indefinite
Hampers	local inspection required	Indefinite
Nutting Trucks	local inspection required	Indefinite
Cardboard Trays	local inspection required	Indefinite
Flat Trays	local inspection required	Indefinite
Pouch Racks	local inspection required	Indefinite
Letter Cases	local inspection required	Indefinite
Flat Cases	local inspection required	Indefinite
Vending Machine Booklets		10 Years
Strapping Machines		10 Years

AP3.1.5. Preventive maintenance may be divided into three major categories: inspection; cleaning and lubricating; and routine preventive maintenance.

AP3.1.5.1. INSPECTION -- Inspection checklists specify those activities which normally call for a higher level of mechanical and electrical skill. These lists are concerned principally with inspections and adjustments, though tightening and cleaning activities may be included when delicate or complex equipment is involved. Generally, inspection activities are performed monthly, quarterly, semi-annually, and annually.

AP3.1.5.2. CLEANING AND LUBRICATING -- Cleaning and lubricating checklists are primarily concerned with cleaning, lubricating, and tightening activities. These jobs do not ordinarily require as much technical skill as those appearing on inspection checklists. Cleaning and lubricating activities are usually performed monthly, quarterly, semi-annually, and annually.

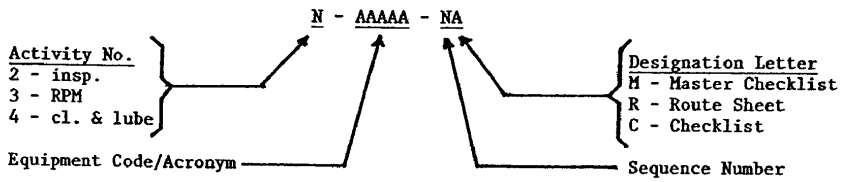
AP3.1.5.3. ROUTINE PREVENTIVE MAINTENANCE -- Routine preventive maintenance checklists are concerned with all of the activities listed above, but are normally directed at a level of skill between that required for inspections and that required for inspections and that required for cleaning and lubricating. Inspection and adjustment work assigned at this level is less complex than work listed for inspections. Routine preventive maintenance activities are usually performed on a tour, daily, weekly, and bi-weekly intervals.

AP3.1.5.4. Inspection, cleaning and lubricating, and routine preventive maintenance activities for postal service equipment are listed on master preventive maintenance checklists, some examples of which are included in this Appendix.

AP3.1.6. Assignment of Checklist Numbers

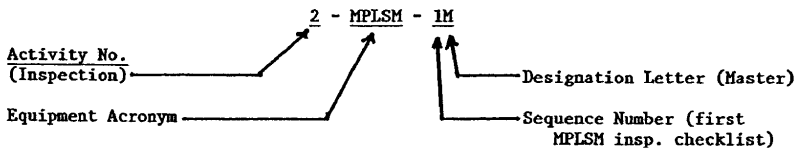
AP3.1.6.1. Each checklist should be assigned an alpha-numeric identification that is unique within the local maintenance organization for purpose of positive identification. Where applicable, National Maintenance Information and Control System (NMICS) equipment codes/acronyms should be used as part of the locally developed checklist number.

Figure AP3.F1. Assignment of Checklist Numbers



AP3.1.6.2. An example showing the development of a checklist number for master inspection checklist No. 1 on the Multi-Positions Letter Sorting Machine (MPLSM) is shown below.

Figure AP3.F2. Development of an MPLSM Checklist Number



AP3.1.7. Preventative Maintenance for Booklet Vending Machine (PBM-6)

Table AP3.T1. PBM-6 Preventive Maintenance Requirements

ITEM	PROCEDURE	FREQUENCY
1	Checking for wear and damage:	Every service.
2	Cleaning the coin mechanism:	As needed during service.
3	Cleaning the interior and exterior:	As needed during service.

AP3.1.8. Preventive Maintenance Instructions. Because PBM-6 machines are often in remote self-service locations, cleaning takes place only as needed. Always check for wear and damage when servicing the machine or performing routine or unscheduled maintenance or any sort. Look for any worn, broken, bent, scorched, or other abnormal conditions of machine parts. Follow safety precautions during performance of preventive maintenance.

AP3.1.9. Checking for Wear and Damage. Visually inspect the following electromechanical items for wear, damage, corrosion rust, and scorched conditions:

AP3.1.9.1. All metal accessories and components.

AP3.1.9.2. All dispensing module moving parts.

AP3.1.9.3. All printed circuit boards and switches.

AP3.1.9.4. All module latches and catches.

AP3.1.9.5. Front panel indicators, COIN REJECT pushbutton, coin slot, and BOOKLET and CHANGE cups.

AP3.1.10. Cleaning the Coin Mechanism. Follow coin mechanism removal and replacement procedures in this paragraph. Stop at the point where the coin mechanism is hanging on the mounting studs.

AP3.1.10.1. Push down on coin return knob while observing coin mechanism. This causes coin acceptor lid to open slightly. The coin acceptor lid is held closed by a spring. Grasp lid firmly, and carefully swing it diagonally upward and to right.

CAUTION

Do not use solvents, steel wool, scouring pads, or a metal bristle brush for the following cleaning steps. Do not use any type of spray lubricant.

AP3.1.10.2. Hold coin acceptor lid open. Wipe exposed coin ramp and inner surface with a damp cloth. Use a cloth dampened with water and a mild nonabrasive detergent for heavy dirt in this area.

AP3.1.10.3. Let coin acceptor lid close gently.

AP3.1.10.4. The coin mechanism cleaning is now complete. Follow removal and replacement procedure in this paragraph, beginning at point of installing coin mechanism in machine. Complete replacement procedure, and return machine to service.

AP3.1.11. Cleaning the Interior and Exterior. Wipe surface areas of PBM-6 clean with a brush and a dry, lint-free cloth. Use a vacuum cleaner on all surfaces. Wash or clean front panel with detergent NSN 7930-00-357-7386. Wipe dry with a clean, dry cloth.

AP3.1.12. Preventive Maintenance for Stamp Machine (PS-53C)

Table AP3.T2. PS-53c Preventive Maintenance Requirements

ITEM	PROCEDURE	FREQUENCY
1	Checking for wear and damage:	Every service.
2	Cleaning the coin mechanism:	As needed during service.
3	Cleaning the stamp dispensing modules:	As needed during service.
4	Cleaning the interior and exterior:	As needed during service.

AP3.1.13. Preventive Maintenance Instructions. Schedule cleaning on an as-needed basis because of the remote locations of PS-53C machines. Check for wear and damage each time the PS-53C is serviced for money removal and stamp replenishment, or when routine or unscheduled maintenance is performed. Look for any worn, broken, bent, scorched, or other abnormal conditions of PS-53C parts. Follow safety precautions during performance of preventive maintenance.

AP3.1.14. Checking for Wear and Damage. Visually inspect the following electromechanical items for wear, damage, corrosion, rust, and scorched:

AP3.1.14.1. All metal accessories and components.

AP3.1.14.2. All stamp module moving parts.

AP3.1.14.3. All printed circuit boards and switches.

AP3.1.14.4. All module latches and catches.

AP3.1.14.5. Front panel indicators, coin return button, coin slot, and CHANGE cup.

AP3.1.15. Cleaning the Coin Mechanism

AP3.1.15.1. Push down on coin return knob while observing coin mechanism. This causes coin acceptor lid to open slightly. The coin acceptor lid is held closed by a spring. Grasp lid firmly, and carefully swing it diagonally upward and to right.

CAUTION

Do not use solvents, steel wool, scouring pads, or a metal bristle brush for the following cleaning steps. Do not use any type of spray lubricant.

AP3.1.15.2. Hold coin acceptor lid open. Wipe exposed coin ramp and inner surface with a damp cloth. Use a cloth dampened with water and a mild nonabrasive detergent for heavy dirt in this area.

AP3.1.15.3. Let coin acceptor lid close gently.

AP3.1.15.4. The coin mechanism cleaning is now complete.

AP3.1.16. Cleaning the Stamp Dispensing Module. Remove each stamp module individually, following removal instructions in this paragraph, and clean thoroughly. Wipe all surface areas with a brush and a dry, lint-free cloth. Use a vacuum cleaner to remove all paper dust collected within stamp modules.

AP3.1.17. Cleaning the Interior and Exterior. Wipe surface areas of PS-53C clean with a brush and a dry, lint-free cloth. Use a vacuum cleaner on all surfaces. Wash or clean front panel with detergent NSN 7930-00-357-7786. Wipe dry with a clean, dry cloth.

AP3.1.18. Checking for Wear and Damage

AP3.1.18.1. Visually inspect the following items for wear, damage, corrosion, rust, and scorched conditions, and discoloration:

AP3.1.18.1.1. All metal accessories and components.

AP3.1.18.1.2. All dispending module moving parts.

AP3.1.18.1.3. All printed circuit boards and switches.

AP3.1.18.1.4. All module latches.

AP3.1.18.1.5. Front panel.

AP3.1.18.1.6. Front panel indicators, COIN REJECT button, coin slot, and BOOKLET and CHANGE cups.

AP3.1.18.2. Report any defective parts to the MPO supervisor.

AP3.1.19. Cleaning the Coin Mechanism

AP3.1.19.1. Materials. Cleaning the coin mechanism requires the following materials:

AP3.1.19.1.1. Soft damp cloth (nonabrasive).

AP3.1.19.1.2. Detergent (nonabrasive liquid soap).

AP3.1.19.1.3. Dry cloth (nonabrasive).

AP3.1.19.2. Procedures. Use the following steps to clean the coin mechanism:

AP3.1.19.2.1. Remove coin mechanism as stated below:

AP3.1.19.2.1.1. Remove power by unplugging power cord from wall outlet.

AP3.1.19.2.1.2. Unlock and open access door.

AP3.1.19.2.1.3. Unplug coin mechanism by separating P10 from J10.

AP3.1.19.2.1.4. Grasp mechanism by its slide bracket and carefully slide it out of machine.

AP3.1.19.2.1.5. To empty coin tubes and remove slide bracket:

AP3.1.19.2.1.5.1. Hold down the two clips located in upper corners of mechanism.

AP3.1.19.2.1.5.2. Push out top end of acceptor until it clears mechanism.

AP3.1.19.2.1.5.3. Pull up coin acceptor until tabs located on sides of coin acceptor reach their upper limit.

AP3.1.19.2.1.5.4. Swing bottom end of coin acceptor out of mechanism.

AP3.1.19.2.1.5.5. Remove coins from coin tubes.

AP3.1.19.2.1.5.6. Remove slide bracket. Set aside for use on replacement coin mechanism.

AP3.1.19.2.1.5.7. Replace coin acceptor by reversing procedures described in steps AP3.1.19.2.1.5.1. through AP3.1.19.2.1.5.6., above.

AP3.1.19.2.2. Push coin return lever and open coin acceptor lid. Grasp lid firmly, and hold it open while cleaning coin path.

CAUTION

Do not use solvents, steel wool, scouring pads, or a metal bristle brush for the following cleaning steps. Do not use any type of spray lubricant.

AP3.1.19.2.3. Wipe coin path and inside of lid with a soft damp cloth. For heavy dirt in this area, use a mild nonabrasive liquid detergent applied to a damp cloth. If area cannot be cleaned, replace coin mechanism. Do not attempt to scrape away heavy dirt as this might cause permanent damage to module.

AP3.1.19.2.4. Dry thoroughly with nonabrasive cloth.

AP3.1.19.2.5. GENTLY close coin acceptor lid.

AP3.1.19.2.6. Replace coin mechanism in accordance with the below procedures:

AP3.1.19.2.6.1. To load coin tubes and attach slide bracket, proceed as follows:

AP3.1.19.2.6.1.1. Hold down two clips located in upper corners of mechanism.

AP3.1.19.2.6.1.2. Push out top end of coin acceptor until it clears mechanism.

AP3.1.19.2.6.1.3. Pull up coin acceptor until tabs located on sides of coin acceptor reach their upper limit.

AP3.1.19.2.6.1.4. Swing bottom end of coin acceptor out of mechanism.

AP3.1.19.2.6.1.5. Load coin tubes with desired amount of coins.

AP3.1.19.2.6.1.6. Set DIP switches on back of coin acceptor to chosen settings.

AP3.1.19.2.6.1.7. Attach slide bracket removed in paragraph E3.19.2.1.5.6.

AP3.1.19.2.6.1.8. Replace coin acceptor by reversing procedures described in steps E3.1.19.2.6.1.1. through E3.1.19.2.6.1.4., above.

AP3.1.19.2.7. Carefully slide coin mechanism onto slide mount bracket, and push until it clears connector J1O.

AP3.1.19.2.8. Connect P10 to J1O.

AP3.1.19.2.9. Plug power cord into wall outlet, and apply power by pulling out (activating) interlock switch.

AP3.1.19.2.10. Perform the procedures listed below:

Table AP3.T3. PBM-2 Performance Test

STEP	PROCEDURE	PERFORMANCE
1	Power-up check. Open rear door. Make sure all assemblies are installed and no coins are in machine. Plug in power cord. Pull out (activate) interlock switch.	Power-on lamp lights. Credit display LED's light and read zero (0.00). EMPTY LED flashes.
2	TEST SWITCH and VEND LIGHT LED checks. Press TEST SWITCH momentarily and release.	Dispensing motor runs one cycle. VEND LIGHT LED lights during vend cycle. EMPTY LED flashes.
3	Power-down check. Push interlock switch to center (off) position.	EMPTY LED, credit display LED's, and power-on lamp go out.
4	EMPTY LED check. Load dispenser with 30 test booklets. Put weight on top of booklets. Set $ACPT/NO $ACPT switch to OFF. Pull out (activate) interlock switch.	EMPTY LED remains out and power-on lamps lights. USE EXACT CHANGE LED flashes. Display reads zero (0.00).
5	POWER SWITCHES and credit display LED's checks. Switch escrow disable switch to the off position. Set PRICE SWITCHES .40 and .05 to the ON position for a total of $0.45. Record cash accountability counter reading, and insert nine nickels in coin slot.	Credit display advances with each nickel deposited for a total of $$0.45. Machine vends on booklet. Credit displays returns to zero (0.00), and cash accountability counter adds $0.45. USE EXACT CHANGE LED flashes.
6	Escrow disable switch check. Set escrow disable switch in the ON position. Insert one quarter and one dime. Press the COIN REJECT button.	Inserted coins do not pass through to CHANGE cup. Insert one dime, machine vends on booklet.

Table AP3.T3. PBM-2 Performance Test, continued

STEP	PROCEDURE	PERFORMANCE
7	Escrow disable switch check. Set escrow disable switch in the OFF position. Insert one quarter and one dime. Press the COIN REJECT button.	Insert quarter and dime pass through to CHANGE cup.
8	COIN REJECT button check. Insert one quarter, one dime, and one nickel. Push COIN REJECT button.	Credit display shows in sequence $0.25, $0.35, and $0.40 and returns to zero (0.00) as the coins return to CHANGE cup. USE EXACT CHANGE LED flashes.
9	Booklet vend and cash accountability counter checks. Insert one quarter and four nickels.	Credit display shows in sequence $0.25, $0.30, $0.40 and $0.45. Machine vends one booklet. Credit display returns to zero (0.00), and cash accountability counter adds $0.45. USE EXACT CHANGE LED flashes.
10	Change return check. Insert two quarters.	Credit display shows in sequence $0.25 and $0.50. Machine vends one booklet and returns one nickel to CHANGE cup. Credit display returns to zero (0.00), and cash accountability counter adds $0.45. USE EXACT CHANGE LED flashes.
11	Change return check. Insert one dime and two quarters.	Credit display shows in $0.10, $0.35, and $0.60. Machine vends one booklet and return three nickels to CHANGE cup. Credit display return to zero (0.00), and cash accountability counter adds $0.45. USE EXACT CHANGE LED flashes.
12	Low quarter SBA coin reject check. Insert one Susan B. Anthony (SBA) dollar coin.	Credit display shows zero (0.00). The SBA coin returns to CHANGE cup. USE EXACT CHANGE LED flashes.
13	USE EXACT CHANGE LED check. Insert two quarters.	Credit display shows in sequence $0.25 and $0.50. Machine vends one booklet and returns one nickel to CHANGE cup. Credit display returns to zero (0.00), and cash accountability counter adds $0.45. USE EXACT CHANGE LED flashes.
14	SBA coin accept check. Insert one quarter and one SBA dollar	Credit displays shows in sequence $0.25 and $1.25. Machine vends one booklet and returns three quarters and one nickel. Credit display returns to zero (0.00), and cash accountability counter adds $0.45. USE EXACT CHANGE LED flashes.
15	INVENTORY SWITCHES check. Press three INVENTORY SWITCHES to empty coin inventory tubes.	No coins remain in tubes.

AP3.1.20. CLEANING THE INTERIOR AND EXTERIOR

AP3.1.20.1. Materials. Cleaning the interior and exterior of the PBM-2 requires the following materials:

AP3.1.20.1.1. Vacuum cleaner.

AP3.1.20.1.2. Brush.

AP3.1.20.1.3. Dry, lintless cloth.

AP3.1.20.1.4. Detergent (NSN 7930-00-357-7386).

AP3.1.20.2. Procedure. Use the following procedure to clean the interior and exterior of the PBM-2:

AP3.1.20.2.1. Remove the cashbox.

AP3.1.20.2.2. Gently brush and vacuum surfaces of all components inside machine.

AP3.1.20.2.3. Wipe surfaces of components with a dry, lintless cloth.

AP3.1.20.2.4. Clean front panel. Use detergent as necessary. Wipe dry with dry, lintless cloth.

AP3.1.20.2.5. Clean cashbox and return it to machine.

AP3.1.21. Preventive Maintenance for Postage Meter Heads

Table AP3.T4. Postage Meter Head Preventive Maintenance Requirements

ITEM	PROCEDURE	FREQUENCY
1	-Service Functions Only- Limited to installing meter tape and filling/refilling ink and water supply.	When required.

Table AP3.T5. Postage Meter Base Preventive Maintenance Requirements

ITEM	PROCEDURE	FREQUENCY
1	Local maintenance and repair authorized when performed by military maintenance personnel or subsidiary companies of the manufacturer or USPS.	When required.

Table AP3.T6. Scale, Automatic Indicating Pound, 100 Pound and 125 Pound

ITEM	PROCEDURE	FREQUENCY
1	Local maintenance and repair authorized when performed by military maintenance personnel or subsidiary companies of the manufacturer daily.	When required.
2	Service functions performed by the operator are limited to: Cleaning scale externally. Seeing that scale does not rock. Checking for correct zero weight. Seeing that the platform is free to move and return to normal position after displacement.	Daily.

AP3.1.22. Preventive Maintenance for Canceling Machine

Table AP3.T7. Canceling Machine Preventive Maintenance Requirements

ITEM	PROCEDURE	FREQUENCY
1	Clean dust and lint from the top of the machine using a small paint brush. Avoid pushing dust into oilless bearing. Inspect to determine if/when Item Numbers 2-3 are necessary.	Daily.
2	Clean die hub and treat with cleaning solvent if it becomes caked with ink and dust. Similarly, clean other exposed metal parts; however, avoid exposing rubber rollers to oil or cleaning liquid.	When required.
3	Oil areas marked for oiling, including moving parts not marked that normally require lubrication.	When required.
4	Ink the roller by rolling it on a small amount of ink on a flat surface. Insert roller occasionally to equalize wear. Require roller when necessary.	When required.
5	Adjust as necessary in accordance with manufacturer's instructions. Add oil to oil trough, as necessary. Model "H.D.2": SAE 10 or 20, non-detergent Model "M": SAE 10, non-detergent	When required.

Table AP3.T7. Canceling Machine Preventive Maintenance Requirements, continued

ITEM	PROCEDURE	FREQUENCY
6	Change oil--Model H.D.2--clean trough before adding 3 pints of new oil.	Semi-annually.
7	Change oil--Model M--clean before adding 1 pint of new oil.	Annually.

NOTE -- The canceling machine has been designed to be dependable during normal daily use for 10 years. All wear on the machine is gradual, allowing replacement parts to be ordered before breakdown, if the operator examines the working parts when the machine is being cleaned and lubricated.

Figure AP3.F3 Master Preventive Maintenance Checklist - Side A

MASTER PREVENTIVE MAINTENANCE CHECKLIST – SIDE A Type of Activity: INSPECTION				Checklist Number: 2-PPC-1M
System: Portable Conveyors	Equipment: All Models	Type: General Purpose Parcel Sorting Loading-Unloading		
Component	Item	Instructions*	Frequency By Service Condition	
			Light	Mod	Sev
GENERAL	1	(Safety) Observe all safety precautions. Disconnect power cable except when operations must be performed with the equipment running. Be especially cautious when performing operations with the equipment running.		MQSA -xxx	
	2	(Power Cable) Connect power cable and operate conveyor.		*	
	3	(Power Cable) Disconnect power cable from receptacle.		*	
DRIVE SECTION	4	(Motor and Reducer or Gearmotor) With conveyor running, feel motor and reducer housing to detect excessive vibration. Listen for evidence of damage or wear to internal parts. Look for evidence of lubricant leakage.		-xxx	
	5	(Drive Section) With conveyor running observe the overall performance of the motor, reducer, and power transmission equipment.		-xxx	
	6	(Roller Chain Transmission) With power cable disconnected, remove chain guard. Look for excessive wear to roller chain and sprocket teeth. Look for corrosion and build-up of dirt on transmission parts. Feel chain to determine if tension is properly adjusted. Feel sprockets to be sure they are tight on shafts. Remount chain guard.		--xx	
		*Frequency to agree with "operating items" appearing on individual checklist. These performance time standards have not been included in the data presented on the summary sheet.			

Figure AP3.F4. Master Preventive Maintenance Checklist - Side B

MASTER PREVENTIVE MAINTENANCE CHECKLIST - SIDE B Type of Activity: INSPECTION			Checklist Number: 2-PPC-1M
System: Portable Conveyors	Equipment: All Models	Type: General Purpose Parcel Sorting Loading-Unloading	

Item	Performance Time Criteria		Notes and Additional Information	Frequency Factor Lt	Mod	Sev
1	(Safety)	5 minutes	Includes travel time to the job site		4	
2	(Power Cable)	2 minutes	Standard		*	
3	(Power Cable)	2 minutes	Standard		*	
4	(Motor and Reducer or Gearmotor)	2 minutes	Standard		4	
5	(Drive Section)	2 minutes	Standard		4	
6	(Roller Chain Transmission)	6 minutes	Standard		2	
			*Frequency to agree with "operating items" appearing on individual checklist. These performance time standards have not been included in the data presented on the summary sheet.			

Figure AP3.F5. Master Preventive Maintenance Checklist - Side A

MASTER PREVENTIVE MAINTENANCE CHECKLIST – SIDE A Type of Activity: INSPECTION			Checklist Number: 2-PPC-1M		
System: Portable Conveyors	Equipment: All Models	Type: General Purpose Parcel Sorting Loading-Unloading			
Component	Item	Instructions	Frequency By Service Condition		
			Light	Mod	Sev
CONVEYING SECTION	7	(Belt Alinement and Tension) With conveyor running, observe tracking of the belt overdrive, terminal, and take-up pulleys (if reversible, observe in both directions). Observe the belt for proper tension adjustment.		MQSA -xxx	
	8	(Pulley Bearings) With conveyor running, listen for abnormal noise from pulley and roll bearings. Feel accessible bearing housings to detect excessive vibration. Observe each pulley for eccentricity or other indication of bent shaft.		-xxx	
	9	(Belt and Lacing) With power cable connected, jog conveyor and observe condition of belt and lacing along entire length of belt.		-xxx	
HYDRAULIC SYSTEM (Model C) (Model H)	10	(Hydraulic System) With power cable connected, operate the boom section and observe the hydraulic system (manual or motor driven pump, whichever is applicable). Look for leakage around cylinders, caps, piston rods, and in tubing and fittings of fluid lines.		-xxx	
STRUCTURAL	11	(Conveyor Frame) With power cable disconnected look for damage to the frame, hopper, boom and other structural members. Check for loose bolts, broken welds, and broken or loose rivets. Check casters for damage.		-xxx	
(Model J)	12	(Boom) With conveyor running, slide the boom back and forth and check for free movement and smooth operation. Check boom lock assembly.		-xxx	
(Models C & G)	13	(Manual Tilt Mechanism) With power cable disconnected, operate the elevating crank to test for proper operation of tilt mechanism. Look for damage to and feel for secure mounting of parts.		-xxx	

Figure AP3.F6. Master Preventive Maintenance Checklist - Side B

MASTER PREVENTIVE MAINTENANCE CHECKLIST – SIDE B

Type of Activity: INSPECTION

Checklist Number: 2-PPC-1M

System: Portable Conveyor

Equipment: All Models

Type: General Purpose Parcel Sorting Loading-Unloading

Item	Performance Time Criteria		Notes and Additional Information	Frequency Factor Lt	Mod	Sev
7	(Belt Alinement and Tension)	4 minutes	Standard		4	
8	(Pulley Bearings)	3 minutes	Standard		4	
9	(Belt and Lacing)	5 minutes	Standard		4	
10	(Hydraulic System)	5 minutes	Applies to Model C & H Portable Conveyors		4	
11	(Conveyor Frame)	4 minutes	Standard		4	
12	(Boom)	2 minutes	Applies to Model J Portable Conveyor		4	
13	(Manual Tilt Mechanism)	2 minutes	Applies to Models C & G Portable Conveyors		4	

Figure AP3.F7. Master Preventive Maintenance Checklist - Side A

MASTER PREVENTIVE MAINTENANCE CHECKLIST – SIDE A

Type of Activity: INSPECTION

Checklist Number: 2-PPC-1M

System: Portable Conveyors

Equipment: All Models

Type: General Purpose Parcel Sorting Loading-Unloading

Component	Item	Instructions	Frequency By Service Condition: Light	Mod	Sev
CONTROLS	14	(Switches and Wiring) With power cable disconnected, look and feel for damage to switch boxes, cable reels, and associated conduit and wiring. Look for damage to power cable and plugs.		NQSA -xxx	
GENERAL	15	(Clean-up) Clean all parts of the conveyor. Remove all inspection equipment from work area. Initiate repair work orders as required. Report serious deficiencies to the maintenance supervisor.		-xxx	

Figure AP3.F8. Master Preventive Maintenance Checklist - Side B

MASTER PREVENTIVE MAINTENANCE CHECKLIST – SIDE B Type of Activity: INSPECTION			Checklist Number: 2-PPC-1M
System: Portable Conveyors	Equipment: All Models	Type:	General Purpose Parcel Sorting Loading-Unloading

Item	Performance Time Criteria		Notes and Additional Information	Frequency Factor		
				L1	Mod	Sev
14	(Switches and Wiring)	3 minutes	Standard		4	
15	(Clean-Up)	5 minutes	Standard		4	

Figure AP3.F9. U.S. Postal Service Maintenance Checklist

U.S. POSTAL SERVICE MAINTENANCE CHECKLIST	IDENTIFICATION			
	WORK CODE	EQUIPMENT ACRONYM	NUMBER	TYPE
	0 2	P P C	0 0 1	M

SYSTEM/LOCATION	EQUIPMENT TYPE	MODEL/SERIES	ORIGINAL ISSUANCE DATE
POWERED PORTABLE CONVEYORS		MODEL 89	
SUB-EQUIPMENT/AREA	DATE LAST REVISED	REVISION NO.	APPROVED BY (INITIALS)

PART OR COMPONENT	ITEM NO.	INSTRUCTIONS (COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS)	FREQUENCY A	S	Q	M			
GENERAL	1.	(SAFETY) Observe all safety precautions. Disconnect power cable except when operations must be performed with equipment running. Be especially cautious when performing operations with equipment running.			X				
DRIVE SECTION	2.	(MOTOR AND REDUCER OR GEARMOTOR) With conveyor running, feel motor and reducer housing to detect excessive vibration. Listen for evidence of damage or wear to internal parts. Look for evidence of lubricant leakage.			X				
	3.	(DRIVE SECTION) With conveyor running, observe overall performance of motor, reducer, and power transmission equipment.			X				
	4.	(ROLLER CHAIN TRANSMISSION) With power cable disconnected, remove chain guard. Look for excessive wear on roller chain and sprocket teeth. Look for corrosion and buildup of dirt on transmission parts. Feel chain to determine if tension is properly adjusted. Feel sprockets to be sure they are tight on shafts. Remount chain guard.			X				
CONVEYING SECTION	5.	(BELT ALIGNMENT AND TENSION) With conveyor running, observe tracking and tension of belt over drive terminal and takeup pulleys. (If reversible, observe in both directions.)			X				
	6.	(PULLEY BEARINGS) With conveyor running, listen for abnormal noise from pulley and roll bearings. Feel accessible bearing housings to detect excessive vibration. Observe each pulley for eccentricity or other indications of wear.			X				
	7.	(BELT AND LACING) Operate conveyor and observe condition of entire length of belt and lacing.			X				
STRUCTURAL	8.	(CONVEYOR FRAME) With power cable disconnected, look for damage to frame, tower, guards, etc. Check for loose or defective bolts, rivets, and welds. Check casters for damage.			X				

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Figure AP3.F10. U.S. Postal Service Maintenance Checklist

U.S. POSTAL SERVICE MAINTENANCE CHECKLIST	IDENTIFICATION			
	WORK CODE	EQUIPMENT ACRONYM	NUMBER	TYPE
	0 2	P P C	0 0 1	M

SYSTEM/LOCATION	EQUIPMENT TYPE	MODEL/SERIES	ORIGINAL ISSUANCE DATE
POWERED PORTABLE CONVEYORS		MODEL 89	
SUB-EQUIPMENT/AREA	DATE LAST REVISED	REVISION NO.	APPROVED BY (INITIALS)

PART OR COMPONENT	ITEM NO.	INSTRUCTIONS (COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS)	FREQUENCY A	S	Q	M			
CONTROLS	9.	(SWITCHES AND WIRING) With power cable disconnected, look and feel for damage to switch boxes, cables, conduit, and wiring. Look for damage to power cable and plugs.			X				
GENERAL	10.	(CLEANUP) Remove all tools, rags, and debris from work area. Initiate repair work orders as required. Report serious deficiencies to maintenance supervisor.			X				
SAFETY	11.	Check operation of the emergency-stop switches and proper installation of mechanical guards over potential pinch points.			X				

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Figure AP3.F11. U.S. Postal Service Maintenance Checklist

U.S. POSTAL SERVICE MAINTENANCE CHECKLIST	IDENTIFICATION			
	WORK CODE	EQUIPMENT ACRONYM	NUMBER	TYPE
	0 4	P P C	0 0 1	M

SYSTEM/LOCATION	EQUIPMENT TYPE	MODEL/SERIES	ORIGINAL ISSUANCE DATE
POWERED PORTABLE CONVEYORS		MODEL 89	
SUB-EQUIPMENT/AREA	DATE LAST REVISED	REVISION NO.	APPROVED BY (INITIALS)

PART OR COMPONENT	ITEM NO.	INSTRUCTIONS (COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS)	FREQUENCY A	S	Q	M			
GENERAL	1.	(SAFETY) Observe all safety precautions. Disconnect power cable except when maintenance action must be performed with equipment running. Be especially cautious when performing operations with equipment running.			X				
DRIVE SECTION	2.	(MOTOR AND REDUCER BEARINGS, WHERE GREASE FITTINGS ARE PROVIDED) With power cable disconnected, remove relief plugs from bearings. Wipe fittings to remove dirt. Using a hand-grease gun, purge bearings by applying lubricant through fittings until fresh lubricant appears at relief hole. Connect power cable and run motor and reducer for a short time to allow excess grease to run out, then replace relief plugs.			X				
	3.	(GEARCASE OIL LEVEL) With power cable disconnected, remove oil level plug and determine level of lubricant in gearcase. Add lubricant as required to reach proper level. Clean breather vent and wipe away any excess lubricant.			X				
	4.	(ROLLER CHAIN) With conveyor running, use a brush to apply lubricant to roller chain.			X				
	5.	(GEARCASE) With power cable disconnected and unit warm from running, remove filler cap from gearcase. Remove drain plug and drain old lubricant from gearcase. Replace drain plug and fill gearcase to proper level. Clean breather vent, replace filler cap, and wipe excess oil from gearcase exterior.			X				
	6.	(CASTERS, WHERE FITTINGS ARE PROVIDED) With power cable disconnected, wipe fittings. Using a hand-grease gun, apply small amount of lubricant to fittings. Wipe away any excess lubricant.			X				
CONVEYING SECTION	7.	(PULLEY BEARINGS, WHERE FITTINGS ARE PROVIDED) With power cable disconnected, wipe dirt from all lube-type pulley bearings. Using a hand-grease gun, apply a small amount of lubricant to fittings. Wipe away excess lubricant.			X				

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Figure AP3.F12. U.S. Postal Service Maintenance Checklist

U.S. POSTAL SERVICE MAINTENANCE CHECKLIST	IDENTIFICATION										
	WORK CODE		EQUIPMENT ACRONYM					NUMBER			TYPE
	0	4	P	P	C			0	0	1	M

SYSTEM/LOCATION	EQUIPMENT TYPE	MODEL/SERIES	ORIGINAL ISSUANCE DATE
POWERED PORTABLE CONVEYORS		MODEL 89	
SUB-EQUIPMENT/AREA	**DATE LAST REVISED**	**REVISION NO.**	**APPROVED BY (INITIALS)**

PART OR COMPONENT	ITEM NO.	INSTRUCTIONS (COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS)	FREQUENCY A	S	O	M			
VARIDRIVE	8.	With power cable disconnected, wipe dirt from fittings. Using hand-grease gun, apply small amount of lubricant to bearings.			X				
GENERAL	9.	(CLEANUP) Remove all tools, rags, and debris from work area. Initiate repair work orders as required. Report serious deficiencies to maintenance supervisor.			X				
SAFETY	10.	Check operation of the emergency-stop switches and proper installation of mechanical guards over potential pinch points.			X				

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Figure AP3.F13. U.S. Postal Service Maintenance Checklist

U.S. POSTAL SERVICE MAINTENANCE CHECKLIST	IDENTIFICATION			
	WORK CODE	EQUIPMENT ACRONYM	NUMBER	TYPE
	0 2	P P C	0 0 1	M

SYSTEM/LOCATION	EQUIPMENT TYPE	MODEL/SERIES	ORIGINAL ISSUANCE DATE
POWERED PORTABLE CONVEYORS		MODEL L	
SUB-EQUIPMENT/AREA	DATE LAST REVISED	REVISION NO.	APPROVED BY (INITIALS)

PART OR COMPONENT	ITEM NO.	INSTRUCTIONS (COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS)	FREQUENCY A	S	Q	M			
GENERAL	1.	(SAFETY) Observe all safety precautions. Disconnect power cable except when operations must be performed with equipment running. Be especially cautious when performing operations with equipment running.			X				
DRIVE SECTION	2.	(MOTOR AND REDUCER OR GEARMOTOR) With conveyor running, feel motor and reducer housing to detect excessive vibration. Listen for evidence of damage or wear to internal parts. Look for evidence of lubricant leakage.			X				
	3.	(DRIVE SECTION) With conveyor running, observe overall performance of motor, reducer, and power transmission equipment.			X				
	4.	(ROLLER CHAIN TRANSMISSION) With power cable disconnected, remove chain guard. Look for excessive wear on roller chain and sprocket teeth. Look for corrosion and buildup of dirt on transmission parts. Feel chain to determine if tension is properly adjusted. Feel sprockets to be sure they are tight on shafts. Remount chain guard.			X				
CONVEYING SECTION	5.	(BELT ALIGNMENT AND TENSION) With conveyor running, observe belt tracking and tension over drive, terminal, and takeup pulleys. If reversible, observe in both directions.			X				
	6.	(PULLEY BEARINGS) With conveyor running, listen for abnormal noise from pulley and roll bearings. Feel accessible bearing housings to detect excessive vibration. Observe each pulley for eccentricity or other indications of wear.			X				
	7.	(BELT AND LACING) Operate conveyor and observe condition of entire length of belt and lacing.			X				
STRUCTURAL	8.	(CONVEYOR FRAME) With power cable disconnected, look for damage to frame, tower, guards, etc. Check for loose or defective bolts, rivets, and welds. Check casters for damage.			X				

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Figure AP3.F14. U.S. Postal Service Maintenance Checklist

U.S. POSTAL SERVICE MAINTENANCE CHECKLIST	IDENTIFICATION			
	WORK CODE	EQUIPMENT ACRONYM	NUMBER	TYPE
	0 2	P P C	0 0 1	M

SYSTEM/LOCATION	EQUIPMENT TYPE	MODEL/SERIES	ORIGINAL ISSUANCE DATE
POWERED PORTABLE CONVEYORS		MODEL L	
SUB-EQUIPMENT/AREA	DATE LAST REVISED	REVISION NO.	APPROVED BY (INITIALS)

PART OR COMPONENT	ITEM NO.	INSTRUCTIONS (COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS)	FREQUENCY A	S	Q	M			
CONTROLS	9.	(SWITCHES AND WIRING) With power cable disconnected, look and feel for damage to switch boxes, cables, conduit, and wiring. Look for damage to power cable and plugs.			X				
GENERAL	10.	(CLEANUP) Remove all tools, rags, and debris from work area. Initiate repair work orders as required. Report serious deficiencies to maintenance supervisor.			X				
SAFETY	11.	Check operation of the emergency-stop switches and proper installation of mechanical guards over potential pinch points.			X				

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Figure AP3.F15. U.S. Postal Service Maintenance Checklist

U.S. POSTAL SERVICE
MAINTENANCE CHECKLIST

IDENTIFICATION										
WORK CODE		EQUIPMENT ACRONYM					NUMBER			TYPE
0	4	P	P	C			0	0	1	M

SYSTEM/LOCATION	EQUIPMENT TYPE	MODEL/SERIES	ORIGINAL ISSUANCE DATE
POWERED PORTABLE CONVEYORS		MODEL L	
SUB-EQUIPMENT/AREA	**DATE LAST REVISED**	**REVISION NO.**	**APPROVED BY (INITIALS)**

PART OR COMPONENT	ITEM NO.	INSTRUCTIONS (COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS)	FREQUENCY A	S	Q	M			
GENERAL	1.	(SAFETY) Observe all safety precautions. Disconnect power cable except when maintenance action must be performed with equipment running. Be especially cautious when performing operations with equipment running.			X				
DRIVE SECTION	2.	(MOTOR AND REDUCER BEARINGS, WHERE GREASE FITTINGS ARE PROVIDED) With power cable disconnected, remove relief plugs from bearings. Wipe fittings to remove dirt. Using a hand-grease gun, purge bearings by applying lubricant through fittings until fresh lubricant appears at relief hole. Connect power cable and run motor and reducer for a short time to allow excess grease to run out, then replace relief plugs.			X				
	3.	(GEARCASE OIL LEVEL) With power cable disconnected, remove oil level plug and determine level of lubricant in gearcase. Add lubricant as required to reach proper level. Clean breather vent and wipe away any excess lubricant.			X				
	4.	(ROLLER CHAIN) With conveyor running, use a brush to apply lubricant to roller chain.			X				
	5.	(GEARCASE) With power cable disconnected and unit warm from running, remove filler cap from gearcase. Remove drain plug and drain old lubricant from gearcase. Replace drain plug and fill gearcase to proper level. Clean breather vent, replace filler cap, and wipe excess oil from gearcase exterior.			X				
	6.	(CASTERS, WHERE FITTINGS ARE PROVIDED) With power cable disconnected, wipe fittings. Using a hand-grease gun, apply a small amount of lubricant to fittings. Wipe away any excess lubricant.			X				
CONVEYING SECTION	7.	(PULLEY BEARINGS, WHERE FITTINGS ARE PROVIDED) With power cable disconnected, wipe dirt from all lube-type pulley bearings. Using a hand-grease gun, apply a small amount of lubricant to fittings. Wipe away excess lubricant.			X				

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Figure AP3.F16. U.S. Postal Service Maintenance Checklist

U.S. POSTAL SERVICE MAINTENANCE CHECKLIST	IDENTIFICATION										
	WORK CODE		EQUIPMENT ACRONYM					NUMBER			TYPE
	0	4	P	P	C			0	0	1	M

SYSTEM/LOCATION	EQUIPMENT TYPE	MODEL/SERIES	ORIGINAL ISSUANCE DATE
POWERED PORTABLE CONVEYORS		MODEL L	
SUB-EQUIPMENT/AREA	DATE LAST REVISED	REVISION NO.	APPROVED BY (INITIALS)

PART OR COMPONENT	ITEM NO.	INSTRUCTIONS (COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS)	FREQUENCY A	S	Q	M			
GENERAL	8.	(CLEANUP) Remove all tools, rags, and debris from work area. Initiate repair work orders as required. Report serious deficiencies to maintenance supervisor.			X				
SAFETY	9	Check operation of the emergency-stop switches and proper installation of mechanical guards over potential pinch points.			X				

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Figure AP3.F17. U.S. Postal Service Maintenance Checklist

U.S. POSTAL SERVICE MAINTENANCE CHECKLIST	IDENTIFICATION			
	WORK CODE	EQUIPMENT ACRONYM	NUMBER	TYPE
	0 2	P P C	0 0 1	M

SYSTEM/LOCATION	EQUIPMENT TYPE	MODEL/SERIES	ORIGINAL ISSUANCE DATE
POWERED PORTABLE CONVEYORS		MODEL H	
SUB-EQUIPMENT/AREA	DATE LAST REVISED	REVISION NO.	APPROVED BY (INITIALS)

PART OR COMPONENT	ITEM NO.	INSTRUCTIONS (COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS)	FREQUENCY A	S	Q	M			
GENERAL	1.	(SAFETY) Observe all safety precautions. Disconnect power cable except when operations must be performed with equipment running. Be especially cautious when performing operations with equipment running.			X				
	2.	(POWER CABLE) Connect power cable and operate conveyor.			X				
	3.	(POWER CABLE) Disconnect power cable from receptacle.			X				
DRIVE SECTION	4.	(MOTOR AND REDUCER OR GEARMOTOR) With conveyor running, feel motor and reducer housing to detect excessive vibration. Listen for evidence of damage or wear to internal parts. Look for evidence of lubricant leakage.			X				
	5.	(DRIVE SECTION) With conveyor running, observe overall performance of motor, reducer, and power transmission equipment.			X				
	6.	(ROLLER CHAIN TRANSMISSION) With power cable disconnected, remove chain guard. Look for excessive wear on roller chain and sprocket teeth. Look for corrosion and buildup of dirt on transmission parts. Feel chain to determine if tension is properly adjusted. Feel sprockets to be sure they are tight on shafts. Remount chain guard.			X				
CONVEYING SECTION	7.	(BELT ALIGNMENT AND TENSION) With conveyor running, observe tracking and tension of belt over drive terminal and takeup pulleys. (If reversible, observe in both directions.)			X				
	8.	(PULLEY BEARINGS) With conveyor running, listen for abnormal noise from pulley and roll bearings. Feel accessible bearing housings to detect excessive vibration. Observe each pulley for eccentricity or other indications of wear.			X				
	9.	(BELT AND LACING) With power cable connected, jog conveyor and observe condition of belt and lacing along entire length of belt.			X				

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Figure AP3.F18. U.S. Postal Service Maintenance Checklist

U.S. POSTAL SERVICE
MAINTENANCE CHECKLIST

IDENTIFICATION										
WORK CODE		EQUIPMENT ACRONYM					NUMBER			TYPE
0	2	P	P	C			0	0	1	M

SYSTEM/LOCATION	EQUIPMENT TYPE	MODEL/SERIES	ORIGINAL ISSUANCE DATE
POWERED PORTABLE CONVEYORS		MODEL H	
SUB-EQUIPMENT/AREA	**DATE LAST REVISED**	**REVISION NO.**	**APPROVED BY (INITIALS)**

PART OR COMPONENT	ITEM NO.	INSTRUCTIONS (COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS)	FREQUENCY A	S	Q	M			
HYDRAULIC SYSTEM	10.	(HYDRAULIC SYSTEM) With power cable connected, operate boom section and observe hydraulic system (manual or motor-driven pump, whichever is applicable). Look for leakage around cylinders, caps, piston rods, and in tubing and fittings of fluid lines.			X				
STRUCTURAL	11.	(CONVEYOR FRAME) With power cable disconnected, look for damage to frame, hopper, boom, and other structural members. Check for loose bolts, broken welds, and broken or loose rivets. Check casters for damage.			X				
CONTROLS	12.	(SWITCHES AND WIRING) With power cable disconnected, look and feel for damage to switch boxes, cable reels, and associated conduit and wiring. Look for damage to power cable and plugs.			X				
GENERAL	13.	(CLEANUP) Clean all parts of conveyor. Remove all inspection equipment from work area. Initiate repair work orders as required. Report serious deficiencies to maintenance supervisor.			X				
SAFETY	14.	Check operation of the emergency-stop switches and proper installation of mechanical guards over potential pinch points.			X				

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Figure AP3.F19. U.S. Postal Service Maintenance Checklist

U.S. POSTAL SERVICE MAINTENANCE CHECKLIST	IDENTIFICATION			
	WORK CODE	EQUIPMENT ACRONYM	NUMBER	TYPE
	0 4	P P C	0 0 1	M

SYSTEM/LOCATION	EQUIPMENT TYPE	MODEL/SERIES	ORIGINAL ISSUANCE DATE
POWERED PORTABLE CONVEYORS		MODEL H	
SUB-EQUIPMENT/AREA	DATE LAST REVISED	REVISION NO.	APPROVED BY (INITIALS)

PART OR COMPONENT	ITEM NO.	INSTRUCTIONS (COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS)	FREQUENCY A	S	Q	M			
GENERAL	1.	(SAFETY) Observe all safety precautions. Disconnect power cable except when maintenance action must be performed with equipment running. Be especially cautious when performing operations with equipment running.			X				
	2.	(POWER CABLE) Connect power cable and operate conveyor.			X				
	3.	(POWER CABLE) Disconnect power cable from receptacle.			X				
DRIVE SECTION	4.	(MOTOR AND REDUCER BEARINGS, WHERE GREASE FITTINGS ARE PROVIDED) With power cable disconnected, remove relief plugs from bearings. Wipe fittings to remove dirt. Using a hand-grease gun, purge bearings by applying lubricant through fittings until fresh lubricant appears at a relief hole. Connect power cable and run motor and reducer for a short time to allow excess grease to run out, then replace relief plugs.			X				
	5.	(GEARCASE OIL LEVEL) With power cable disconnected, remove oil level plug and determine level of lubricant in gearcase. Add lubricant as required to reach proper level. Clean breather vent and wipe away any excess lubricant.			X				
	6.	(ROLLER CHAIN) With conveyor running, use brush to apply lubricant to roller chain.			X				
	7.	(GEARCASE) With power cable disconnected and unit warm from running, remove filler cap from gearcase. Remove drain plug and drain old lubricant from gearcase. Replace drain plug and fill gearcase with lubricant to proper level. Clean breather vent. Replace filler cap and wipe excess oil from gearcase exterior.			X				
	8.	(CASTERS, WHERE FITTINGS ARE PROVIDED) With power cable disconnected, wipe fittings. Using a hand-grease gun, apply small amount of lubricant to fittings. Wipe away excess lubricant.			X				

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Figure AP3.F20. U.S. Postal Service Maintenance Checklist

U.S. POSTAL SERVICE MAINTENANCE CHECKLIST	IDENTIFICATION			
	WORK CODE	EQUIPMENT ACRONYM	NUMBER	TYPE
	0 4	P P C	0 0 1	M

SYSTEM/LOCATION	EQUIPMENT TYPE	MODEL/SERIES	ORIGINAL ISSUANCE DATE
POWERED PORTABLE CONVEYORS		MODEL H	
SUB-EQUIPMENT/AREA	**DATE LAST REVISED**	**REVISION NO.**	**APPROVED BY (INITIALS)**

PART OR COMPONENT	ITEM NO.	INSTRUCTIONS (COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS)	FREQUENCY A	S	Q	M			
CONVEYING SECTION	9.	(PULLEY BEARINGS, WHERE FITTINGS ARE PROVIDED) With conveyor running, wipe dirt from fitting of all lubrication-type pulley bearings. Using a hand-grease gun, apply a small amount of lubricant to fittings. Wipe away lubricant.			X				
GENERAL	10.	(CLEANUP) Clean all parts of conveyor. Remove all maintenance tools, equipment, and lubricants from work area. Complete Form 4805, *Work Order*, and report serious deficiencies to maintenance supervisor.			X				
SAFETY	11.	Check operation of the emergency-stop switches and proper installation of mechanical guards over potential pinch points.			X				

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Figure AP3.F21. Master Preventive Maintenance Checklist

MASTER PREVENTIVE MAINTENANCE CHECKLIST

Checklist Number: 4-PFC-1M

Type of Activity: CLEANING AND LUBRICATING

System: Portable Conveyors

Equipment: All Models

Type: General Purpose Parcel Sorting Loading-Unloading

Component	Item	Instructions	Frequency By Service Condition: Light	Mod	Sev
GENERAL	1	(Safety) Observe all safety precautions. Disconnect power cable except when maintenance action must be performed with the equipment running. Be especially cautious when performing operations with the equipment running.		MQSA -xxx	
	2	(Power Cable) Connect power cable and operate conveyor.		*	
	3	(Power Cable) Disconnect power cable from receptacle.		*	
DRIVE SECTION	4	(Motor and Reducer Bearings, where Grease Fittings are provided). With power cable disconnected remove relief plugs from bearings. Wipe fittings to remove dirt. Using a hand grease gun, purge bearings by applying lubricant through fittings until fresh lubricant appears at relief hole. Connect power cable and run motor and reducer for a short time to allow excess grease to run out, then replace the relief plugs.		-xxx	
	5	(Gearcase Oil Level) With the power cable disconnected, remove the oil level plug and determine level of lubricant in gearcase. Add lubricant as required to reach the proper level. Clean breather vent and wipe away any excess lubricant.		-xxx	
	6	(Roller Chain) With conveyor running, use brush to apply lubricant to roller chain. Oil SAE 40		-xxx	

*Frequency to agree with "operating items" appearing on individual checklist. These performance time standards have not been included in the data presented on the summary sheets.

Figure AP3.F22. Master Preventive Maintenance Checklist

MASTER PREVENTIVE MAINTENANCE CHECKLIST Type of Activity: CLEANING AND LUBRICATING			Checklist Number: 4-PPC-1M
System: Portable Conveyors	Equipment: All Models	Type: General Purpose Parcel Sorting Loading-Unloading	

Component	Item	Instructions	Frequency By Service Condition: Light	Mod	Sev
				MQSA	
	7	(Gearcase) With the power cable disconnected and the unit warm from running, remove filler cap from gearcase. Remove drain plug and drain old lubricant from gearcase. Replace drain plug and fill gearcase with lubricant to the proper level. Clean breather vent. Replace filler cap and wipe excess oil from exterior of gearcase. Oil SAE 40		---x	
(Models 86, 89, C-89)	8	(Variable-Speed Drive, Where Provided) With power cable disconnected, wipe fittings. Using a hand grease gun, apply a small amount of lubricant to fittings. Where appropriate, apply a small amount of oil to motor base slides. Wipe away excess lubricant. Molybenum disulfide E.P. grease Oil SAE 40		-xxx	
HYDRAULIC SYSTEM (Model C)	9	(Pump Motor Bearings, Where Grease Fittings are Provided) With power cable disconnected, remove relief plugs from bearings. Wipe Fittings. Using a hand grease gun, purge bearings by applying lubricant through fittings until fresh lubricant appears at relief hole. Run pump motor for a short time to allow excess grease to run out. Replace the relief plugs. Molybenum disulfide E.P. grease		-xxx	
STRUCTURAL (Model J)	10	(Cam Rollers, Where Fittings are Provided) With the power cable disconnected, wipe grease fittings. Using a hand grease gun, apply a small amount of lubricant to fittings. Wipe away excess lubricant. Molybenum disulfide E.P. grease		-xxx	
	11	(Casters, Where Fittings are Provided.) With the power cable disconnected, wipe the fittings. Using a hand grease gun, apply a small amount of lubricant to the fittings. Wipe away excess lubricant. Molybenum disulfide E.P. grease		-xxx	

Figure AP3.F23. Master Preventive Maintenance Checklist

MASTER PREVENTIVE MAINTENANCE CHECKLIST

Type of Activity: CLEANING AND LUBRICATING

Checklist Number: 4-PPC-1M

System:	Equipment:	Type:
Portable Conveyors	All Models	General Purpose Parcel Sorting Loading-Unloading

Component	Item	Instructions	Frequency By Service Condition: Light	Mod	Sev
(Model J)	12	(Boom Lock Linkage) With power cable disconnected, wipe dirt from boom lock assembly. Using a spout can, apply a small amount of oil to linkage pivot points. Wipe away excess lubricant. Oil SAE 40		MQSA -xxx	
CONVEYING SECTION	13	(Pulley Bearings, Where Fittings are Provided) With conveyor running, wipe dirt from fittings of all lube-type pulley bearings. Using a hand grease gun, apply a small amount of lubricant to fittings. Wipe away excess lubricant. Molybenum disulfide E.P. grease		-xxx	
MANUAL TILT MECHANISM (Model G)	14	(Manual Tilt Mechanism) With the power cable disconnected, raise the conveyor to maximum elevation. Remove dirt and oil from screw stock and gears. Apply lubricant with brush on screw stock and gears. After lubrication, lower conveyor to horizontal position. Oil SAE 40		-xxx	
GENERAL	15	(Clean-Up) Clean all parts of the conveyor. Remove all maintenance tools, equipment and lubricants from work area. Complete form 4581, CORRECTION NEEDED. Report serious deficiencies to maintenance supervisor.		-xxx	

AP4. APPENDIX 4

USPS EQUIPMENT ITEMS

Equipment items shall be requisitioned on PS Form 7381 (Figure AP4.F1.). A separate form shall be used for each different item ordered; however, more than one of the same item can be requested on the same form (see paragraph C1.1.17.). Submit one copy only. Requisitions shall be submitted to the responsible commander for approval. Requisitions shall then be submitted to the serving JMPA for final processing and coordination with items currently on hand and the reason the item is required. Examples of justification include replacing existing equipment that is beyond repair or expansion of operations. See Appendix 1, "Postal Equipment Issues Standards," before submitting requisitions.

ITEM NO	PCN	PRE-PACK REQUIREMENT	DESCRIPTION
3B			Table, Dumping and Stamping (used for emptying pouches and sacks of mail and to postmark letter mail with hand stamps) (see Figure AP4.F2.). W-72 inches, D-36 inches, H-41 inches.
21A			Case and Table, Flat Paper (used for distribution of flats). 28 separation (see Figure AP4.F3.).
21B			42 separation.
21C			56 separation.
21L			Case, Wing, Flat Paper (for use with Items 21A, 21B, and 21C) (used for distribution of flats) (see Figure AP4.F4.).
24C			Case, Facing Slip, Case Top (used on letter for dispatching mail) (see Figure AP4.F5.). 28 separation.

* Indicates capital/sensitive equipment item.

Figure AP4.F1. Sample PS Form 7381, "Requisition for Supplies, Services, or Equipment"

U.S. Postal Service

REQUISITION FOR SUPPLIES, SERVICES, OR EQUIPMENT

See Instructions on Reverse

1. Requisition No.: 2-XX
2. Request Date: 4 Aug. 19XX
3. Required Delivery Date: 20 Oct.19XX
Page No.: 1
4. Job Order Number (Maintenance Use Only): WC | Acronym | Equipment No. | EC | Work Order No.
No. of Pages:

5. To:
Commander
JMPA-Atlantic
USPS AMF-Bldg 250, Room MG-35
JFK INTL Airport,NY 11430-9201

6. From: (Facility Name, Address, and ZIP + 4)
228 AG Postal Co.
APO New York, NY 09082-0006

7. Complete Delivery Address
(TO BE COMPLETED BY JMPA)

8. For Information Call
a. Name: Bill JONES
b. PEN Telephone No.: AUTOVON 288-9108

9. Budget Finance No.	10. Prop. Acct. Fin. No.	11. Acct. No.	12. FEDSTRIP Address Code	13. CAG	14. PCN	15. Requestor	16. ID No.
			18EA37	A		☐ VMF ☒ Other	

17. Description

PS Item No., NSN, or Part No. (a)	Supplies, Services, or Equipment Requested (b)	Quantity (c)	Unit (d)	Unit Price (e)	Estimated Cost (f)
21L	Case, Wing, Flat Paper	1			
53	Stool, Adjustable, Platform	1			
3601	Machine, Cancelling, Class B (Model M)	1			

18. Justification: Required to replace current Items. Item No. 3601 will provide support to current population.

19. Suggested Source of Supply

20. Requesting and Approval Signatures

a. Requested By: SIGNATURE TYPED NAME
b. Approved By
c. Certifying Funds Available: Amount | Signature
d. Sectional Center Approval
e. Division Approval
f. Other Approval

Procurement Use Only
21. Source of Supply
22. Contract/Order No.
23. Notes
24. Order Date
25. Processed By (Title and Signature)

PS Form 7381, August 1986

ITEM NO	PCN	PRE-PACK REQUIREMENT	DESCRIPTION
27A			Case, Strip Label (50 separation) (used to store strip labels) (see Figure AP4.F6.).
27B			Case, Strip Label 100 separation.
30			Rack, Pouch (5-pouch capacity) (used for pouching mail) (see Figure AP4.F7.).
31A			Rack, Pouch (10 pouch capacity) (used for pouching, mail) (see Figure AP4.F8.). W-60 3/4 inches, D-26 inches, H-38 1/2 inches.
31B			W-60 3/4 inches, D-26 inches, H-42 1/2 inches.
32			Rack, Parcel Post Sack (5-sack capacity) (used for sacking parcel post) (see Figure AP4.F9.).
53			Stool, Adjustable, Platform (used to support clerk) (casing mail). (See Figure AP4.F10.).
77			Case, Wing, Letter, Swinging (28 separation) (for use with Item 79) (used for distributing incoming and outgoing letter mail) (see Figure AP4.F11.).
79			Case and Table, Letter (49 separation) (closed back) (used for distributing incoming and outgoing letter mail) (see Figure AP4.F12.).
127C			Stool, Carrier and General Utility (26 inches high) (see Figure AP4.F13.).
182			Case and Table, Registry or Insured Receipt (used for distributing registry and insured receipts) (see Figure AP4F.14.).
208			Cabinet, Sheet Stamp (used for holding sheets of stamps) (see Figure AP4.F15.).
222			Cabinet, Stamp Storage (45-drawer capacity) (used to store larger quantities of stamp sheets in a vault) (see Figure AP4.F17.).
223			Cabinet, Stamp Storage (15-drawer capacity) (used to store stamp sheets in a safe or vault) (see Figure AP4.F18.).
321			Stand, Postage Meter (see Figure AP4.F19.).
1070			Truck, Platform, hand-tilting (used to transport sacked mail to and from dispatch areas) (see Figure AP4.F20.). L-74 inches, W-32 inches, H-14 inches.
1075			Cart, Utility, Basket Type (used to facilitate movement of mail in mail processing areas) (see Appendix 7 for canvas insert, item 01075A) (see Figure AP4.F21.).
1170K			Box, Collection (street) (used by the public for depositing mail) (see Figure AP4.F22.).
1177			Chute, Motorist Mail (for use with Item 1170K) (used in conjunction with collection box for deposit of mail at curbside installation) (see Figure AP4.F23.).

ITEM NO	PCN	PRE-PACK REQUIREMENT	DESCRIPTION
1190A			Desk, Lobby, Single (for use in customer lobbies) (see Figure AP4.F24.). W-48 inches, D-24 inches, H-46 inches.
1190B			W-72 inches, D-24 inches, H-46 inches.
1191A			Desk, Lobby, Double (for use in customer lobbies) (see Figure AP4.F25.). W-48 iinches, D-30 inches, H-42 inches.
1191B			W-72 inches, D-30 inches, H-42 inches.
1255			Tray, Mail Flat, Plastic.
1262			Tray, Mail, Letter, Plastic (used to transport letter mail) (see Figure AP4.F26.)
1577C			Drop Unit, Letter and Bundle (used by customers for deposit of mail in customer lobbies).
2913			Number Strip Lockbox and Drawer (indicate series of numbers required on PS Form 7381 and submit form to serving JMPA).
* 3601	A4521.01		Machine, Canceling, Class B (Model M) (used for cancelling large volumes of letter mail) (see Figure AP4.F27.).
* 3601V			Machine, Canceling, CL, B E6 Model. 220-volt, 50-cycle, Europe.
3909			Container, General Purpose Mail, Collapsible (used to transport mail to and from dispatch areas and to hold mail pending delivery or dispatch) *[1]
0814A			Handpress, for lead seals and card (order from SMDC).
0814B			Handpress, for Tin Band seals (order from SMDC).
0814C			Pliers, Postage Meter Seals (order from SMDC).
* 0854	A4119.01	1	Scale, Beam, 100-pound capacity (used for weighing parcel post and pouched or sacked mail) (see Figure AP4.F28.).
0857	A4111.01	2	Scale, Automatic, Indicating 70 pounds (used at parcel post windows for weighing parcel mail) (see Figure AP4.F29.).
0859			Scale, Automatic Indicating (20-ounce capacity) (used to weigh small parcels) (FAST) (see Figure AP4.F30.).
* 0864	A4644.01		Scale, Platform, 125-pound capacity (used for weighing pouched or sacked mail) (FAST) (see Figure AP4.F31.).
01030			Basket, Canvas (used for handling bulk mail and parcels). L-30 inches, W-19 inches, H-17 inches.
01033			Basket, Canvas. L-36 inches, W-26 inches, H-28 inches (see Figure AP4.F32.).
01046			Basket, Canvas. L-44 inches, W-32 inches, H-38 inches (see Figure AP4.F33.).
* 07400		1	Imprinter, MO (see Figure AP4.F34.). (Order on PS Form 7381.)
* 07402			Plates, Office number, for MO printer (order from SMDC only). MPO authorized to submit requisition direct to SMDC.
* 07407	A4654.07		Postage Meter (head) (see paragraph C1.1.17., above) (see Figure AP4.F35.).

Postage Meter Setting Equipment

ITEM NO	PCN	PRE-PACK REQUIREMENT	DESCRIPTION
* 7408	A4654.09		Postage Meter (base) (see paragraph C1.1.17., above) (see Figure AP4.F35.).
* 07408V			Base Postal Meter, 220-Volt, 50-Cycle, Europe.
* Indicates capital/sensitive equipment item.			
			Order by letter, with justification, through serving JMPA to the accountable postmaster.
0926A			Pliers, Sealing Pliers.
L-352			Stylus.
L-359			Chain with Clips, for stylus and key.
L-662			Leads Seals (order in quantities of 50).
		NSN	
* 59706			Meter Keys, Serially Numbered.
217		7110-00842-7917	Drawer, Cash and Stamp (used for storing operating stamp stock and funds).
* 1920A	B4507.01	3910-00-000-0051	Conveyor, Portable, Aluminum Model L (L-12 feet, W-3 feet) (see Figure AP4.F37.).
* 1920AV			Conveyor, Portable Model L. 12 feet, 220-Volt, 50-Cycle, Europe
* 1920B	B4507.02	3910-00-000-0052	L-16 feet, W-3 feet
* 1920BV			Conveyor, Portable Model L. 16 feet, 220-Volt, 50-Cycle, Europe.
* 1920C	B4507.03	3910-00-000-0053	L-20 feet, W-3 feet
* 1920CV			Conveyor, Portable Model L. 20 feet, 220-Volt, 50-Cycle, Europe.
* 1921A	B4520.03	3910-00-000-0054	Conveyor, Portable, Single Tilt, Model H (L-12 feet, W-3 feet 3 inches, H-2 feet 3 inches) (see Figure AP4.F36.).
* 1921AV			Conveyor, Portable Model. H-12 feet, 220-Volt, 50-Cycle, Europe.
*1921B	B4520.04	3910-00-000-0060	L-18 feet, W-3 feet 3 inches, H-2 feet 3 inches (see Figure AP4.F36.).
* 1921BV			Conveyor, Portable Model H. 18 feet, 220-volt, 50-Cycle, Europe.
* 1922A	4509.2	3910-00-000-061	Conveyor, Portable, Model 89 (L-17 feet 6 inches) (see Figure AP4.F38.)

Postage Meter Setting Equipment, cont.

ITEM NO	PCN	PRE-PACK REQUIREMENT NSN	DESCRIPTION
* 1922AV			Conveyor, Portable Model 89. 25 feet, 220-Volt, 50-Cycle, Europe.
* 1922B	B4509.01	3900-00-000-0062	L-25 feet
* 1922BV			Conveyor, Portable Model 89. 25 feet, 220-Volt, 50-Cycle, Europe.
* 1938V			Conveyor, Portable Gravity Skate/Roller.
* 1939CV			Conveyor, Telescoping, 220-Volt, 50-Cycle, Europe.
* 1939DV			Conveyor, Telescoping, 220-Volt, 50-Cycle, Europe.
* 1939EV			Conveyor, Telescoping, 220-Volt, 50-Cycle, Europe.
* 7104A * 7104B	B4026.21	7110-00-000-0180 7110-00-000-0181	Counter, Multipurpose, General. (This module includes on cabinet, left-hand (7104A) or right-hand (7104B) opening, and one-drawer pedestal cabinet mounted on common base. A drawer-type pedestal cabinet is mounted on a base with case-drawer in the top positions and a security partition between the two drawers (see Figure AP4.F38.). Cash Tray, Item 7111, included with the unit.
7111			Tray, Cash, for use with Item 7104. This item can be ordered separately as a replacement (see Figure AP4.F40.).

*Indicates capital/sensitive equipment item.

Miscellaneous

ITEM NO	PCN	PRE-PACK REQUIREMENT	DESCRIPTION
* VPS-PM	7120.10		MOS Integrated Retail Terminal.
* BVO-IF			Stamp Booklet Vending Machine.
* Keys			LA Keys and Rotary Lock Keys. (Order from Mail Equipment Shops, 2135 Fifth Street, NE Washington, DC 20260-6224 on PS Form 4983.)

* Indicates capital/sensitive equipment item.

Figure AP4.F2. Table, Dumping and Stamping (Item 3B)

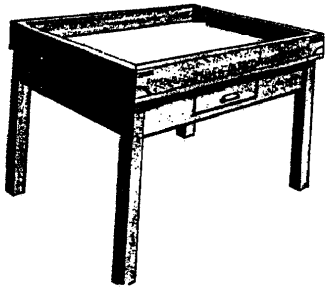


Figure AP4.F3. Case amd Table, Flat Paper (Item 21A, 21B, and 21C)

Figure AP4.F4. Case, Wing, Flat Paper (Item 21L)

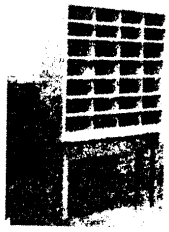
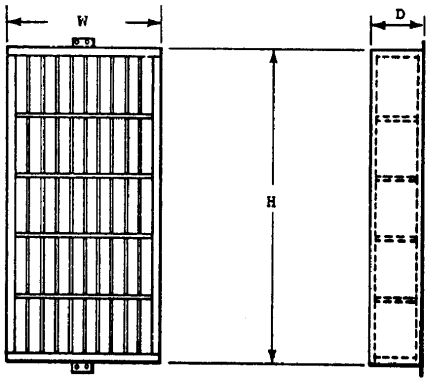


Figure AP4.F5. Case, Facing Slip, Case Top (Item 24C)



Item No.	Dimensions W	D	H	Separations	Weight
27-A	$15\frac{5}{8}''$	$4\frac{5}{16}''$	$29\frac{1}{2}''$	50	29
27-B	$29\frac{3}{8}''$	$4\frac{5}{16}''$	$29\frac{1}{2}''$	100	38

Figure AP4.F6. Case, Strip Label (Items 27A and 27B)

Item No.	Dimensions W	D	H	No. of Sep. High	No. of Sep. Wide	Total Separations	Weight
24-C	$26\frac{1}{4}''$	$5\frac{1}{4}''$	$6\frac{1}{8}''$	4	7	28	15

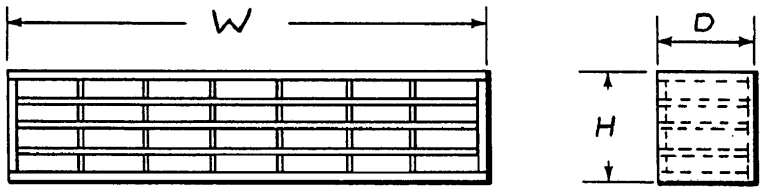


Figure AP4.F7. Rack, Pouch (Item 30)

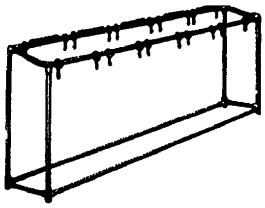


Figure AP4.F8. Rack, Pouch (Item 31A and 31B)

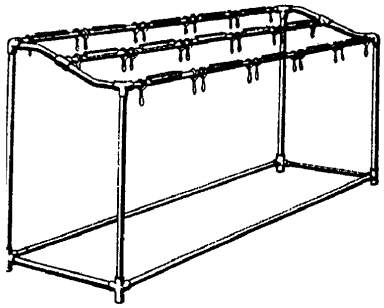


Figure AP4.F9. Rack, Parcel Post Sack (Item 32)

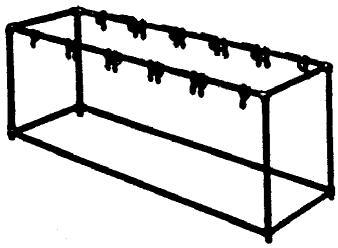


Figure AP4.F10. Stool, Adjustable, Platform (Item 53)

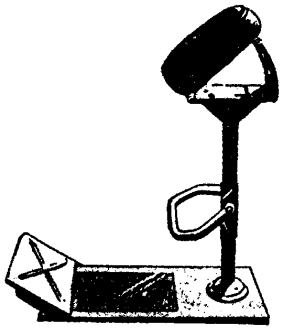


Figure AP4.F11. Case, Wing, Letter, Swinging (Item 77)

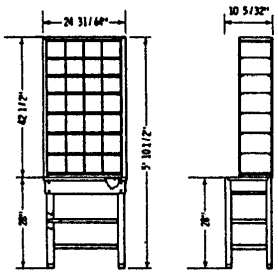


Figure AP4.F12. Case and Table, Letter (Item 79)

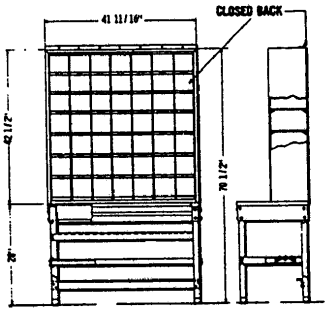


Figure AP4.F13. Stool, Carrier, and General Utility (Item 127C) Stool, Adjustable Platform -- Item Used to Support Clerks While Casing Mail (Item 53)

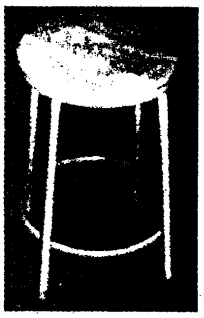


Figure AP4.F14. Case and Table, Registry or Insured Receipt

Photograph not available.

Figure AP4.F15. Cabinet, Sheet Stamp (Item 208)

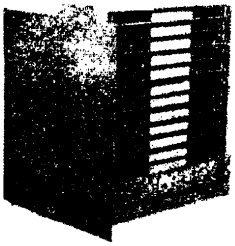


Figure AP4.F16. Cabinet, Cash and Stamp (Item 210)

Photograph not available.

Figure AP4.F17. Cabinet, Stamp Storage (Item 222)

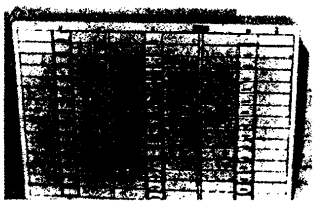


Figure AP4.F18. Cabinet, Stamp Storage (Item 223)

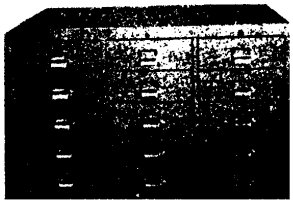


Figure AP4.F19. Stand, Postage Meter (Item 321)

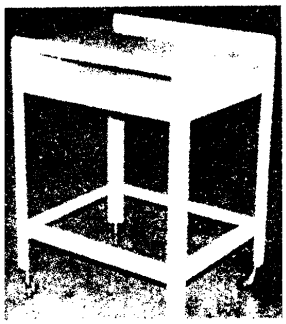


Figure AP4.F20. Truck, Platform, Hand-tilting (Items 1070 and 1074)

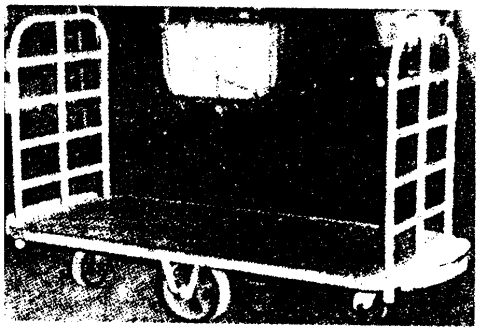


Figure AP4.F21. Cart, Utility, Basket-Type (Item 1075)

Figure AP4.F22. Box Collection (Item 1170K)

Figure AP4.F23. Chute, Motorist Mail (Item 1177)

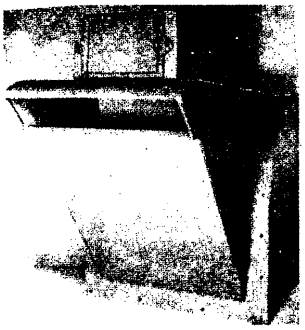


Figure AP4.F24. Desk, Lobby, Single (Items 1190A and 1190B)

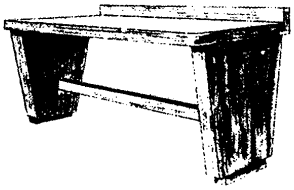


Figure AP4.F25. Desk, Lobby Double (Items 1191A and 1191B)

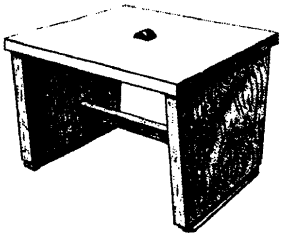


Figure AP4.F26. Tray, Mail, Letter, Plastic (Item 1262)

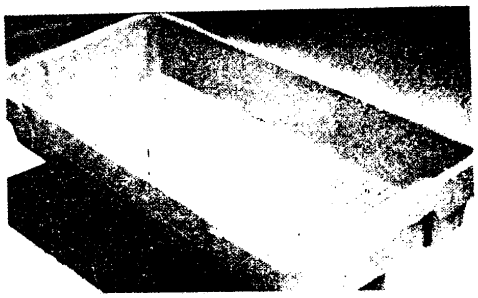


Figure AP4.F27. Machine, Canceling, Class B (Item 3601)

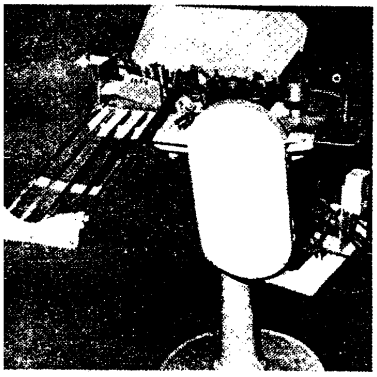


Figure AP4.F28. Scale, Beam, 100-Pound (Item 0854)

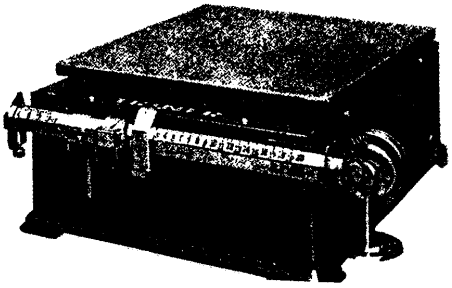


Figure AP4.F29. Scale, Automatic Indicating 70-Pound (Item 0857)

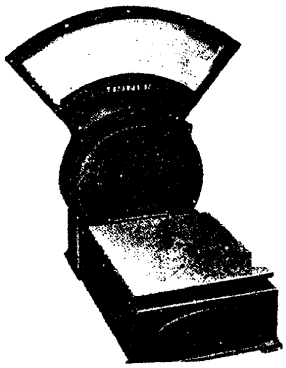


Figure AP4.F30. Scale, Automatic Indicating 20-Ounce (Item 0859)

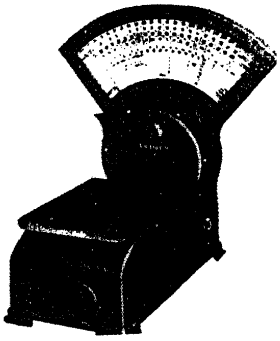


Figure AP4.F31. Scale, Platform, 125-Pound (Item 0864)

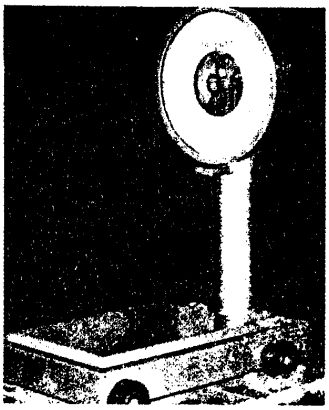


Figure AP4.F32. Basket, Canvas (Item 01033)

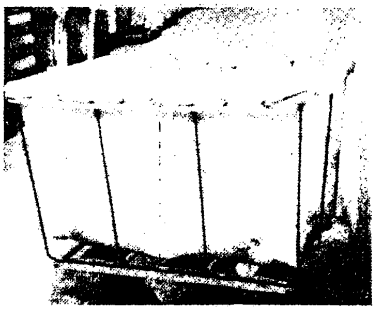


Figure AP4.F33. Basket, Canvas (Item 01046)

Figure AP4.F34. Imprinter, Money Order (Item 07400)

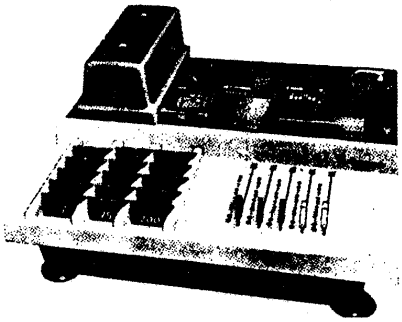


Figure AP4.F35. Postage Meter (Items 07407 and 07408)

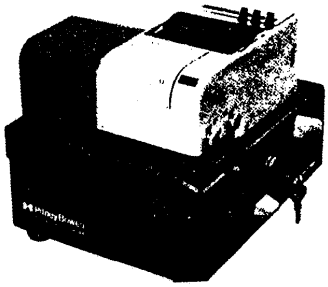


Figure AP4.F36. Conveyor, Portable, Single, Tilt, Model H (Items 1921A and 1921B)

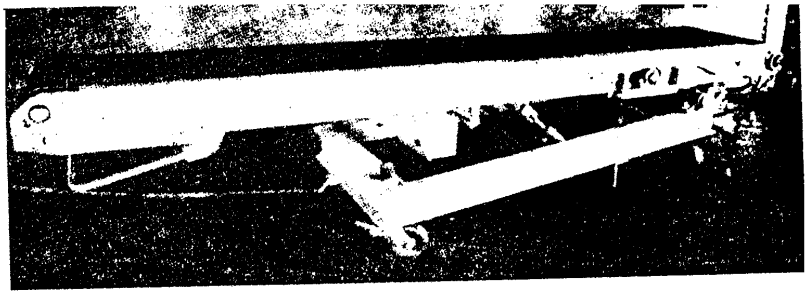


Figure AP4.F37. Conveyor, Portable, Aluminum, Model L (Items 1920A, 1920B, and 1920C)

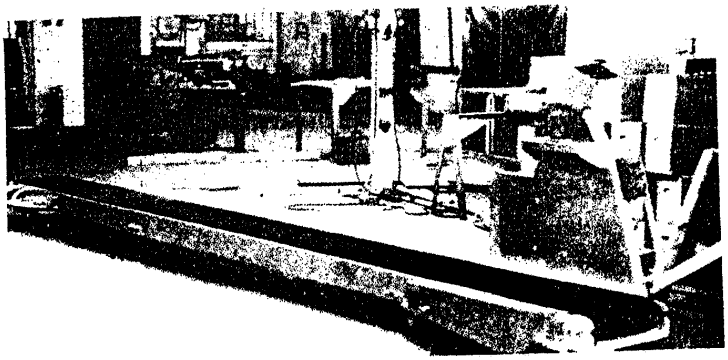


Figure AP4.F38. Conveyor, Portable, Model 89 (Items 1922A and 1922B)

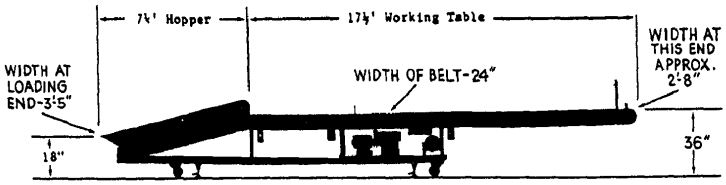


Figure AP4.F39. Counter, Multi-purpose, General (Items 7104A and 7104B)

Photograph not available.

Figure AP4.F40. Tray, Cash, Multi-purpose Counterline (Item 7111)

Photograph not available.

AP5. APPENDIX 5

USPS PUBLICATIONS

AP5.1.1. Publications, except those listed in Appendix 7, shall be requisitioned on PS Form 7380 (see Figure AP5.F1.). Requisitions shall be justified (see paragraph C1.1.16., above) and submitted to MPSA-OP. Justification provided at the MPO level shall include the quantity of each publication currently being received and the reason for the request; however, publications issue standards (Appendix 2) shall be applied before submitting each request.

PUBLICATION NO	PRE-PACK REQUIREMENT	DESCRIPTION
ASM	1	Administrative Support Manual (ASM)*
DMM	1	Domestic Mail Manual (DMM)*
IMM	1	International Mail Manual (IMM)*
		Postal Bulletin*
POM	1	Postal Operations Manual*
Pub 4		Importing Animal and Plant Products through Military Post Offices*
Pub 223		Directives and Forms Catalog*
Pub 24		Supply Catalog*
Pub 25		A Guide To Business Mail Preparation
Pub 47		Equipment Catalog*
Pub 51	1	International Postal Rates and Fees*
Pub 52	1	Acceptance of Hazardous or Perishable Articles*
Pub 65A	1	National ZIP Code & Post Office Directory*
Pub 77		RPC - Canceling Machine, Model "HD-2"*
Pub 89		RPC - Peerless Triner Scale, Model 1870*
Pub 120		RPC - Postage Meter Base, Model RG*
Pub121		RPC - Postage Meter Base, Model RS*
Pub 122		Customer Guide to Filing Indemity Claims on Domestic Mail*
Pub 201		Consumer Directory of Postal Services and Products

PUBLICATION NO	PRE-PACK REQUIREMENT	DESCRIPTION
Handbook Number		
HBK MS-15		100-pound Beam Scale
HBK MS-19		70-pound Scale, Model 1870*
HBK MS-26		USPS Portable Conveyors*
HBK MS-36		Small Canceling Machine*
HBK T-1	1	International Airmail Exchange Office Procedures*
HBK T-7	1	Handling, Dispatch, and Transportation of Military Mail by Air*

* See USPS Publications, reference (c).

Figure AP5.F1. Sample PS Form 7380, "Supply Center Requisition"

SUPPLY CENTER REQUISITION

Print or Type Complete Mailing Address of Office Preparing the Requisition

C O P E
FPO Seattle 98773-0006

For Supply Center Use Only

Finance Number	FEDSTRIP Address Code	Requisition Number	Page No.	CAG
05 6786	18W783	1-BX	1	A

Postal Service Item Number	Quantity	Postal Service Item Number	Quantity
DMM	1 EA		
IMM	1 EA		
PUB 65A	1 EA		
HBK T-7	1 EA		

Send To:

Headquarters
Military Postal Service Agency
Operations Division
Alexandria, VA 22331-0006

Signature

Title: Postal Chief

Date: X FEB 19XX

FEN/Commercial Phone Number

PS Form 7380, March 1987 *U.S.GPO:1987-0-181-700/42961 Submit Original Only

AP6. APPENDIX 6

USPS POSTMARKING EQUIPMENT

AP6.1.1. Rubber postmarking and line stamps and steel canceling dies for canceling machines and postage meters shall be requisitioned on PS Form 1567 (see Figure AP6.F1.). Requisition shall be typed. Furnish all information required as well as an impression or sketch of each stamp and die required. The required characters for each stamp or die shall be typewritten in addition to the impression or sketch in the space permitted on the form. A separate form shall be submitted for each item ordered; however, more than one of the same item can be requested on the same form. Attach PS Form 41-V (Permit #10) to each requisition submitted.

AP6.1.2. For Items 550 and 570, the total characters and spaces combined shall be limited to 40 character spaces. Do not exceed 28-character spaces for steel canceling machine dies or 32 for steel postage meter dies.

AP6.1.3. Requisitions for Items 550, 552, and 570 shall be submitter to the Somerville MDC, Somerville, NJ 08877-9993.

AP6.1.4. Requisitions for Items 502, 645, and steel postmarking dies shall be submitted to the serving JMPA. Item 502 (Rubber Line Stamps) non-standard, shall be obtained through local military supply sources.

ITEM NO	PRE-PACK REQUIREMENT	DESCRIPTION
550	2 per finance unit.	Rubber Postmarking and Canceling Stamp (Figure AP6.F3.).
552		Rubber Receiving or Dating Stamp (handle furnished) (Figure AP6.F4.).
570	2 per finance unit.	Rubber All-Purpose Dating Stamp (without handle) (Figure AP6.F5.).
645	1 per each item 550 and 552.	Rubber pica type (Figure AP6.F6.) (for use with items 550 and 552).

Figure AP6.F1. Sample PS Form 1567, "Requisition for Rubber and Steel Stamps Only"

U.S. Postal Service
REQUISITION FOR RUBBER AND STEEL STAMPS ONLY

CAG	Finance No.	Page No.	No. of Pages
A	35 5825	1	1

To insure prompt delivery of stamps when ordering, follow carefully the instructions on the reverse.

FEDSTRIP No. 18EF32

Requisitioning Office — Post Office: Custodian Of Postal Effects
State and ZIP + 4: APO New York 09238-0006

Postmaster (Signature)

Date: 14 Aug 19XX

Telephone No.

Send This Requisition in Duplicate

To: SERVING JMPA OR MATERIAL DISTRIBUTION CENTER AS APPROPRIATE

Item No.	Quantity Required	Type Style No.	Item No.	Quantity Required	Type Style No.
550	5		502	2	
Impression: AIR FORCE POSTAL SERVICE APO			Impression: SOMERVILLE MATERIAL DISTRIBUTION CENTER US POSTAL SERVICE SOMERVILLE, NJ 08877-9996		
Item No.	Quantity Required	Type Style No.	Item No.	Quantity Required	Type Style No.
Impression			Impression		
Item No.	Quantity Required	Type Style No.	Item No.	Quantity Required	Type Style No.
Impression			Impression		
Item No.	Quantity Required	Type Style No.	Item No.	Quantity Required	Type Style No.
Impression			Impression		

PS Form 1567, March 1987

Figure AP6.F2. Sample Line Stamp (Item 502)

FOR DEPOSIT ONLY
U.S. POSTAL SERVICE
NEW YORK, NY 10001
ACCOUNT # 0811002535

Figure AP6.F3. Sample Rubber Postmarking and Canceling Stamp (Item 550)

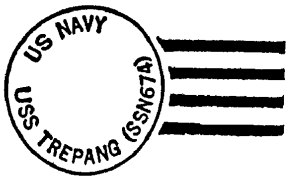


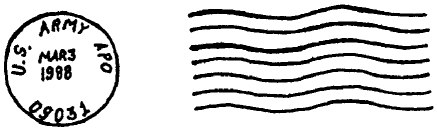
Figure AP6.F4. Sample Rubber Receiving or Dating Stamp (Item 552)

Figure AP6.F5. Sample Rubber All-Purpose Dating Stamp (Item 570)

Figure AP6.F6. Sample Rubber Pica Type (Item 645)

09254

Figure AP6.F7. Sample Steel Postmark Die



AP7. APPENDIX 7

USPS GENERAL SUPPLY ITEMS

AP7.1.1. USPS general supply items shall be requisitioned on PS Form 7380 (Figure AP7.F1.). Items shall be listed on the form by category, as shown herein, in numerical sequence within each category (see paragraph C1.1.12.).

AP7.1.2. Requisitions shall be submitted (one copy only) to the Topeka MDC on an "as needed" basis.

AP7.1.3. The unit of issue designations reflected in Figure AP7.F2. are provided to assist in requisitioning. This information may not be reflected on PS Form 7380; however, personnel responsible for preparing requisitions shall note the unit of issue to prevent excessive ordering.

Table AP7.T1. USPS Envelopes

ENVELOPE NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	DESCRIPTION
EP9	EA	50	Envelope, registry jackets, printed registry pouch bill envelope (4 inches by 6 inches).
EP11	EA	50	Envelope, printed, open-corner card, fill-in type return address (sulphite), combination registry bill container, outside label and routing directive (4 inches by 6 inches).
EP13A	EA		Envelope, Express Mail (10 inches by 14 1/2 inches).
EP13B	EA		Envelope, Customer Return Receipt.
EP13C	EA		Envelope, Express Mail (12 inches by 15 1/2 inches).
EP14	EA		Envelope, Priority Mail (12 inches by 15 1/2 inches).
EP51	EA	50	Envelope, printed, open-corner card, fill-in return address, salphate (6 1/18 X 10 1/2).
EP104	EA		Envelope, printed, open-corner card, fill-in type return address (sulphite), for general usage (12 inches by 16 inches) (Postal Finance and Supply Office (PFSO) use only).
EP189	EA	50	Evelope, printed, open-corner card, fill-in type return address (white), for general usage (3 7/8 inches by 8 7/8 inches).
EP388	EA	25	Envelope, registry jackets, printed (6 inches by 11 1/2 inches).
EP390	EA	25	Envelope, registry jackets, printed (8 inches 13 1/2 inches).

Figure AP7.F1. Sample Request for USPS Supply Items

U.S. POSTAL SERVICE
SUPPLY CENTER REQUISITION

PRINT OR TYPE COMPLETE MAILING ADDRESS OF OFFICE PREPARING THIS REQUISITION

Costodian of Postal Effects
FPO Seattle 98773-0006

This space for supply Center use only

FINANCE NO	FEDSTRIP ADDRESS CODE	REQUISITION NO	PAGE NO	CAC
05-6786	18W783	6	1	A

STOCK NUMBER	QUANTITY	STOCK NUMBER	QUANTITY
EP9	300	033	50
EP390B	100	054A	1
17	300	0213	2
540	100	0385E	30
1286	10	07506	2
1625	250	POS 74	200
2966	10000	PUB2	200
2976	160	PUB19	200
3811	300	R50	10
2875	300	R233	6
6019	1000	R301	5
6055A	10		
LC	3		
LD	3		
LF	1		
N59	200		
N97	5		
08	500		
029C	5		

Send To: Topeka Material Distribution Center
United States Postal Service
Hwy 75 South at Montara Pkwy
Topeka, KS 66624-9996
OR
Somerville Material Distribution Center
Somerville, NJ 08877-9996

SIGNATURE
TITLE COPE
DATE
FTS/COMM. TEL. NO.

PS Form 7380
Apr. 1979

SUBMIT ORIGINAL ONLY

GPO : 1984 O - 436-025

Figure AP7.F2. Sample Unit of Issure Designation

The designations shown are used to denote the units of issue that will be used when determining the quantity of items to be requisitioned. The unit of issue designation, however, may not be reflected on PS Form 7380.

BA.....Ball	EA.....Each	
BD.....Bundle	FT.....Foot	RL.....Reel
BE.....Bale	GL.....Gallon	RM.....Ream
BK.....Book	GR.....Gross	RO.....Roll
BT.....Bottle	HD.....Hundred	SE.....Set
BX.....Box	JR.....Jar	SH.....Sheet
CE.....Cone	LB.....Pound	SL.....Spool
CL.....Coil	MT.....Mat	SP.....Strip
CN.....Can	MX.....Thousand	SY.....Square Yard
CO.....Container	PD.....Pad	TG.....Tag
CT.....Carton	PG.....Package	TN.....Ton
DR.....Drum	PR.....Pair	TU.....Tube
DZ.....Dozen	PT.....Pint	YD.....Yard
	QR.....Quire	
	QT.....Quart	

Table AP7.T2. USPS Envelopes, continued

ENVELOPE NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	DESCRIPTION
EP390B	EA	100	Envelope, printed, open-corner card fill-in type return address (sulphite), pre-addressed to Military Money Order Section (8 inches by 12 inches).
EP408	EA		Envelope, window, printed, open-corner card, fill-in type return address (blue), for letter bills (IEO) (3 7/8 inches by 8 7/8 inches).
EP433	EA		Envelope, window, printed, open-corner card, fill-in type return address (white), for correspondence (3 7/8 inches by 8 7/8 inches).
EP875	EA	50	Envelope, printed, open-corner card, fill-in return address (sulphite), general usage (9 1/2 inches by 12 1/2 inches).
EP1865D	EA	100	-- for returning PS Form 3579, "Undeliverable 2d, 3d, 4th, or Controlled Circulation Matter," to publishers (3 9/16 inches by 6 inches).
EP1865P	EA	50	-- pre-addressed to postmaster (3 9/16 inches by 6 inches).

Table AP7.T3. USPS Forms

FORM NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	DESCRIPTION
17	PD	4	Stamp Requisition (Pad/100).
17A	PD		Accountable Items Requisition from stamp Distribution Office.
540	SH		Inquiry -- Registered Article Notice.
542	SE	10	Inquiry about a Registered Article or an Insured Parcel or an Ordinary Parcel (4-part set).
565	SE	20	Registered Mail Application for Indemnity/Inquiry (four-part set).
673	SE	10	Report of Rifled Parcel (four-part set).
834	EA	4	Report to the Postmaster of Registered, C.O.D Business (Quarterly) (Postal card).
1079	SH		Philatelic Product Sales and Physical Inventory RECAP (Postal Finance and Supply Office) (PFSO).
1096	PD	20	Cash Receipt (Pad/100).
1412A	PD	2	Daily Financial Report (Pad/100).
1412B	PD	2	Daily Financial Report (Pad/100).
1509	SH		Sender's Application for Recall of Mail.
1510	SE	50	Mail Loss/Rifling Report (three-part set).
1555	SH		Statement of Account (PFSO use only).
1567	SH	25	Requisition for Rubber and Steel Stamps Only.
1572	SH	10	Inquiry About Receipt of International Mail.
1578B	SE	25	Requisition for Non-standard Facing Slips for Labels (three-part set).
1586	EA	100	Supply Record (card).
1590	SH	50	Supply and Equipment Receipt.
1625	SH	100	Record of Entry - Registry Section or Distribution Unit.
1628	EA	25	Individual Key Record (card).
1957C	SH	25	Request for Military Tags.
1957D	SH	25	Request for Military Labels.
2150	SE		Notice for Prohibitory Order Against Sender of Pandering Advertisement in the Mails (three-part set).
2201	SH		Application persuant to listing 39 USC.
2710	SE		Statement of Net Weight of the Airmail (four-part set).
2734B	SE		Air Transportation and Routing Adjustment (4-part set).
2759	SE	25	Report of Irregular Handling of Mail (four-part set).
2855	SH	25	Claim for Indemnity -- International Registered and Insured Mail (three-part set).

Table AP7.T3. USPS Forms, continued

FORM NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	DESCRIPTION
2865	EA	50	Return Receipt for International Insured or Registered Mail (card).
2900	SE	25	U.S. Military Mail by U.S. Commercial Air Carriers Dispatch Record (nine-part set).
2911	EA		Return to Sender (card) (IEO use only).
2926	SH		Sender's Request for Recall or Change of Address of International Mail.
2942A	SE	50	AV-7 Delivery List (seven-part set).
2943	PD		Special List (Pad/100) (IEO use only).
2964	SE		Quarterly Account International Parcels Exchange (five-part set) (IEO use only).
2964A	SE		International Open Transit Parcels Exchanged (4-part set).
2966A	EA	100	Parcel Post Customs Declaration (label).
2966B	SE	100	Parcel Post Customs Declaration and Dispatch Note (three-part set).
2966E	EA	100	Parcel Post Customs Declaration (envelope).
2968	BK		Parcel Bill (book/75 sets, four-page sets).
2968J	SE		Air Parcel Post-Foreign (four-part set) (IEO use only).
2970	SE		Letter Bill (two-part set) (IEO use only).
2971	SE		Bulletin of Verification (four-part set).
2976	SH	50	Customs - Douane C1 (Sheet/24).
2976A	SH	25	Customs Declaration (used with PS Form 2976).
2988	SE		Waybill (six-part set).
2990	SE		International Parcel Post Verification Note (CP-13) (five-part set).
2998	SE		Weight of International Airmail Received (seven-part set) (IEO use only).
3036	SH		Record of Stamp Stock Requisition (for PFSO use only).
3203	EA		Order for Printed Stamped Envelopes (card).
3220	SH		Claim for Stamped Envelope Discount.
3294	SH	25	Cash and Stamp Stock Count and Summary (for PFSO use only).
3295	SH	50	Daily Record of Stamps, Stamped Paper, and Non-postal Stamps on Hand.
3368	EA	50	Stamp Credit Examination Record (card).
3369	PD		Stamp Credit Report (Pad/50).
3533	SH	5	Application and Voucher for Refund of Postage and Fees.

Table AP7.T3. USPS Forms, continued

FORM NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	DESCRIPTION
3546	EA		Notice to Change Forwarding Order (card).
3547	EA		Notice to Mailer of Correction in Address (card).
3549	EA	200	Return of Undeliverable 2d- and 3d-Class Mail Matter to Sender (label).
3569	EA	25	Postage Due Notice -- Military Mail (card).
3575	EA		Change of Address Order (card).
3576	EA		Change of Address Card for Correspondence, Business and Publishers (card).
3579	EA	100	Undeliverable 2d, 3d, 4th of Controlled Circulation Matter (label).
3601A	SH		Application for a Postage Meter License.
3602	SH		Statement of Mailings with Permit Imprints.
3602A	BK		Daily Record of Meter Register Readings (book/20).
3602PO	BK		Postage Collected Through Post Office Meter (three-part set) (order by letter from accountable postmaster).*
3603	BK		Receipt for Postage Meter Setting (book/100, three-part set) (order by letter from accountable postmaster).*
3604	SH		Non-use of Mailing Permit/Meter License.
3610	SH		Record of Postage Meter Settings.
3612	SH		Official Mail Postage Meter Quarterly Report.
3616	SH		Report of Quarterly Verification of Metered Mail.
3635-G	SE		Adjusting Postage and Fee for Official Mail (three-part set).
3701	EA		Delivery Survey (card).
3702	SH		Test Record Mailing.
3760	SH	10	Parcel Search Request.
3800	EA	100	Receipt for Certified Mail (label).
3801	EA	200	Standing Delivery Order (Card).
3803	SH		Record of Registered Pouches, Sacks, and Jackets Received.
3804	EA		Return Receipt for Merchandise (label).
3806	SE	300	Receipt for Registered Mail (two-part set).
3811	EA	100	Domestic Return Receipt (postal card).
3811A	EA	25	Request for Return Receipt (after mailing) (postal card).
3812	SE	50	Request for Payment of Domestic Postal Insurance/Claim Identification (three-part set).
3813	PD	5	Receipt for Domestic Insured Parcel (pad/200).
3813P	EA	300	Receipt for Insured Mail -- Domestic/Insured (label).

Table AP7.T3. USPS Forms, continued

FORM NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	DESCRIPTION
3817	EA	25	Certification of Mailing (label).
3823	SE		Packaging Improvement Notice (two-part set).
3826	SH	10	Registry Irregularity Report.
3827	SH	10	Irregularity Report of Insured and COD Mail.
3829	SH		Registered Dispatch Follow-up.
3830A	SE		Registry Dispatch Record (three-part set).
3831	SH	25	Receipt for Articles Damaged in the Mail.
3849	EA	100	Delivery Notice/Reminder/Receipt.
3849C	EA	100	Express Mail -- Notice of Attempted Delivery (card).
3854	BK	10	Manifold Registry Dispatch Book 30-Entry (book/300).
3857	SH		Assignment of Number Blocks for Registered, Insured, Certified, COD and Return Receipt for Merchandise Mail.
3861A	SH		Numbered Loss Claim Filed by Mailer or Addressee.
3862	SH		Damaged Claim Filed by Mailer.
3863	SH		Damage Claim Filed by Addressee.
3875	SH	200	Daily Balance -- Registry Section.
3877	BK	10	Firm Mailing Book for Registered, Insured, COD, Certified, Return Receipt for Merchandise, and Express Mail (book/150).
3883	BK	10	Firm Delivery Book -- Registered, Certified, and Numbered Insured Mail (book/200).
3892	SH	10	Registered Mail Found in Ordinary Mail.
3907	EA		Mail Pickup Notice (card).
3958	SH		Main Stock (or Unit Reserve Stock) Transaction Record.
3962	EA		Letter Box Record -- Hours of Collection (card).
3977	EA	10	Duplicate Key Envelope.
4314C	SE		Consumer Service Card (four-part set).
4536	EA		Trailer Loading Record (tag).
4636	SH		Requisition for Postmarking Dies and Engraved Die Hubs.
4707	EA		Out of Order (tag).
4805	SE		Work Record Sheet (four-part set).
4899	SE		Money Order Maintenance Test (three-part set).
4984	PD		Repair Parts Requisition (two-part set) (pad/50) (for use by major commanders only). (This form shall be ordered from the Repair Parts Center, WASC, using NSN 7540-00-000-0456.)

Table AP7.T3. USPS Forms, continued

FORM NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	DESCRIPTION
5035	SH		Overweight Sack.
5049	SH		Mail Found in Supposedly Empty Equipment.
5690	PD		Express Mail Application for Indemnity (pad/50).
6019	SH	500	Military Post Office (MPO) Report of Money Order Business.
6055A	EA	2	Military Money Order Forms Requisition (MPO) (post card).
6401	EA	5	Domestic Money Order Inquiry (card).
6684	SH		Inquiry Concerning International Money Order Issued in the United States.
7380	SH	100	Supply Center Requisition.
7381	SH	10	Requisition for Service, Supplies, or Equipment.

* New York: Postmaster, New York, Meter Control Section, Room 3110, JAF Bldg., New York, NY 10001; and San Francisco: Postmaster, San Francisco, General Accounting Office, P.O. Box 886000, San Francisco, CA 94188-9998.

Table AP7.T4. USPS Labels

LABEL NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	TITLE AND DESCRIPTION
LABC	RO	1	All for Multicoded City (yellow).
LABD	RO	1	Five-Digit ZIP Code (red).
LABF	RO	1	All for Firm (blue).
LABS	RO	1	All for State (orange).
LAB1	EA		Do Not Block Door.
LAB3	RO	1	All for SCF (green).
LAB4	PD	3	U.S. Priority Mail (pad/50).
LAB5	EA		U.S. Mail Eagle (for letter box) (decal).
LAB10	EA		CON-CON.
LAB11B	EA		Express Mail Post Office to Addressee Service.
LAB19	EA	25	Par Avion, Air Mail (sheet/80).
LAB21	PD	1	Officially Sealed (pad/250).
LAB22	EA	25	Dead Mail Matter.
LAB24	EA		Parcel Post Package Liable to Customs.
LAB33	EA		Warning -- (Penalty for Damage to Mailboxes and Theft).
LAB38	EA		Precautions for Check Cashing.

Table AP7.T4. USPS Labels, continued

LABEL NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	TITLE AND DESCRIPTION
LAB41	PD		Penalty Open Return Address for U.S. Post Office (pad/100).
LAB41V	SH		Open-Corner Labels, USPS.
LAB54	SH		Special Delivery (sheet/16).
LAB55	EA		Mail Collection Times.
LAB55A	EA		Mail Collection Services.
LAB57	SH		Express Special Delivery.
LAB58	EA	5	Penalty, Postmaster, Attn: Accountable Section.
LAB63	EA		Express Mail Outside Shipment.
LAB69A	EA		Currency Strap, $50.
LAB69B	EA		Currency Strap, $100.
LAB69C	EA		Currency Strap, $200.
LAB69D	EA		Currency Strap, $250.
LAB69E	EA		Currency Strap, $300.
LAB69F	EA		Currency Strap, $500.
LAB69G	EA		Currency Strap, $1,000.
LAB69H	EA		Currency Strap, $2,000.
LAB83	EA		Express Mail.
LAB84	EA		U.S. Mail Emblem (Decal).
LAB86	EA		Express Mail Military Service.
LAB87	EA	5	Registered Outside.
LAB97	PD	1	Rifled Parcel Label (pad/25).
LAB100	SH		Non-standard Surcharge (1000).
LAB106	SH	10	Priority Mail (gummed sheet 33).
LAB107	PD	10	Priority Mail.
LAB136B	PD		U.S. Mail: Destination (pressure-senstive white).
LAB136E	PD		U.S. Mail: Destination (red) (Registered Mail).
LAB176	EA		Express Mail -- Military Service (self-adhesive).
LAB200A	RO		Registered Mail Label (100 ea.).
LAB200B	RO		Registered Mail (500 ea.).

Table AP7.T5. USPS Notices

NOTICE NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	TITLE AND DESCRIPTION
NOT3A	EA		Letter-Size Mail Dimensional Standards Template.
NOT7	EA		Express Mail Insurance Brochure.
NOT18	EA		How to Order Printed Stamped Envelopes.
NOT36	EA		Labeling Bundled Mail (Service Standards) (colored coded) (card).
NOT39	EA		U.S. Mail (card) (for vehicle display).
NOT59	EA		Domestic Postage Rates, Fees, and Information (10 pages, folded) (Brochure).
NOT71	EA		Bombs by Mail (4-page Brochure).
NOT107	EA		Hazardous Materials! (4-page Brochure).
NOT125	EA		Metered Better, Treated Better.
NOT130	EA		Warning of Illegal Drugs (poster).

Table AP7.T6. USPS Office Supplies

ITEM NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	TITLE AND DESCRIPTION
08	SH	50	Paper, paraffin coated, for interleaving sheets of postage stamps in high humidity areas.
013	PD		Routing Slip, 100 sheets per pad
026B	PD		Labels, blank, perforated, 1/2 inch by 2 1/2 inches, 20 labels to strip.
029C	DZ		Tape, gummed, for post office postage meters, for Pitney Bowes Model R and Friden Model 9222.
029D	DZ		Tape, gummed, for post office postage meters, for Pitney Bowes Model 5409.
030B	RO	5	Tape, gummed, kraft paper sealing tape 2 1/2 (requires moistening), 600-foot roll, 2-inches wide, medium duty.
032D	RO		Computing Tape for MOS and Unisys IRT.
033	RO	5	Tape, white, two-ply, adding machine, 2 5/16-inches wide, double sheet, 112-foot roll.
041A	HD		Paper, carbon, black, heavyweight, for pencil use, 3 1/2 inches by 6 1/4 inches.
041B	HD	1	-- 3 1/2 inches by 12 1/2 inches.
041C	HD		-- 3 3/4 inches by 14 inches.
041D	HD		-- 3 3/4 inches by 10 inches.
041F	HD		-- 5 inches by 10 inches.

Table AP7.T6. USPS Office Supplies, continued

ITEM NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	TITLE AND DESCRIPTION
041H	HD		-- 6 inches by 8 inches.
041U	HD		-- 8 1/2 inches by 11 inches.
053A	EA		Closure, corrugated for blocking lock boxes, for Number 1 box (4 1/8 inches by 5 1/2 inches).
053B	EA		-- for NR 2 box (5 7/8 inches by 6 3/4 inches).
053C	EA		-- for NR 3 box (11 3/8 inches by 6 3/4 inches).
054A	EA		Seat, replacement, for adjustable platform stool, consists of plywood base, cushion, and cover.
054B	EA		Cover, replacement, for adjustable platform stool set (Item 054A).
079A	EA		Case, headers, manila cards, 4 inches by 10 1/2 inches.
079C	EA		-- 4 inches by 11 1/2 inches.
0150B	EA	100	Tags, shipping penalty, manila.
0152	EA		Tags, blank with strings, manila 2 3/8 by 4 3/4 .
0153	EA		Tags, red fly, for use by International Airmail Exchange Offices on mail sacks containing registers (IEO use only).
0212	CN		Ink, waterproof, black, for making letterbox timecards (2-oz can).
0213	CN		Ink, red, for postage meter machines (1 pint can).
0214B	EA		Rollers, felt, ink, for Pitney Bowes postage meter machines, Universal Model JP.
214C	EA		-- Universal, Model RG - upper.
0214D	EA		-- Universal, Model RG - lower.
0214F	EA		-- Model 5409 - upper.
0214G	EA		-- Model 5409 - lower.
0292E	EA	24	Pen, ballpoint, assembly, with 24-inch chain, for use on lobby desks only.
0317C	EA	2	Knife, ring type, for cutting twine, size, 9 3/4-in. diameter.
0349A	EA	2	Caps, plastic spout, for use on 4- and 8-oz cans of ink.
0370A	EA	2	Pads, blocks, synthetic rubber with oil resistant surface, used as cushions when postmarking letters (12 inches by 16 inches by 3/8 inches).
0385E	BX		Rubber bands, 1/4-pound box, NR 64 (NSN: 7510-00-243-3435).
0391K	EA	1	Binder, National Zip Code Directory.
0421A	EA	2	Tapeline, graduated to 1/8 inch by 9 feet, for measuring parcel post.

Table AP7.T6. USPS Office Supplies, continued

ITEM NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	TITLE AND DESCRIPTION
0427	EA	2	Holders, twine, for 1/2-pound balls.
0429	EA	2	Cup, glass, desk use for pins, clips, sponge, etc.
0430	EA	5	Sponge, for sponge cup.
0550H	EA	2	Handle, rubber postmarking and canceling stamps.
0570H	EA	2	Handle, rubber registry canceler, for use with Item 0681, black.
0570R	EA	2	Handle, rubber dating stamp, for use with Item 570, red.
0592	EA	1	Stamp, rubber, band type, revolving line dater, month, day, and year sequence, size 1 1/2.
0595	EA	1	Stamp, rubber, revolving, numbering, 6-band.
0624	EA		Holder, label, self-adhesive, transparent, 3/8 inch by 18 inch.
0635	SE	2	Rubber type, pica, in sets for days, months, and 6 consecutive years, with tweezers.
0642	EA	2	Rubber type, pica, for year only: Order for current year only.
0660B	BT	3	Ink, red, for rubber stamp pads, 8-ounce container.
0671	EA	2	Ink Pad.
0672	EA	2	Ink Pad.
0675B	EA	2	Strip-style, holds 9 stamps, 12 in. long.
0788F	CN		Ink, black, canceling for rubber and steel postmarking stamps and dies, 8-ounces container.
0813R	BX	1	Seals, airmail, plastic, 1000 per box.
0815	BD		Seals, lead, with cord attached dispatch of foreign mail, 50 per bundle.
0816A	BX		-- 3/8 inch by 2 3/8 inches, 1000 per box.
0816B	BX		-- 3/8 inch by 4 1/2 inches, 1000 per box.
0817A	BX	1	Seals, car doors, tin or electrogalvanized numbered, 1000 per box.
0817C	BX	1	Seals, tin band, numbered, for registered mail and airmail, 1000 per box.
0853	EA	1	Scale, 4-pound capacity.
0858	EA	1	Scale, letter, 16-ounce capacity, graduated by 1/2 ounce.
0904	EA		Cover, postage meter.
0905A	EA	1	Dispenser, tape, counter or tabletop type, with moistener for Kraft paper tape.
0911A	EA	1	Boxes, cash with lock and keys, small size (12 inches by 10 inches by 3 inches).
0911B	EA		-- Large size (14 1/2 inches by 10 1/2 inches by 5 3/4 inches).

Table AP7.T6. USPS Office Supplies, continued

ITEM NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	TITLE AND DESCRIPTION
0911M	EA		Lock, replacement, with keys for cash and stamp boxes having cylinder cam-type locks.
0915B	PG	50	Holders, label, brass, 25 per pkg., 9/16 X2 7/8 in. O.D.
0926A	EA	1	Pliers, diagonal cutting for wire and steel strapping.
0928	SL		Strapping, non-metallic, 5/8 inches.
0929	EA		Buckle, non-metallic strapping, one piece.
0936	EA		Casters, swivel, with 3/4 inch pipe thread tapped in mounting socket, for pouch and sack racks (four to a set).
01026A	EA		Casters, composition wheels, rigid used on hamper -- Item 01033.
01026B	EA		-- swivel, used on hamper (Items 01033 and 01046).
01026C	EA		-- rigid, used on hamper (Item 01046).
01030	EA		Basket, canvas, 30 inches by 19 inches by 17 inches deep, 4-bushel capacity, without casters.
01030I	EA		Insert, for Item 01033, with rope lacing.
01033L	EA		Lacing, basket, for Item 01033.
01036	EA		Marker, identification, plastic.
01037A	EA		Divider, case, plastic, letter size.
01037B	EA		Divider, case, plastic flat size.
01046E	EA		Extension, canvas, hamper, basket for Item 01046.
01046I	EA		Insert, for Item 01046, canvas basket.
01046L	EA		Lacing, basket, for Item 01046.
01046R	EA		Sleeve, rim repair, for canvas basket frame.
0175A	EA		Insert, canvas, replacement for utility cart (Item 1075).
01092A	EA		Box, corrugated, 16 1/2 x11 x10.
01092B	EA		Box, corrugated, 17.8 x14.8 x8.8.
01093	EA		Container, Express Mail, 12 1/2 x16.
01094	EA		Container, Express Mail (tube).
01150	BA		Twine, one-ply, 1/2-pound balls, for tieing letter mail (when there are no rubber bands).
01151	BA	5	Twine, large, soft, 1-pound ball for rewrapping parcels.
01153	BA		Twine, unfinished, 1-pound ball for typing flats.
01157	CE		Twine, cotton, white, wrapping, for two-wrap twine typing machine, 5 pounds to cone.
01248A	RO		Film, plastic, flexible, polyvinyl (chloride parcel rewrap) (15x25).

Table AP7.T6. USPS Office Supplies, continued

ITEM NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	TITLE AND DESCRIPTION
01508	EA		Container, corrugated, 11 x11 x4 (for shipping sheets of stamps).
07100	EA		Holder, Rack for 3 3/8 inches by 1 7/8 inches "in" label.
09930	EA		Label holder with thumb slit, used for tray mail.
D1149	EA		Container, for rubber bands.
D1175D	EA		Card, time for letter boxes (3 3/4 inches by 5 1/2 inches), plastic.
D1176A	EA		Frame, timecard, for use with Item D1175D.
D1178B	EA		Covers, plastic, for use with Items D1175D and D1176A.
D1189B	EA		Parts, repair, for street letter boxes, door stop angle iron.
D1190	EA		Kit, conversion for converting arrow lock type street collection box to HASP-staple type box.
D1218	EA	1	Key Ring.

Table AP7.T7. Shipping Containers for Stamps

Shipping containers (boxes) for stamps shall be ordered by letter or message from the serving JMPA. Containers shall be ordered when needed. Only established PFOs shall order containers.

ITEM		
01092A	EA	Box, shipping, 16 1/2" x11"x 10"
01508	BD	Box, shipping, 11" x11" x4"
01091B	EA	Box, shipping, 17" x13 1/2" x12"

Table AP7.T8. USPS Posters

POSTER NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	TITLE
POS2A	EA		Christmas Mail Early (11 x14).
POS31A	EA		Mail Problem (counter easel with pocket for cards).
POS51	EA	2	International Postage Rates and Fees.
POS74	EA		Packaging Pointers.
POS89	EA		How to Prepare Pre-sort First-Class Mail.
POS103	EA	1	Postage Rates, Fees, and Information.
POS107	EA		How to Make Up First-Class Carrier Route Mailings.
POS113-A	EA		Examine Empty Sacks and Pouches (11 x14).
POS113-B	EA		Examine Empty Sacks and Pouches (21 x28).
POS114-A	EA		Identify Defective Sacks and Pouches (11 x14).
POS114-B	EA		Identify Defective Sacks and Pouches/Labeling (21 x28).
POS115-A	EA		Packing Empty Equipment (15 x21).
POS115-B	EA		Packing Empty Equipment/Packing Empty Plastic Mailbags (36 x24).
POS200	EA		Mailing Something of Value? (11 x17).
POS521	EA		A Guide for Mail Bomb Security (17 x22).

Table AP7.T9. USPS Publications

PUBLICATION NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	TITLE
PUB2*			How to Pack and Wrap Parcels for Mailing.
PUB4*			Importing Animal and Plant Products Through Overseas Military Post Offices.
PUB6*			Radioactive Materials.
PUB14*			Plant Quarantines.
PUB19*			Mailers Guide.
PUB25*			AGuide to Business Mail Preparation.
PUB32*			Glossary of Postal Terms.
PUB51*			International Postage Rates and Fees.
PUB52*			Acceptance of Hazardous, Restricted or Perishable Matter.
PUB61*			Information Guide on Presorted First-Class Mail.
PUB62*			Modern Mailroom Practices.
PUB65A*			National ZIP Code and Post Office Directory (for MPO use only).
PUB115*			Business Reply Mail, Regulation, Applications -- Annual Reports.
PUB122*			Customer Guide to Filing Indemnity Claims on Domestic Mail.
PUB226*			You are a Parcel.
PUB227*			Packaging Pointers.

* Reference (c)

Table AP7.T10. USPS Scale Charts

USPS SCALE CHART NUMBER	DESCRIPTION OF SCALES
0804	4-pound Fan, Triner 804.
0854C	Chart, Rate for 100-pound beam scale.
0857C	70-pound Automatic Indicating, Triner Peerless.
0857D	70-pound Automatic Indicating, Triner Imperial.
0857E	70-pound Chatillon, with counter-sunk screw holes on scale chart.
0857F	70-pound Chatillon, with flat screw holes scale chart.
0857DF	70-pound Triner, double face, Model 1870X FB Scale.
0857LR	70-pound Automatic Indicating, Triner, Model 1870X, reads left to right.
0857RL	70-pound Automatic Indicating, Triner Model 1870RL, reads right to left.
0859AA	20-ounce Triner.
0859BB	20-ounce Triner.
0859CC	20-ounce Triner.
0859E	20-ounce Fan, Pennsylvania, Model PS-120.
0860B	70-pound, Cylinder Type, Triner Challenger 970.
0861B	70-pound Automatic Indicating, cylinder-drum type.
0869SS	70-pound Drum, for SSPCs.

Table AP7.T11. USPS Signs

SIGN NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	TITLE AND DESCRIPTION
SGN100	EA		Directional Arrow (2 3/8 inches by 2 3/8 inches).
SGN101	EA	5	Stamps (12 inches by 2 1/2 inches).
SGN104	EA	5	Parcel Post (12 inches by 2 1/2 inches).
SGN105	EA		Express Mail Acceptance Office.

Table AP7.T12. USPS Rubber Stamps

Stamps are listed alphabetically to aid in identification; however, when ordering stamps, list them in numerical order on PS Form 7380.

STAMP NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	DESCRIPTION
R1	EA	1	RETURN TO SENDER - REASON CHECKED UNCLAIMED_____REFUSED_____ ATTEMPED, NOT KNOWN_____ INSUFFICIENT ADDRESS_____ NO SUCH STREET_____NUMBER_____ NO SUCH OFFICE IN STATE_____ DO NOT REMAIL IN THIS ENVELOPE_____ - HAND INDEX -
R4	EA	1	POSTAGE DUE_____CENTS
R5	EA		--------MOVED, LEFT NO ADDRESS --------NO SUCH NUMBER --------MOVED, NOT FORWARDABLE --------ATTEMPTED, NOT KNOWN
R9	EA		--------Form 3579 -------- Postage Due
R14	EA		VACANT
R17	EA	1	RETURN FOR POSTAGE
R18	EA	1	RETURN FOR BETTER ADDRESS
R24	EA		SECOND NOTICE, NO REPLY TO FIRST NOTICE MAILED_____
R27	EA		TO AVOID DELAY IN DELIVERY, ADVISE YOUR CORRESPONDENTS OF YOUR COMPLETE MILITARY ADDRESS SHOWING UNIT.
R32	EA		RECEIVED UNSEALED AT _____
R34	EA	1	RECEIVED WITHOUT CONTENTS AT_____
R36	EA	1	TO AVOID DELAY IN DELIVERY OF YOUR MAIL, PLEASE OBTAIN A FORM FROM THE POST OFFICE FOR NOTIFYING CORRESPONDENTS AND PUBLISHERS OF YOUR CORRECT ADDRESS
R39	EA	1	RECEIVED IN BAD CONDITION AT _____
R41	EA	1	FOUND IN SUPPOSEDLY EMPTY EQUIPMENT
R42	EA	1	RECEIVED IN DAMAGED CONDITION
R50	EA	1	CHANGE OF ADDRESS DUE TO OFFICIAL ORDERS
R53	EA		RETURN TO SENDER (hand index)
R54	EA	1	RETURN TO SENDER (hand index) POSTAGE DUE $_____
R58	EA		NON-MACHINABLE
R59	EA	1	INSUFFICIENT ADDRESS

Table AP7.T12. USPS Rubber Stamps, continued

STAMP NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	DESCRIPTION
R63	EA	1	UNCLAIMED
R81	EA	1	SPECIAL HANDLING (small type)
R84	EA	1	SPECIAL DELIVERY (large type)
R85	EA	1	SPECIAL DELIVERY (small type)
R87	EA	1	AIRMAIL SPECIAL DELIVERY
R94	EA	1	Registered No. (within border)
R95	EA	1	INSURED (Inside oval border)
R97	EA	1	RETURN RECEIPT REQUESTED
R98	EA	1	RETURN RECEIPT REQUESTED SHOWING ADDRESS WHERE DELIVERED
R103	EA	1	FRAGILE
R105	EA		PERISHABLE
R112	EA	1	FIRST CLASS
R113	EA	1	SECOND CLASS
R114	EA	1	THIRD CLASS
R115	EA	1	FOURTH CLASS
R129	EA	1	OUTSIDE MAIL
R139	EA	1	DUPLICATE
R169	EA	1	NOTIFIED
R222	EA		DAMAGED IN HANDLING IN THE POST OFFICE
R225	EA		AUTHORIZED TIME FOR FORWARDING HAS EXPIRED, PLEASE ADVISE YOUR CORRESPONDENTS OF YOUR NEW ADDRESS
R230	EA	1	RETURN FOR_____ADDITIONAL POSTAGE, WHEN REMAILING, CROSS OUT THIS NOTICE OR PASTE STAMPS OVER IT.
R233	EA	1	AIRMAIL
R238	EA		SPOILED
R246	EA	1	SMALL PACKET

Table AP7.T12. USPS Rubber Stamps, continued

STAMP NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	DESCRIPTION
R283	EA		VOIDED
R284	EA	1	INSURED VALUE $_____U.S._____DOLLARS AND_____CENTS _____GOLD FRANCS
R285	EA	1	FIRST-CLASS MAIL ENCLOSED
R288	EA		FINAL NOTICE
R291	EA	1	NAME_____ 1ST NOTICE_____ 2ND NOTICE_____ RETURN_____
R292	EA	1	SPECIAL HANDLING (large type)
R300	EA	1	SAM
R301	EA	1	PAL
R302	EA		NOT DELIVERABLE AS ADDRESSED-UNABLE TO FORWARD
R303	EA		RESTRICTED DELIVERY

Table AP7.T13. USPS Tags

TAG NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	DESCRIPTION
TAG1	EA		Con-Con
TAG2	EA	25	Air Parcel Post
TAG3	EA	25	Parcel Post, Special Delivery
TAG4	EA	25	Special Handling, Parcel Post
TAG6	EA	50	First-Class Mail, Do Not Delay
TAG10	EA	100	Supposed Liable to Customs Duty

Table AP7.T13. USPS Tags, continued

TAG NUMBER	UNIT OF ISSUE	PRE-PACK REQUIREMENT	TITLE AND DESCRIPTION
TAG14	EA		All for Firm on Sack
TAG16	EA	100	SAM
TAG17	EA		MOM
TAG18	EA	100	PAL
TAG116	EA		All Mail, Par Avion (white)
TAG116BL	EA		Air Mail, Par Avion (blue)
TAG116Y	EA		Air Mail, Par Avion (yellow)
TAG117	EA		Sacs Vides, Green
TAG135B	EA		U.S. mail, white (ordinary mail)
TAG135E	EA		U.S. Mail, white and red (registered mail)
TAG144	EA		U.S. Armed Forces Mail
TAG176	EA		Express Mail Military Service

AP8. APPENDIX 8

MAILBAG AND MILITARY TRAY EQUIPMENT

AP8.1.1. Requests for empty mailbag equipment, Trays, Flat Trays, dylocks banding material shall be submitted by message to the serving JMPA.

AP8.1.2. Refer to DoD 4525.6M, Volume I, Chapter 10 (reference (b)), for return of excess empty mailbag equipment.

Table AP8.T1. Color

TYPE	MATERIAL	DOMESTIC SACKS	PRIMARY USE
No. 1	Canvas	white	Surface - Domestic and international parcel post.
No. 2	Canvas	white	Surface - Domestic and international magazines, circulars, and papers.
No. 2	Cotton	white	Same as canvas sack.
No. 3	Cotton	white	Same as canvas sack.
		DOMESTIC POUCHES	
No. 2	Canvas	white	Surface -- First-Class and registered.
Air No. 1	Nylon	orange	Air -- Priority, registered, and first-class military mail.
Air No. 2	Nylon	orange	Air -- Priority, registered, and first-class military mail.
Air PP	Nylon	orange	Air -- Priority Mail.
FCM No. 1	Nylon	green	First-Class Mail.
SAM No. 1	Nylon	red	Airlift of publications and parcels between U.S. ports of exit and military installations overseas.
SAM PP	Nylon	red	Same as SAM No. 1.
NON No.1	Nylon	nickel	Military ordinary mail exceeding 12 ounces between U.S. ports of exit and military installations. overseas
MOM PP	Nylon	nickel	Larger military ordinary parcels.
EXPRESS	Nylon	blue/orange	Express mail.

Table AP8.T2. Mail Trays

	TYPE	MATERIAL	PRIMARY USE
3916	Full-Size	Cardboard	First-Class Letter Mail.
3916A	Sleeve Full Size	Cardboard	To be used with full size trays.
3916B	Half Size	Cardboard	First-Class Letter Mail.
3916C	Sleeve Half Size	Cardboard	To be used with half-size trays.

Table AP8.T3. Flat Trays

	TYPE	MATERIAL	PRIMARY USE
1257T	Flat Tray	Cardboard/Plastic	First-Class Flat Mail.
1257L	Lid	Cardboard/Plastic	To be used with Flat Mail Trays.
0928	Strapping, non-metallic 5/8" -- order not to exceed 10 rolls.		
0929	Buckle, non-metallic, strapping -- minimum order 1,000; maximum 10,000 dyblocks.		

AP9. APPENDIX 9

TYPE (YEAR, MONTH, AND DAY) FOR HAND CANCELING STAMPS AND CANCELING MACHINES

AP9.1.1. The requisitioning period for year type for hand-canceling stamps and canceling machines is published in the USPS bulletin during the month of September.

AP9.1.2. A PS Form 7380, "Supply Center Requisition" (see Figure AP9.F1.), shall be submitted to Topeka MDC or Somerville MDC. This requisition shall list year type only. A self-addressed penalty label (USPS) shall be stapled to the requisition.

AP9.1.3. The model number of the machine shall be checked to ensure the proper type is being requisitioned. Use Figure AP9.F2. as your guide to ensure that the correct type is ordered.

AP9.1.4. Replacement month and date type shall be requested by letter to the serving JMPA. Specify only the individual month or date type required, and provide the make and model number of the canceling machine. Complete sets may not be requested, unless required for an additional canceling machine scheduled to be placed into service. Requests for complete sets shall be approved by the responsible commander.

Figure AP9.F1. Sample Request for Year-Type

SUPPLY CENTER REQUISITION

Print or Type Complete Mailing Address of Office Preparing the Requisition	For Supply Center Use Only
Custodian Of Postal Effects FPO Seattle, WA 98773-0006	

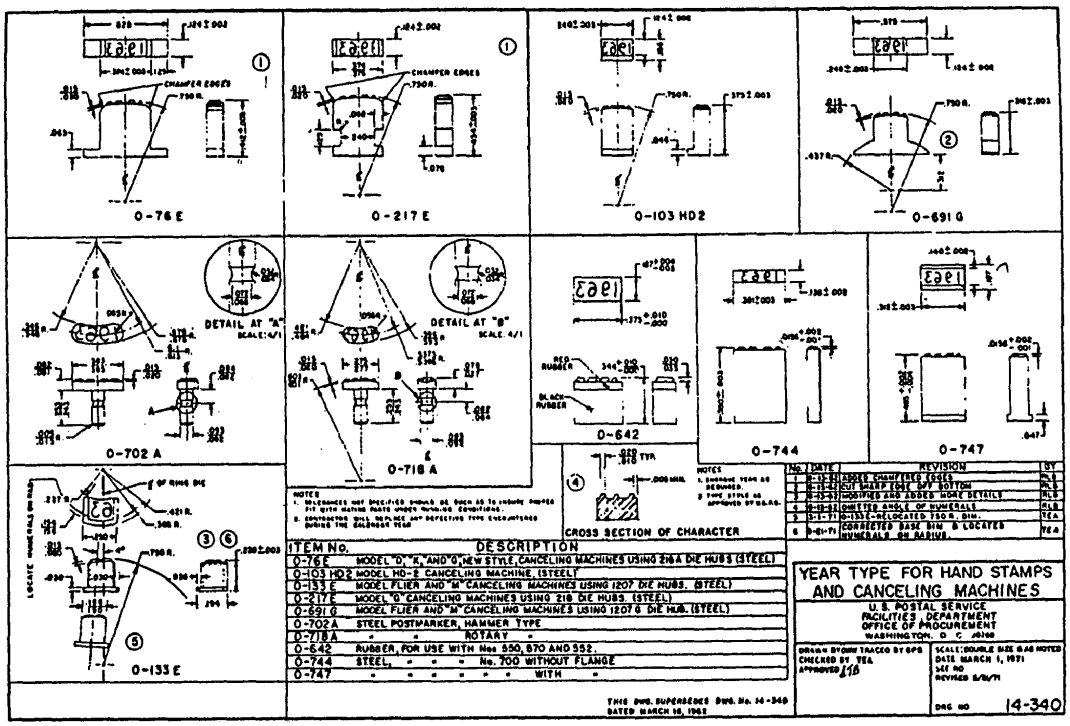
Finance Number	FEDSTRIP Address Code	Requisition Number	Page No.	CAG
056786	18W783	2-XX	1 of 1	A

Postal Service Item Number	Quantity	Postal Service Item Number	Quantity
0-76E	1		

Send To:	Signature
Somerville Material Distribution Center U.S. Postal Service Somerville, NJ 08877-9996	Title Custodian of Postal Effects Date X Mar. 19XX PEN/Commercial Phone Number

PS Form 7380, March 1987 *U.S.GPO:1987-0-181-700/62651 Submit Original Only

Figure AP9.F2. Year-Type Chart



AP10. APPENDIX 10

FACING SLIPS AND STRIP LABELS

AP10.1.1. Pre-printed facing slips and strip labels shall be ordered from the USPS Computerized Label Printing Branch. The data to be printed shall conform to the format and content prescribed in DoD 4525.6-H (reference (e)).

AP10.1.2. PS Form 1578-B shall be submitted (original and one copy only) to:

Topeka Material Distribution Center
U.S. Postal Service
ATTN: Computerized Label Printing Branch
Hwy. 75S at Montara Pkwy
Topeka, KS 66624-9502

AP10.1.3. Requisitions shall be submitted on as "as needed" basis.

AP10.1.4. Instructions for Completing PS Form 1578-B (Figure AP10.F1.)

AP10.1.4.1. Columns 1 through 5: Enter five-digit MPO number.

AP10.1.4.2. Column 9: Enter "S" for facing slips or "L" for slide labels. Facing slips and slide labels shall be ordered separately; therefore, use a separate form for each category ordered.

AP10.1.4.3. Column 10: always enter "N."

AP10.1.4.4. Column 11: Always enter "B" for bulk.

AP10.1.4.5. Columns 12 through 37: Enter APO/FPO, postmaster of address designation, and the five-digit MPO number. For Navy ships, enter name and hull number.

AP10.1.4.6. Columns Page, 48 and 49: Identify the number of pages in the requisition. Enter the page number of the form being prepared, the column headed "PAGE," and indicate total number of pages used in columns 48 and 49. If fewer than 10 pages are used, enter "0" in column 48 and the page number in column 49.

AP10.1.4.7. LABEL COLOR: Check appropriate block.

AP10.1.4.8. LABEL SIZE: Check appropriate block.

AP10.1.5. DATA LINES, Bottom Section of PS Form 1578-B

AP10.1.5.1 Columns 18 through 22: Enter quantity of labels requested in multiples of 300, or facing slips in multiples of 500. Always begin with the quantity requested in Column 18.

AP10.1.5.2. Columns 23 through 42: Refer to DoD 4525.6-H (reference (e)).

AP10.1.5.3. Columns 43 through 47: Enter destination ZIP Code consists of less than five characters, start in Column 43 and complete remaining columns by entering an "0"(that is, for ZIP code 960, enter "0"in columns 46 and 47).

AP10.1.5.4. Colums 48 through 73: Enter additional informational required by DoD 4525-6-H (reference (e)) (for example, Registered, Contents Defective, Official Headquarters Army, Pentagon).

AP10.1.5.5. Columns 9 to 11: Enter "END"on the line following the last entry in columns 18 through 22 of the last page used.

AP10.1.5.6. TOTAL BULK: Enter total number of facing slips or strip labels requested.

AP10.1.5.7. ORDER SHIPPING ADDRESS: Complete MPO mailing address.

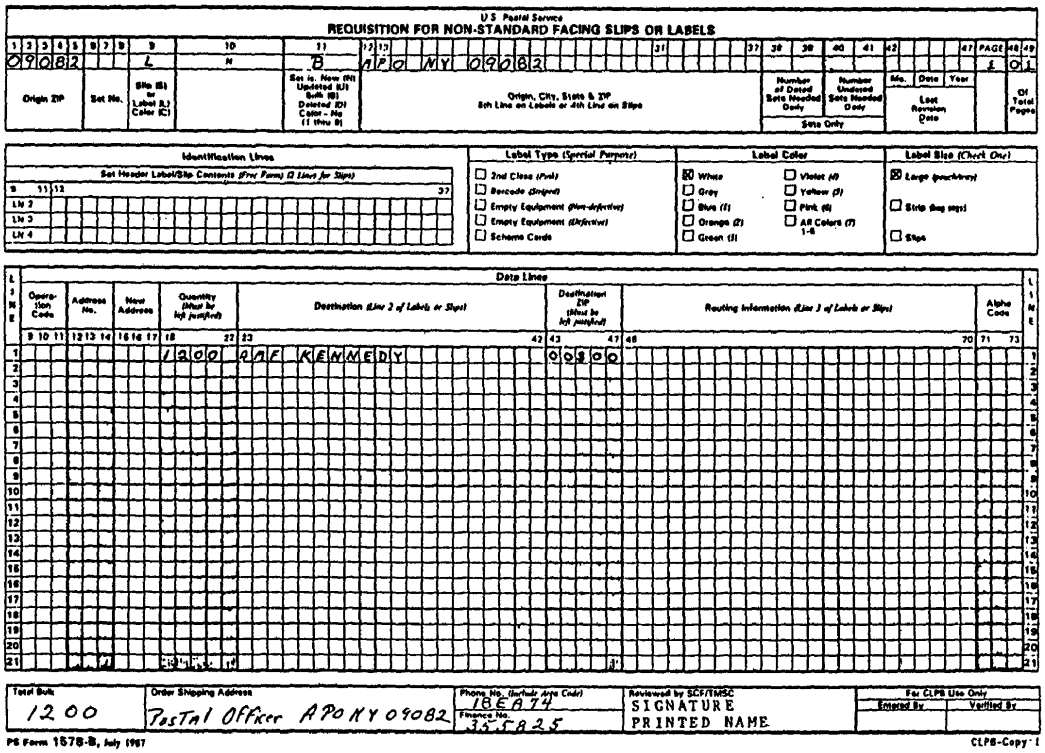
AP10.1.5.8. PHONE NUMBER: Enter FEDSTRIP account and finance numbers.

AP10.1.5.9. FINANCE NUMBER: Enter assigned finance number

AP10.1.5.10. REVIEWED BY SCF/TMSC: Signature and title of MPO supervisor.

AP10.1.5.11. When ordering labels for empty mailbag equipment, check "DEFECTIVE"or "NON-DEFECTIVE,"as appropriate, in label type, second line of form.

Figure AP10.F1. Sample PS Form 1578-B for Ordering Slide Labels



AP11. APPENDIX 11

PRE-PRINTED MILITARY TAGS AND LABELS

AP11.1.1. Pre-printed military tags labels shall be ordered from USPS on an "as needed" basis. PS Form 1957-C, "Request for Military Tags," and PS Form 1957-D, "Request for Military Labels," shall be submitted (one copy only) to:

Office of Transportation and International Services
U.S. Postal Service
Room 7912
475 L'Enfant Plaza, SW
Washington, DC 20260-7130

AP11.2. Not more than a 3-month supply of tags and labels shall be ordered. Postal supply personnel shall ensure that quantities ordered are only in multiples of 1000.

AP11.1.3. Non-receipt of orders within 60 days shall be reported to MPSA-OP. Furnish a copy of requisitions when reporting non-receipt.

AP11.1.4 General Procedures for Completing PS Forms 1957-C AND -D (Figures AP11.F1. and AP11.F2.)

AP11.1.4.1. All entries shall be typed.

AP11.1.4.2. A separate form shall be completed for each type of tag and label (that is, 135, 135B, 135C, 135E, 136, 136B, 136C, and 136E). Requisitions may not be accepted if more than one type of tag or label is requested on a single requisition.

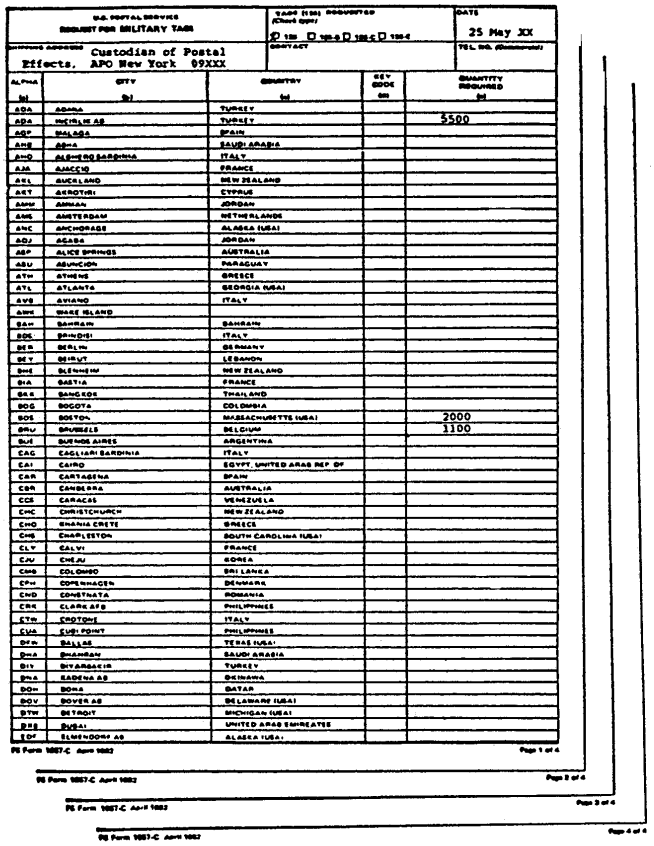
AP11.1.4.3. An example/sample of each label required must be attached to each requisition.

AP11.1.4.4. The minimum quantity for each tag and label is 1000. Additional quantities shall be in multiples of 100 (that is, 1100, 1500, and 2300).

AP11.1.4.5. Only parent MPOs that have been assigned a FEDSTRIP code shall submit requisition.

AP11.1.4.6. Any changes as a result of newly recognized countries and omissions or redesignations shall be in the space provided on the last page of each form.

Figure AP11.F1. Sample PS Form 1957-C, "Request for Military Tags"



U.S. POSTAL SERVICE
REQUEST FOR MILITARY TAGS

DATE: 25 May XX

SHIPPING ADDRESS: Custodian of Postal Effects, APO New York 09XXX

ALPHA (a)	CITY (b)	COUNTRY (c)	KEY CODE (d)	QUANTITY REQUIRED (e)
ADA	ADANA	TURKEY		
ADA	INCIRLIK AB	TURKEY		5500
AGP	MALAGA	SPAIN		
AHB	ABHA	SAUDI ARABIA		
AHQ	ALGHERO SARDINIA	ITALY		
AJA	AJACCIO	FRANCE		
AKL	AUCKLAND	NEW ZEALAND		
AKT	AKROTIRI	CYPRUS		
AMM	AMMAN	JORDAN		
AMS	AMSTERDAM	NETHERLANDS		
ANC	ANCHORAGE	ALASKA (USA)		
AQJ	AQABA	JORDAN		
ASP	ALICE SPRINGS	AUSTRALIA		
ASU	ASUNCION	PARAGUAY		
ATH	ATHENS	GREECE		
ATL	ATLANTA	GEORGIA (USA)		
AVB	AVIANO	ITALY		
AWK	WAKE ISLAND			
BAH	BAHRAIN	BAHRAIN		
BDS	BRINDISI	ITALY		
BER	BERLIN	GERMANY		
BEY	BEIRUT	LEBANON		
BHE	BLENHEIM	NEW ZEALAND		
BIA	BASTIA	FRANCE		
BKK	BANGKOK	THAILAND		
BOG	BOGOTA	COLOMBIA		
BOS	BOSTON	MASSACHUSETTS (USA)		2000
BRU	BRUSSELS	BELGIUM		1100
BUE	BUENOS AIRES	ARGENTINA		
CAG	CAGLIARI SARDINIA	ITALY		
CAI	CAIRO	EGYPT, UNITED ARAB REP. OF		
CAR	CARTAGENA	SPAIN		
CBR	CANBERRA	AUSTRALIA		
CCS	CARACAS	VENEZUELA		
CHC	CHRISTCHURCH	NEW ZEALAND		
CHQ	CHANIA CRETE	GREECE		
CHS	CHARLESTON	SOUTH CAROLINA (USA)		
CLY	CALVI	FRANCE		
CJU	CHEJU	KOREA		
CMB	COLOMBO	SRI LANKA		
CPH	COPENHAGEN	DENMARK		
CND	CONSTANTA	ROMANIA		
CRK	CLARK AFB	PHILIPPINES		
CTN	CROTONE	ITALY		
CUA	CUBI POINT	PHILIPPINES		
DFW	DALLAS	TEXAS (USA)		
DHA	DHAHRAN	SAUDI ARABIA		
DIY	DIYARBAKIR	TURKEY		
DKA	KADENA AB	OKINAWA		
DOH	DOHA	QATAR		
DOV	DOVER AB	DELAWARE (USA)		
DTW	DETROIT	MICHIGAN (USA)		
DXB	DUBAI	UNITED ARAB EMIRATES		
EDF	ELMENDORF AB	ALASKA (USA)		

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Figure AP11.F2. Sample PS Form 1957-D, "Request for Military Labels"

U.S. POSTAL SERVICE
REQUEST FOR MILITARY LABELS

LABELS (1) DESIRED (Check one)
☒ 120 ☐ 120-B ☐ 120-C ☐ 120-E

DATE
27 May XX

SHIPPING ADDRESS COPE, USS Sail (DD 00),
FPO San Francisco 966XX

CONTACT

TEL. NO. (Commercial)

ALPHA (a)	CITY	COUNTRY (b)	KEY CODE (c)	QUANTITY REQUIRED (d)
ADA	ADANA	TURKEY		
ADA	INCIRLIK AB	TURKEY		
ADP	VALENCIA	SPAIN		
AHB	ABHA	SAUDI ARABIA		
AHO	ALGHERO SARDINIA	ITALY		
AJA	AJACCIO	FRANCE		
AKL	AUCKLAND	NEW ZEALAND		
AKT	AKROTIRI	CYPRUS		
AMM	AMMAN	JORDAN		
AMS	AMSTERDAM	NETHERLANDS		
ANC	ANCHORAGE	ALASKA (USA)		
AQJ	AQABA	JORDAN		
ASP	ALICE SPRINGS	AUSTRALIA		
ASU	ASUNCION	PARAGUAY		
ATH	ATHENS	GREECE		
ATL	ATLANTA	GEORGIA (USA)		
AVS	AVIANO	ITALY		1000
ABK	ABKO ISLAND			
BAH	BAHRAIN	BAHRAIN		
BDS	BRINDISI	ITALY		
BER	BERLIN	GERMANY		
BEY	BEIRUT	LEBANON		
BHE	BLENHEIM	NEW ZEALAND		
BIA	BASTIA	FRANCE		
BKK	BANGKOK	THAILAND		
BOG	BOGOTA	COLOMBIA		
BOS	BOSTON	MASSACHUSETTS (USA)		
BRU	BRUSSELS	BELGIUM		
BUE	BUENOS AIRES	ARGENTINA		
CAG	CAGLIARI SARDINIA	ITALY		
CAI	CAIRO	EGYPT UNITED ARAB REP OF		
CAR	CARTAGENA	SPAIN		
CBR	CANBERRA	AUSTRALIA		
CCS	CARACAS	VENEZUELA		
CHC	CHRISTCHURCH	NEW ZEALAND		
CHQ	CHANIA CRETE	GREECE		
CHS	CHARLESTON	SOUTH CAROLINA (USA)		
CLY	CALVI	FRANCE		
CNV	CHEAV	KOREA		
CMB	COLOMBO	SRI LANKA		
CPH	COPENHAGEN	DENMARK		
CND	CONSTANTA	ROMANIA		
CRK	CLARK AFB	PHILIPPINES		
CTN	CROTONE	ITALY		
CUA	CUBI POINT	PHILIPPINES		
DFW	DALLAS	TEXAS (USA)		
DHA	DHAHRAN	SAUDI ARABIA		
DIY	DIYARBAKIR	TURKEY		
DNA	KADENA AB	OKINAWA		
DOH	DOHA	QATAR		
DOV	DOVER AB	DELAWARE (USA)		
DTW	DETROIT	MICHIGAN (USA)		
DXB	DUBAI	UNITED ARAB EMIRATES		
EDF	ELMENDORF AB	ALASKA (USA)		

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DD Form 1957-D April 1983 Page 4 of 4

AP12. APPENDIX 12

CAPITAL EQUIPMENT JUSTIFICATION

AP12.1.1. Postal commanders will ensure that their subordinates provide written justification for each piece of capital equipment worth $1,000 or more. This statement of justification is intended to document the reasoning behind the request and substantiate the need.

AP12.1.2. Justification will be originated (in either memorandum or letter format) at the requestor's (MPO) level and signed off by the commander/comanding officer/officer-in-charge/noncommissioned officer-in-charge. It will be forwarded to the postal commander for a statement of validation/concurrence by that comander or the designated representative. The postal commander will include both pieces of correspondence as part of the capital expense forecast call package to the respective JMPA for review. If the JMPA has any questions on the justification and/or validation statement(s) they will immediately attempt to resolve it with the commander concerned. If the issue cannot be satisfactorily resolved, MPSA will then intercede and make a final binding decision. The justification shall be submitted in the letter or memorandum format appropriate to the service concerned and shall include, but is not limited to, the following:

AP12.1.2.1. Category of capital equipment requested.

AP12.1.2.1.1. Capital equipment covers these categories:

AP12.1.2.1.1.1. Mail processing.

AP12.1.2.1.1.2. Non-fixed.

AP12.1.2.1.1.3. Other mail handling.

AP12.1.2.1.2. Vehicles (not now applicable to MPS).

AP12.1.2.1.2.1. Mail hauling.

AP12.1.2.1.2.2. Law enforcement.

AP12.1.2.1.2.3. Other.

AP12.1.2.1.3. Customer service.

AP12.1.2.1.3.1. Lobby equipment.

AP12.1.2.1.3.2. Window service.

AP12.1.2.1.3.3. Self-service.

AP12.1.2.1.4. Postal support.

AP12.1.2.1.4.1. Administration and general support.

AP12.1.2.1.4.2. Maintenance equipment.

AP12.1.2.1.4.3. Automated data processing (ADP) equipment (not now applicable to MDS).

AP12.1.2.2. Problem definitions.

AP12.1.2.3. Recommendation.

AP12.1.2.4. Alternatives.

AP12.1.2.5. Best alternatives.

AP12.1.2.6. Justification.

AP12.1.2.6.1. State whether the justification is basically:

AP12.1.2.6.1.1. Economic.

AP12.1.2.6.1.2. Environmental.

AP12.1.2.6.1.3. Safety.

AP12.1.2.6.1.4. Service.

AP12.1.2.6.1.5. Other (specify).

AP12.1.2.7. The validation statement is intended to assure MPSA and the USPS:

AP12.1.2.7.1. Of the integrity of the analysis.

AP12.1.2.7.2. That the accuracy of the data and the rationale, logic and conclusions are valid.

AP12.1.2.7.3. That all viable alternatives are presented.

AP12.1.2.8. The validation statement should be clear, concise and specifically state what (if any) supporting documents were reviewed and declared accurate and that the request is forwarded with command approval.