

SEMI-ANNUAL POSITIVE ACCOUNTABILITY POSTAGE ADMINISTRATION SYSTEM

For use of this form see AR 25-51; the proponent agency is AASA.

REQUIREMENTS CONTROL SYSTEM: AAHS-0911

NOTES:

Reporting Agency:

Period: QUARTERS FY _____

DATE:

| | 1 ST / 2 ND QTR <u>XX</u> | 3 RD / 2 TH QTR <u>XX</u> | FY TOTAL |
|---------------------------------|---|---|----------|
| 1001 Address Correction | | | |
| 1002 Business Reply Mail | | | |
| 1003 Express Mail | | | |
| 1004 Merchandise Return Service | | | |
| 1005 Meter Loading Purchase | | | |
| 1006 Contractor Reimbursement | | | |
| 1007 Permit Fees | | | |
| 1008 Mailings Postage Paid | | | |
| 1009 Postage Due Mail | | | |
| 1010 Stamps Purchased | | | |
| 1011 Stamped Cards/Envelopes | | | |
| 1012 Pubs Requester Rate | | | |
| 1013 Post Office Box Rental | | | |
| 1014 PC Based Postage | | | |
| 1015 Epost Charges | | | |
| 1016 Small Carrier Charges | | | |
| Postage Due From Hostile Areas | | | |
| Private Carrier Fees | | | |
| TOTAL | | | |
| TOTAL W/O CARRIER FEES | | | |

Instructions for preparing DA Form 7224 (Semi-annual Positive Accountability Postage Administration System)

- 1. Reporting Agency.** Self-explanatory.
- 2. Period.** Complete using fiscal quarters being reported upon. (i.e. 1st/2nd Quarters FY 07)
- 3. Address correction (1001).** A system of ancillary service endorsements that allows mailers to obtain the addressee's new (forwarding) address or the reason for nondelivery. Charges for address correction must be paid either by cash, deduction from a Postage Due Trust Account (where available) or a Centralized Account Processing System (CAPS) account. Report under this code only if paid by cash or an identifiable transaction in a CAPS account.
- 4. Business reply mail (1002).** A service that allows a permit holder to receive First-Class and Priority Mail back from the customers and pay postage only for the returned pieces. Postage and per piece charges are collected when the mail is delivered back to the permit holder. Charge paid by cash deduction from a Business Reply Mail (BRM) or Business Reply Mail Accounting System Advance Deposit Trust Account (ADTA), if available, or CAPS account. Do not report payments made under a postage due account under this code.
- 5. Express Mail (1003).** A mail class that provides expedited delivery service. This is the fastest mail service offered by USPS. Postage for Express mail may be paid by cash, postage stamps, postage meter imprint, or Express Mail Corporate Account. Include under this code ONLY postage paid by cash, deduction from an Express Mail Corporate Account. Express mail charges paid by the use of postage stamps or meter imprints are reported as purchases of those items.
- 6. Merchandise return service (1004).** A service whereby an authorized company provides a customer with a special mailing label to return a shipment without prepaying postage. The company pays the return postage. Must be paid by deduction from ADTA, where available, or CAPS account.
- 7. Meter Settings (1005).** Reflect the entire amount of postage loaded on the meters during the reporting period. This is the amount actually placed on the meters, not the amount of postage used.
- 8. Contractor reimbursement (1006).** Some contracts may require the contractor to pay postage on items shipped and the contracting activity to reimburse the contractor. Such postage will be a separate item on the invoice. This includes presort contracts.
- 9. Permit Fees (1007).** Fees charged by USPS for any authorization required for specific types of preparation or postage payment. Specifically, an authorization to mail without postage affixed by using indicia or an imprint. Payments must be made by cash, check, or deduction from a Trust Account.
- 10. Permit mailings (1008).** Mailings that are done using a permit, except BRM, MRS, or periodical requester publication rate. These latter three must be reported separately under their code. Charges paid by U.S. Treasury check, cash, check or deduction from an ADTA or a CAPS account.
- 11. Postage Due Mail (1009).** Only report Postage Due (short paid mail) and postage on Postage Due Penalty Mail paid via cash, check or deduction from a ADTA under this code. Postage Due Penalty Mail can also be paid for with postage stamps or postage meter imprints; when this is done do not report separately under this code. It has already been included in code 1005 or 1010.
- 12. Postage stamps purchased (1010).** Must be paid by cash, check, or credit card. Do not include stationery items such as stamped cards or stamped envelopes. They are reported under Code 1011.
- 13. Postage stamped cards/env (1011).** Charges paid by cash, check or credit card.
- 14. Publications requester rate (1012).** Charges paid by deduction from local TA or CAPS account. Do not include address correction charges.
- 15. Post Office box rental (1013).** Report all Post Office box rentals paid with appropriated funds regardless of why the box is rented.
- 16. PC Based Postage (1014).** Report purchase of postage downloaded from a USPS licensed vendor site on the internet. A printer connected to a computer or a network printer prints the postage on the mail piece or label. Credit cards must be used to pay for this postage.
- 17. ePost Charges (1015).** Those electronic mail services being developed by USPS such as click and ship where payment is by credit card.
- 18. Small Carrier Charges (1016).** Total dollar amount paid to private carriers such as FedEx, UPS, DHL, etc for official mail services.
- 19. Total (1999).** Total dollar amount paid to the USPS and private carriers for official mail services.