

DEPARTMENT OF THE ARMY
Bravo Det, 509th Personnel Services Battalion
APO AP 96258

EAPC-UA-P (600-8-3c)

16 Sep 04

MEMORANDUM FOR, B, DET 2nd Postal Platoon, APO AP 96258 ATTN: Postal NCO and Finance Clerk

SUBJECT: PROCESSING SPOILED PVI LABELS(SOP)

1. Purpose: To establish procedures for ensuring compliance with DOD and local policy regarding processing spoiled PVI labels, while avoiding any unnecessary out of pocket expense to the finance clerk.
2. Reference:
 - a. DOD 4526.6-M
 - b. DMM
 - c. Finance SOP
3. All postal supervisors and finance clerks will read and comply with the guidance in the above references. Each Finance Clerk will process all spoiled PVI labels IAW with the above references, along with the guidance in the following paragraphs and the attachment of this memorandum.
4. If a PVI label fails to print legible, then the clerk will immediately process the 553 transaction on the IRT, make corrections to PVI label, attach PVI label to PS Form 3533 Part 4, print new PVI label, and place the label on the customer's piece of mail. The clerk will then print a receipt depicting the entire transaction and attach that receipt to Part 4 of PS form 3533. The 3533 will be attached to the clerks 1412 at the end of the day.
5. In exceptional cases where the clerk is unable to print the receipt, then clerk will have the supervisor on duty verify the transaction prior to starting the next customer transaction.
6. POC for this action is MR. Jin, DSN 732-7238 or Email jinb@korea.army.mil .

Encl 1

BYUNG J. JIN
Army, CIV
Postal Officer

STEP BY STEP INSTRUCTIONS PROCESSING SPOILED PVI ON IRT

- A. The parcel is accepted from the customer; clerk enters \$13.65(for example) PVI.
- B. Blank PVI amount is printed from the machine or PVI amount is printed partially (for example, 3.65).
*******Stop at this point*****very important*****do not go any further on IRT*******
- C. The IRT screen at this point will show “109 Postage Val IMP \$13.65”.
- D. From the above screen, press “MSIC AIC” and enter AIC “553”.
- E. Enter the amount of “\$13.65”.
- G. Press “enter”.
- H. The screen now will show: 109 Post Val IMP \$13.65.
553 Ref Stamps/fees -\$13.65.
- I. If the customer does not have any more parcels to mail, you can press “total” and “total” to complete the transaction. If the customer has more packages to mail, finish the transaction and press “total” and “total”.
- *****Stop*****very important*****do not go any further on IRT*******
- J. Press “Receipt” to print out the receipt. The receipt will show both AIC 109 and AIC 553 with the amount of \$13.65. This receipt **must** be turn in with PS Form 3533. No exceptions!!!

I understand that the failure to comply with the above guidance will result in denial of the PS Form 3533 and AIC 553 transaction. Without the proper document, my disk will be reopened and the AIC 553 will be removed from that day’s business. This will obviously cause the shortage on my next audit and result in an out of pocket expense to me.

Signature_____Date_____