

DEPARTMENT OF THE ARMY
Delta Company, 516th Personnel Services Battalion
APO AP 96205

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

14 August 2004

MEMORANDUM FOR, D, 516th Personnel Service Battalion, APO, and AP 96205 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 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 the 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. Failure to comply with the above guidance will result in denial of the 553, the clerk will reopen and the 553 will be removed from that day's business. This will obviously cause the clerk to be short on the next audit and result in an out of pocket expense to the clerk.
7. POC for this action is MR. Burwick, DSN 723-6812 or Email Burwickf@.korea.army.mil .

FLOYD C. BURWICK JR.
Army, CIV
Postal Officer/COPE