

DEPARTMENT OF THE ARMY
2d Delta Company, 516th Personnel Services Battalion
Unit #15234
APO AP 96205-5234

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

14 Jan 05

MEMORANDUM FOR, D, 516th Personnel Service Battalion, APO, AP 96205 ATTN:
Postal NCO and Finance Clerk

SUBJECT: Redlining Program (SOP)

1. Purpose: To establish procedures for ensuring compliance with DOD and local policy regarding Redlining of parcels.

2. Reference:

a. DOD 4526.6-

b. Postal Operating Instructions #3

3. All postal supervisors and finance clerks will read and comply with the guidance in the above references. **Each Finance Clerk Will** track his/her cumulative redline data on the Redlining Worksheet, and then turn in a report each Friday and a cumulative report the last working day of each month to the COPE/APC. IAW POI #3, the COPE will consolidate the reports from the worksheets and provide the monthly report to TAPD.

4. POC for this action is Mr. Burwick, DSN 723-3460 or Email
Burwickf@usfk.korea.army.mil

Encl 2
1 POI #3
2 Daily/monthly Redlining Worksheet

FLOYD C. BURWICK JR.
DOD CIV
Postal Officer/COPE