ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1770.34

8/16/90

SUBJ: METERED MAIL IMPLEMENTATION

1. **PURPOSE.** This order announces implementation of metered mail in FAA.

2. **DISTRIBUTION.** This order is distributed to division level in Washington, branch level in the regions and centers, and limited distribution to all field offices and facilities.

3. **BACKGROUND.** The U.S. Postal Service (USPS) requires FAA to become fully accountable for its postage costs through the use of postage meters and/or official postage stamps. This requirement is a result of USPS audits of FAA mail survey documentation. Many field offices and facilities did not submit the required mail surveys, resulting in FAA underpayments to USPS.

4. **ACTION.** Washington headquarters, Western–Pacific (AWP) regional headquarters, and some field offices in AWP have implemented metered mail. The remaining field offices in AWP, all of the Southwest Region, and the Aeronautical Center will use metered mail and/or official postage stamps starting October 1, 1990.

a. **Funding and Implementation.** If funding for equipment is available, the proposed schedule for the remainder of FAA is:

(1) Southern Region—January 2, 1991.

(2) Central and Great Lakes Regions—April 1, 1991.

(3) Northwest Mountain and Alaskan Regions—July 1, 1991.

(4) Eastern and New England Regions and the FAA Technical Center—October 1, 1991.

b. **Metered Mail Imprint or Official Postage Stamps.** Every piece of mail originating from FAA locations must have a meter imprint or official postage stamp(s) upon implementation date. Any mail that is received by the Post Office without a metered mail imprint or official mail stamp(s) will be returned.

5. **FORMS AND REPORTS.** FAA Form 1770-20, Metered Mail Equipment Acknowledgment/Receipt, and FAA Form 1770-21, Metered Mail Evaluation, will be sent to regional and center mail managers. When a region or center converts to metered mail, the Quarterly Mail Survey Report (RIS 1770-1) will no longer be required.

6. **EQUIPMENT AND/OR POSTAGE STAMPS.**

a. **Meters.** Postage meters will be provided to field offices and facilities that have previously reported spending more than $30 a month in postage.

b. **Scales.** Field offices and facilities will receive electronic scales based on their previous mailings. The scale weight limits are 10 pounds, 30 pounds, and 70 pounds. Appropriate scales will be supplied to the field offices and facilities based on their reported package mailings from their previous mail surveys. If a field office or facility mailed less than five packages a month, it will not be issued an electronic scale. These field offices and facilities will be issued official postage stamps. When a package is taken to the Post Office to be weighed, postage stamps will then be applied by the FAA employee.

c. Official Postage Stamps. Official postage stamps differ from regular postage stamps. They have "Official Mail USA" and "Penalty for Private Use $300" preprinted on them. A field office or facility will use only official postage stamps if it has previously reported postage usage of less than $30 a month. The denominations for postage stamps are: 1 cent, 4 cents, 15 cents, 20 cents, 25 cents, 1 dollar, and 5 dollars. The 20– and 25–cent stamps are issued in coils of 100 with the remaining denominations issued individually or by partial or whole sheets. All regional Logistics Divisions and the Aeronautical Center Management Services Division will order stamps from USPS distribution centers for those field offices and facilities requiring stamps.

d. Regional Headquarters and Center Equipment. Automated mailing machines, which include postage meters and 70-pound scales, will be provided to each of the mailrooms.

e. Colocated Field Offices Equipment. When there are two or more field offices in the same building, they will share equipment and/or stamps. The equipment provided will be based on the consolidated requirements of these offices.

f. Overseas Offices Equipment. Overseas offices, that are U.S. possessions, will be supplied equipment and/or stamps as shown in paragraphs 6a, 6b, and/or 6c. Other FAA offices in foreign countries will be issued official mail stamps if they use APO mail. If international mail is used, postage stamps from country of origin must be used.

7. PROCEDURES. The correct amount of postage must be put on each piece of mail (letter or package) before it is mailed. Unless it is obvious (a letter of one or two pages in a standard envelope will weigh less than 1 ounce), letters and packages must be weighed and the correct postage applied. Until existing indicia envelopes and labels are exhausted, the meter imprint or postage stamp(s) shall be placed over the "eagle." The date and the postage amount of the meter imprint must be legible. The small 1–pound mail scale previously provided to all field offices and facilities will weigh letters and packages up to 16 ounces.

a. Official Postage Stamps Only. Field offices and facilities using only official postage stamps should weigh all letter mail and apply the appropriate official postage stamp(s). Package mail must be taken to the local Post Office for weighing to determine the correct postage. To save a second trip to the Post Office, a sufficient supply of "Official Mail USA" stamps should be taken with the package and affixed after the cost is determined.

b. Postage Meters Without Electronic Postal Scales. Field offices and facilities that receive a postage meter should weigh letter mail on the 1–pound scale and affix the correct postage amount. They will also receive official postage stamps for occasional package mail. The package must be taken to the local Post Office to determine the correct postage. To save a second trip to the Post Office, a sufficient supply of stamps should be taken with the package and affixed after the cost is determined.

c. Postage Meters with Electronic Postal Scales. The electronic scales will show the postage amount for letters and packages up to the scale weight limit (10, 30, or 70 pounds). Package cost is determined by a combination of weight and postal zone. The electronic scale will automatically determine the correct zone when the first three digits of the addressee's Zip Code are keyed into the scale. The scale will also "rate shop," which will show the different costs for first, third, and fourth class mail. The correct postage will then be affixed to the letter or package.

d. Postage Meter Resets. The postage meters have the capability for "remote meter setting," which means that additional postage can be entered by telephone. A toll free number will be supplied by the vendor to reset the meters. Meters shall not be reset for more than $200 or a 2–month supply, whichever is greater. Field offices and facilities that do not have a touch tone telephone will need a tone generator supplied by the vendor.

e. Envelopes. The present supply of "eagle" envelopes may be used until the supply is exhausted. When a region or center converts to metered mail, all reprinting of envelopes and mailing labels shall be without the "eagle" and bar code.

f. Postage Errors. If an office puts the incorrect amount of postage on an envelope or label, it should not be thrown away because FAA will be charged as if it were used. Save the envelope, meter strip, or label and return it to the Post Office for a credit. The facility will not be credited, but the postage will be credited to the national account.

g. Metered Mail Date. The date on the meter must be set every day. Do not take post dated mail to the Post Office, as they will not accept it. If mail is metered late in the day and will not be at the Post Office that day, the meter stamp must show the next day's date.

h. Equipment Maintenance and Supplies. Regions and centers will be responsible for budgeting and ordering additional supplies for postage meters. An initial supply of tape pads, for packages or large envelopes, will be sent to offices receiving postage meters. Additional tape pads or ink for the postage meters must be ordered by the regions and centers. Regions, including their field offices and facilities, and centers will also be responsible for equipment maintenance and rate pack changes on the electronic scales. The Office of Management Systems will fund the first rate change in FY–91. Rate pack changes cost approximately $250 and are required whenever the USPS has a postage rate change. These rate changes normally occur about every 3 years.

i. Equipment Installation and Training. The vendor will be responsible for installing all equipment and for training within 7 days after delivery. The delivery should be 2 weeks before a region or center converts to metered mail.

j. Equipment Failure. In the event there is an equipment failure (meter or scale), field offices and facilities can call a furnished toll free number for repair. If there is another FAA facility nearby, the field office or facility should take its mail to that facility until the equipment is repaired or use the official postage stamps.

k. Changes in Requirements. If a new field office or facility opens, or an existing office needs to have additional or upgraded equipment, it should contact the regional mail manager. Any new requirements must be justifed before new or additional equipment is supplied. Additionally, if a field office no longer has a need for equipment contained in paragraphs 6a or 6b, it should contact the regional mail manager to arrange return.

8. EQUIPMENT ACCOUNTABILITY. FAA Form 1770-20, Metered Mail Equipment Acknowledgment/ Receipt, will be sent to each field office or facility, by the regional mail manager and will show what equipment the office will receive and a check box to certify receipt. Appendix 1, Sample Metered Mail Equipment Acknowledgement/Receipt, shows a copy of the completed form. Figure 1 shows a copy of the form sent by the regional headquarters to a field office or facility. Figure 2 shows a copy of the completed form returned to the regional headquarters. The field office or facility must check the appropriate boxes and return the form to the regional mail manager. If the form is not received from a field office or facility within 5 days after the equipment is scheduled for installation, the regional mail manager will call the field office or facility to determine if the equipment was received and installed and remind the field office to submit FAA Form 1770-20 to the regional office. When all of the equipment receipt forms are received by the regional mail manager, copies of the forms will be sent to the FAA mail manager in the Office of Management Systems (AMS-410). Regions and centers will be responsible for equipment accountability records.

9. EVALUATION. Approximately 3 months after a region converts to metered mail, FAA Form 1770–21, Metered Mail Evaluation Form, will be sent to each field office and facility for completion. Appendix 2, Sample Metered Mail Evaluation Form, shows a copy of a completed form. The regional mail manager will send the forms to the field offices and facilities and ensure that the forms are returned. The completed forms shall be reviewed by the regional mail manager to determine if there are any problems that can be resolved. Problems not resolvable at the regional/center level will be forwarded to the FAA mail manager for corrective action. Copies of all the forms shall be sent to the FAA mail manager, AMS–410.

10. FUNDING. As in the past, all agency postal costs are centrally budgeted and funded by the Office of Management Systems. With the exceptions stated in paragraph 7h, AMS is funding the purchase of the scales and will continue to fund the annual lease of the meters, the purchase of official mail stamps, and the postage meter resets. Any vouchers for payment, received directly by the field offices and facilities for scales, meters, or meter resets should be forwarded to the regional mail manager who will forward them to the FAA mail manager, AMS–410.

Michael D. Sherwin
Director of Management Systems

APPENDIX 1
METERED MAIL EQUIPMENT ACKNOWLEDGMENT/RECEIPT

FIGURE 1-1

METERED MAIL EQUIPMENT ACKNOWLEDGMENT/RECEIPT

To: LAS FSDO, Attention, Facility Chief

The U.S. Postal Service is requiring the FAA to use metered mail. Our region will start using meters and/or official postage stamps starting 10/1/90. The equipment/supplies listed below will be sent to your facility on or about 9/15/90. Please check the appropriate boxes and return this form to AWP-52 within 5 days.

Ordered	Equipment List				Received
☒	**Postage Meter**				☐
	Date Received	Serial Number	Initial Dollar Setting	Date Operational	
			$		
☐ 10 lb. ☐ 30 lb. ☒ 70 lb.	**Postal Scales**				☐ 10 lb. ☐ 30 lb. ☐ 70 lb.
	Date Received	Serial Number		Date Operational	
☒	**Postage Stamps**				☐
	Dollar Amount Received $				
Printed Name		Signature			Date

FAA Form 1770-21 (9-90)

FIGURE 1-2

METERED MAIL EQUIPMENT ACKNOWLEDGMENT/RECEIPT

To: LAS FSDO, Attention, Facility Chief

The U.S. Postal Service is requiring the FAA to use metered mail. Our region will start using meters and/or official postage stamps starting 10/1/90. The equipment/supplies listed below will be sent to your facility on or about 9/15/90. Please check the appropriate boxes and return this form to AWP-52 within 5 days.

Ordered	Equipment List				Received
☒	**Postage Meter**				☒
	Date Received	Serial Number	Initial Dollar Setting	Date Operational	
	9/17/90	12345	$200.00	9/24/90	
☐ 10 lb. ☐ 30 lb. ☒ 70 lb.	**Postal Scales**				☐ 10 lb. ☐ 30 lb. ☒ 70 lb.
	Date Received	Serial Number		Date Operational	
	9/17/90	23456		9/24/90	
☒	**Postage Stamps**				☒
	Dollar Amount Received $ 500.00				
Printed Name		Signature			Date
Jane X. Doe		Jane X. Doe			9/26/90

FAA Form 1770-21 (9-90)

APPENDIX 2

METERED MAIL EVALUATION
FIGURE 1

METERED MAIL EVALUATION

To: LAS FSDO, Attention, Facility Chief

As a follow-up to the metered mail implementation in our region, we would appreciate if the following questionnaire would be completed by each facility. This will assist us in determining if your facility received the proper equipment and if there are any problems. Please return the questionaire to AWP-52 by 1/15/91.

METERS

1. Have there been any problems (i.e., malfunction, usage, etc.) with the meter? ☒ Yes ☐ No *If Yes, Explain:*

The meter malfunctioned and was replaced on 11/8/90. The new serial number is 22345. The vendor provided good service.

2. If the meter has been reset, have there been any problems getting the new postage amount? ☐ Yes ☒ No *If Yes, Explain:*

3. Please supply the following information:

a. How many times has the meter been reset?	b. Dollar amount(s) of reset(s)	c. Meter reading as of: 12/15/90
2	$ 200.00 $ 200.00 $	1) Postage used since the start $ 475.75 2) Postage balance since the start $ 125.25 3) Pieces sent since the start 262

SCALES

1. Did your facility receive a mechanical one-pound scale? ☒ Yes ☐ No

2. Did your facility receive an electronic scale? ☐ 10 lb. ☐ 30 lb. ☒ 70 lb. ☐ No electronic scale

3. If your facility received an electronic scale, have there been any problems? ☐ Yes ☒ No *If Yes, Explain:*

4. Does the scale meet your needs? ☒ Yes ☐ No *If No, Explain:*

5. How many packages does your facility send per month?	Maximum package weight sent:	How many at this weight:
8	☐ 1-10 Lbs. ☐ 30-50 Lbs. ☐ 10-30 Lbs. ☒ 50-70 Lbs.	4

FAA Form 1770-20 (9-90)

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METERED MAIL EVALUATION (Cont.)

POSTAGE STAMPS

1. What was the dollar value of the stamps you initially received? $ 500.00

2. Have you requested or received additional stamps?
   ☐ Yes ☒ No If yes, dollar amount $ _____

3. Have you encountered any problems using the stamps? ☐ Yes ☒ No *If Yes, Explain:*

4. Have there been any problems taking a package to the Post Office and putting on the proper postage amount?
   ☐ Yes ☒ No *If Yes, Explain:*

5. If your office is colocated, is there any problem sharing equipment? ☐ Yes ☒ No *If Yes, Explain:*

Any Additional Comments about metered mail.

Printed Name	Signature
Jane X. Doe	Jane X. Doe

FAA Form 1770-20 (9-90)

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